

**DRAFT MINUTES
ANNUAL GENERAL MEETING
STRATA PLAN LMS 4050
THE 501**

Held: Monday, March 13, 2006
Time: 7:00 p.m.
Location: Columbia Room, 2nd Floor, Holiday Inn Downtown, 1110 Howe Street, Vancouver, B.C.

1. Registration commenced at 6:00 p.m.
2. **Declare a Quorum** - A quorum could not be declared at 6:30 p.m. and, as outlined by the Strata Corporation's bylaws, the meeting was delayed for ½ hour. As per this bylaw after the waiting period, if a quorum is not present, those present will constitute a quorum.

Introductions: Bob Adams introduced the Strata Council and Facilitech representatives.

Council: Lon LaClaire, President
Harvey Wolfson, Vice President
Gil Lippingwell, Treasurer
Brent Belsher

Facilitech: Kevin Costea, Building Manager
Bob Adams, General Manager
Rick Dean, Operations Manager
Irene Pang, Accounting Assistant
Lo Ying Li, Accounting Assistant

Regrets: Jeff Litke
Debra Williams (resigned)
Jay Markowsky (resigned)

3. **Calling of the Roll and Certifying Proxies**

Rick Dean reported on the quorum: The total number of votes for Strata Corporation LMS 4050 Commercial Section is 10.86 of which all were eligible to vote, of the 10.86 eligible votes 1/3 or 4 votes would declare a quorum. The attendance register was taken and there was 1 person present 10 present by proxy, representing 10.86 votes available for the meeting.

The total number of votes for Strata Corporation LMS 4050 Residential Section is 284 of which 11 were ineligible to vote leaving 272 eligible votes of which votes 1/3 or 92 votes would declare a quorum. The attendance register was taken and there were 31 present in person representing 32 votes and 46 by proxy representing 46 votes. This totalled 78 votes available for the meeting present in person or by proxy.

After the 1/2-hour waiting period, a quorum was declared and Lon LaClaire Chairperson, called the meeting to order at 7:00 p.m.

4. **Filing Proof of Notice** -- The meeting attendees were advised that the proof of notice for the Annual General Meeting was, filed in the Strata Corporation's records at the offices of Facilitatech Property Management Ltd.

5. **Insurance** - Bob Adams reported on insurance, stating that the insurance has been renewed for the period ending October 31, 2006. The insurance premium for the year is \$46,848, a slight decrease from the previous year. Owners are reminded to carry the appropriate insurance coverage for all incidents that may arise. The building was appraised at \$32,414,000 for 2005/2006.

6. **Strata Council President's Report** -- Lon LaClaire, President of the Strata Council made a power point presentation on the accomplishments that were achieved at the building over the past year.

Guest Suite upgrade. Completed

Completion of ponds. This was completed with some additional upgrade including garbage can and ashtray at front entrance

New Entry Phone . This is completed

Master Keys. Completed

Painting of Corridors. Completed will now be kept up on a yearly basis in the operating budget

All the above projects that were outlined in last year's Annual General Meeting were completed except for the upgrading of the games room and that will be completed in the near future.

Lon LaClaire thanked the Owners, Strata Council, Kevin Costea (Building Manager) and Facilitatech for a good year. The new projects for 2006/2007 will be discussed in further detail later in the meeting. Lon LaClaire is looking forward to the New Year.

7. **Building Manager's Report** -- Kevin Costea thanked everybody for their support over the past year. Kevin highlighted some of the year's accomplishments as follows:

- The key system to the building was changed, making access easier for contractors and emergency response personnel.
- The enterphone system was installed and is working well.
- The guestrooms were upgraded and rentals are on the rise.
- The false alarms in the building have decreased as repairs and upgrades were done to the emergency systems.
- The recycling and garbage room was re-organized and a new ozone machine was installed.
- Additional bike racks have been installed and are being used and further upgrades will be reviewed if necessary.
- The parkade gate was upgraded with a new pulley system.
- The commercial loading bay was cleaned and re-organized.
- Commercial Section washrooms in the commercial section were renovated.

8. **Property Manager's Report** -- Bob Adams of Facilitatech Property Management thanked all owners, Strata Council and Kevin Costea for their support over the past year. Bob emphasized to all owners and their tenants that they must carry the appropriate insurance in case of any incidents that may arise. The building insurance only covers the building structure not personal contents or any betterment that the owner or tenant may have done.

9. **Approve by Majority Vote Resolution the Previous Annual General Meeting Minutes:**

It was moved by Lon LaClaire to accept the minutes of the previous Annual General Meeting held on March 22, 2005, seconded by Harvey Wolfson the vote was called and the results were 87.86 for, 0 opposed, and 1

abstentions, motion carried.

10. Approve by majority resolution the 2005/2006 financial statements:

It was moved by Harvey Wolfson to accept the financial statements for 2005/2006 as presented, seconded by Wade King. The vote was called and the results were 85.86 for, 2 opposed, and 1 abstention, motion carried.

11. Approve by majority resolution the 2005/2006 Budget:

It was moved by Harvey Wolfson to accept the budget as presented for 2006/2007, seconded by George Affleck. The vote was called and the results were 85.86 for, 2 opposed, and 1 abstention, motion carried.

12. Resolutions

a) Approve by $\frac{3}{4}$ Vote Resolution #1

It was moved by Jerry Skwierawski to approve the transfer of up to \$10,000 from the Contingency Reserve Fund to a special project fund for the upgrading of the exercise equipment, seconded by Wade King. The vote was called for and the results were 80.86 for, 7 opposed, and 1 abstention, motion carried.

A general discussion took place on what was to be done in the exercise room. The consensus was to allow the Strata Council to work on this project with options to look at a new treadmill, stair master and bike. A committee will be organized to best decide which piece of equipment is to be replaced or repaired. The new Strata Council was instructed to look at a maintenance contract for the equipment.

b) Approve by $\frac{3}{4}$ Vote Resolution #2

It was moved by Wade King to approve the transfer of up to \$15,000 from the Contingency Reserve Fund to a special project fund to repair the paving stones in the driveway, seconded by Brent Belsher. The vote was called and the results were 85.86 for, 2 opposed, and 1 abstention, motion carried.

A discussion took place regarding the red bricks in the driveway. The sand and mortar are continually washed away causing problems and costly repairs. The suggestion is to remove the paving stones and put coloured concrete in its place. This will save any further maintenance costs in the future. The new Strata Council will review this suggestion.

c) Approve by $\frac{3}{4}$ Vote Resolution #3

It was moved by Wade King to approve the transfer of up to \$10,000 from the Contingency Reserve Fund to a special project fund to complete the painting of the townhouses, seconded by Geoffrey Legh. The vote was called and the results were 80.96 for, 7 opposed, and 1 abstention, motion carried.

It was explained that the Engineers doing the emergency repairs to the townhouses painted the bottom portion. This left a two-toned green on the walls and looks unfinished. The townhouse painting will be completed this year.

d) Approve by $\frac{3}{4}$ Vote Resolution #4

It was moved by Jerry Skwierawski to approve the transfer of up to \$15,000 from the Contingency

Reserve Fund to a special project fund to return the filled pond back to a water feature, seconded by Wade King, the vote was called and the results were 56.86 for, 30 opposed, and 2 abstentions, motion defeated.

The consensus of the owners was to leave the garden area as is and improve the drainage so that plants have a better chance of enduring in this area. Owners were also reminded not to allow their pets into the gardens.

e) Approve by $\frac{3}{4}$ Vote Resolution #5

It was moved by Alice Hung to approve a new Bylaw restricting leasing and renting of Residential Strata Lots to 50%, seconded by Beverley Davies. The vote was called and the results were 16 for, 55 opposed, and 0 abstentions, motion defeated.

The owners felt that their property values would be adversely affected by enforcing a rental restriction but did agree that owners need to take more responsibility in screening prospective tenants and be more diligent with the agents they hire to look after their suites.

13. Ratify by Majority Resolution the Rules of the Strata Corporation

It was moved by Beverley Davies to ratify the rules of the Strata Corporation, seconded by Brenda Lea Brown. The vote was called and the results were 87.86 for, 0 opposed, and 1 abstention, motion carried.

14. New Business / Questions

a) The new Strata Council, Building Manager and Facilitatech were asked to investigate the following:

- i) Installation of cameras on the fourth floor near the exercise room doors.
- ii) Keep left signage for the parkade (to prevent accidents)
- iii) Review the Janitorial Contract for the Building.
- iv) To train the security staff on Rules, Bylaws and fire systems for the Building and to speak with the security company on items such as personal phone calls made by the guards while on duty.

15. Election of new Strata Council – The Chairman opened the floor for nominations:

1. Lon LaClaire
2. Brent Belsher
3. George Affleck
4. Brenda Lea Brown
5. Gil Lippingwell
6. Rene Welch
7. Harvey Wolfson

There were no further nominations and all nominations were accepted and voted in as the new Strata Council for 2006/2007.

16. Adjournment – It was moved by Rob McDowell to adjourn the Annual General Meeting, seconded by Harvey Wolfson, all were in favour, motion carried. The meeting was adjourned at 9:03 p.m.

1110 Howe Street, Vancouver, British Columbia, V6Z 1R2 – T 604-684-9940 F 604-684-6735

Minutes
Strata Council Meeting
Strata Plan LMS 4050
501 Pacific Street, Vancouver, B.C.

Held: Monday, April 10, 2006
Time: 7:00 p.m.
Place: The Meeting Room, 501 Pacific Street, Vancouver, BC
In Attendance: Strata Council:
Lon LaClaire
Harvey Wolfson
Gil Lippingwell
Brenda Lea Brown
Rene Welch
Brent Belsher
George Affleck
Facilitech Property Management Ltd.
Kevin Costea, Building Manager
Bob Adams, General Manager
Rick Dean, Operations Manager

1. Bob Adams, Facilitech Property Management, declared a quorum and the meeting was called to order at 7:02 p.m.
2. Election of President, Vice President, Secretary and Treasurer
 - a) Harvey Wolfson was nominated as President by Lon LaClaire, seconded by Gil Lippingwell; Harvey Wolfson accepted the nomination. There were no further nominations and all were in favour.
 - b) Brenda Lea Brown volunteered for the Vice President position, seconded by Harvey Wolfson; Brenda accepted the nomination. There were no further nominations and all were in favour.
 - c) Gil Lippingwell was nominated as Treasurer by Brent Belsher, seconded by Lon LaClaire; Gil accepted the nomination. There were no further nominations and all were in favour.
 - d) Brent Belsher volunteered for the Secretary position, seconded by Rene Welch; Brent Belsher accepted the nomination. There were no further nominations and all were in favour.

3. Strategic Direction – Brenda Lea Brown

Brenda Lea Brown put together a strategy template that included the vision statement for the building, risk management to protect the building integrity, educate owners, foster community, and manage risks. These items will be developed into a program that will enhance the owners' investments and tenants' livability. A meeting will be set up for next week to discuss options available.

4. Minutes

- a) Approval of Minutes - On a motion by Harvey Wolfson to accept the minutes for February 6, 2006 as amended, seconded by Lon LaClaire, all in favour, motion carried. The amendments were under attendance; Gil Lippingwell's name was spelled incorrectly and Jay Markowsky should have been listed as resigned.

- b) **Review of Annual General Meeting Minutes** – The Annual General Meeting minutes were distributed for review for any changes.

5. Financial Report

- a) **Financial Statements** – The February financial statements were tabled until the next meeting.
- b) **Receivables** – Receivables are still behind. The outstanding receivable balance is currently \$24,210.28. There are seven owners in substantial arrears and all will be sent demand letters. If there is no response, liens will be placed, then force sale proceedings will begin.
- c) **Audit** – Gil Lippingwell has negotiated a lower price from an auditor and two further quotes will be presented at the next meeting.

6. Building Operation's Report – Kevin Costea reported on some of the challenges over the past month.

- a) **Window Cleaning** – The window cleaning will take place after the dryer duct work and the annual fire testing. The cleaning is tentatively scheduled for the first week in May.
- b) **Dryer Duct Cleaning** – The dryer ducts will be cleaned starting April 24, 2006.
- c) **Fire Alarm Testing** – The annual fire alarm testing will begin on April 24, 2006. Owners and Tenants are reminded to make arrangements to have someone present so that their suite can be tested.
- d) **Sprinkler Head Replacement** – The sprinkler company has not responded to the building request to schedule the replacement of the heads. Facilitatech will contact legal counsel to send a letter requesting the work to be scheduled as soon as possible.
- e) **Painting of Hallways** – The hallways are on a continuing painting program and as needed.
- f) **Pond Repairs** – The pond piping and filtration has been repaired.
- g) **Parkade Cleaning** – The Building Manager is looking for a company that can clean the parking lot on a regular basis.
- h) **Swimming Pool Tiles** – The tiles on the back wall across from the pool and sauna need to be replaced.
- i) **Locker Lists** - 130 owners have responded to the locker information request form that was sent out. This has clarified some of the locker problems. There are still a number of owners that have been assigned the same lockers. The Strata Council, Facilitatech and the Building Manager will meet to discuss a solution.
- j) **Parking Lists** - 130 owners have responded to the parking information request form that was sent out. This has clarified some of the parking problems. There are still a number of owners that have been assigned the same parking stalls. The Strata Council, Facilitatech and the Building Manager will meet to discuss a solution.
- k) **Monitors** – The monitors and millwork at the front desk will begin in June.
- l) **Envelope Study** – A study of the building envelope is to be conducted and quotes will be solicited from engineers.
- m) **Water Pressure** – Low water pressure has been reported in the townhouses and the 29 and 30th floors in the tower. The Building Manager will investigate.
- n) **Security Guards** – The guards will be issued a new set of guidelines and additional training. The guards will be asked to improve their communication skills with all residents.

- o) **Annual General Meeting Approved Projects**
 - i) **Exercise Equipment** – A new contract has been signed with an exercise equipment technician and he will advise the Strata Corporation on the life expectancy of the equipment for replacement. At this time the bikes, stair master and treadmill will be looked at. A committee will be struck in the fall to look at the work that needs to be done to enhance the gym.
 - ii) **Front Driveway** – The cost of replacing the driveway paving stones with coloured concrete is high and additional quotes will be requested.
 - iii) **Townhouse Painting** – The painting of the townhouses will be discussed at the next meeting.
 - iv) **Social Club** – The two proposals will be reviewed at the next meeting and an action plan will be put forward at that time.
- p) **Items from the Annual General Meeting**
 - i) **Drainage at the Back Planter** – Quotes will be reviewed at the next meeting to have the drainage repaired at the back planter.
 - ii) **Security Cameras** – It was decided not to put cameras on the fourth floor at this time. Signage will be increased to prevent residents from using the exit doors to the fourth floor.
 - iii) **Signage** – The keep left signage that was discussed at the Annual General Meeting was discussed and at this time it was decided to get 5 KPH signs instead.
 - iv) **Janitorial Contract** – The contract will be reviewed. Rick and Kevin will inspect the building. Strata Council will analyze costs of hiring their own staff for Janitorial.

7. Committees:

- a) **Landscaping Committee** – Brent Belsher - Brent Belsher has agreed to head the committee for Landscaping, Gil Lippingwell and Rene Welch have also agreed to sit on the committee. If any other owner wishes to participate, Brent Belsher may be contacted by leaving a note with the Building Manager.
- b) **Issues Committee:**
 - i) **Developer Issues** – The issue committee and Facilitech will meet with Legal Counsel to discuss the next step.
 - ii) **Engineering Study Warranty Review**
 - 1) **Townhouses**
 - I. The reveals have all been repaired and caulked.
 - II. The lower portions of the townhouses have been painted.
 - III. Unit 202 is waiting for a new door. The planter has been removed and a new membrane has been installed.
 - IV. Unit 203 – The planter has been removed and a new membrane has been installed.
 - V. Units 202 – 203 – New flashing has been installed on the parapet.
 - VI. Unit 205 – Three windows have been sealed and replaced. Additional membrane work is being done as some water penetration has been reported.
 - VII. Exterior Painting – This will be discussed at the next meeting.
 - 2) **Dryer Ducts** – Booster fans will be installed in any unit that is required and allowed for in the budget.

8. **New Business** - No new business was presented.

9. Correspondence from Owners

- a) Letters were received from owners regarding noise complaints and security has been made aware of the noise concerns and will monitor the area. Warning letters have been sent and fines will be issued to the offending strata lots if these issues persist.
- b) A letter was received from an owner asking the Building Manager to investigate a possible water leak.
- c) A letter from an owner expressed concern about security during moves. Owners and tenants are reminded that arrangements are to be made with the Building Manager for move ins and outs. Owners will be fined for any unscheduled move ins or outs.
- d) An owner sent a letter disputing a move in fee; the fee will be reversed as it was posted in error.

10. Future Meetings – The Strata Meetings will be held on the first Monday of each month except when the Monday is a Statutory Holiday, then the meeting will be held on the second Monday.

11. Adjournment – On a motion by Harvey Wolfson to adjourn the meeting, seconded by Lon LaClaire, all in favour, motion carried. The meeting was adjourned at 9:53 p.m.

Contact numbers:

Noise / Security concerns: 604-684-1606

Guestroom bookings: 604-684-1609

Building Manager: 604-684-1609

Emergencies: 604-293-4459

Property Manager Emergencies: 604-735-7387

For noise concerns outside of the building:

City Environmental Health Dept. 604-736-2866

Letters to Strata Council may be dropped off at the Building Manager's office on the 3rd floor or mailed to Facilitech Property Management or email at the website listed below

Website: www.the501.net

1110 Howe Street, Vancouver, British Columbia, V6Z 1R2 – T 604-684-9940 F 604-684-6735

Minutes

Strata Council Meeting Strata Plan LMS 4050

501 Pacific Street, Vancouver, B.C.

Held: Monday, May 1, 2006
Time: 7:00 p.m.
Place: The Meeting Room, 501 Pacific Street, Vancouver, BC
In Attendance: **Strata Council:**
Harvey Wolfson, President
Brenda Lea Brown, Vice President
Gil Lippingwell, Treasurer
Brent Belsher
Facilitech Property Management Inc.:
Kevin Costea, Building Manager
Bob Adams, General Manager
Rick Dean, Operations Manager
Regrets:
Lon LaClaire
Rene Welch
George Affleck

1. Harvey Wolfson, President, declared a quorum and the meeting was called to order at 7:01 p.m.
2. Minutes
 - a) **Approval of Minutes** - On a motion by Gil Lippingwell to accept the minutes for April 10, 2006, seconded by Brent Belsher, all in favour, motion carried.
 - b) **Minute's Procedure** - The minutes are to be delivered to the Strata Council within three business days for review. If there are any omissions or additions they are to be forwarded to Facilitech to make the appropriate changes, then distributed.
3. **Financial Report**
 - a) **Financial Statements** - The March 2006 financial statements were tabled until the next meeting.
 - b) **Receivables** - Receivables are still behind. The outstanding receivable balance is currently \$25,455.90. There are two owners in substantial arrears and liens will be placed, two other owners have been assessed \$15,000 of insurance deductibles for water damage.
 - c) **Audit** - Gil Lippingwell has no update at this time, and it was suggested to get further quotes.
4. **Building Operation's Report** - Kevin Costea reported on some of the challenges over the past month.
 - a) **Duct Cleaning** - Council wishes to thank all those owners who made it possible to complete the fire testing

and duct cleaning. A total of 226 units have been cleaned and the now the booster fans will be installed on the suites that have seen the most damage. Ceiling repairs will be investigated at the same time the booster fans are installed. Any owner that has not provided access for fire testing or ducts cleaning inspection will be held responsible for their own repairs and maintenance.

- b) **Window Cleaning** – The windows are scheduled for cleaning on May 15, 2006 if the anchors for the building can be tested prior to this date. Please watch the notice boards for details.
- c) **Fire Alarm Testing** – The annual fire alarm testing was completed and a report is to follow. Faulty smoke detectors will be replaced and charged back to the owners, this will guarantee that the residents of the 501 are safe and secure.

On a motion by Brenda Lea Brown to have all faulty smoke detectors replaced and then charged back to the strata lot, seconded by Harvey Wolfson, all in favour, motion carried.

- d) **Sprinkler Head Replacement** – A legal opinion regarding the sprinkler head replacement from the Strata Corporation's Legal Counsel is expected to arrive on May 5, 2006.
- e) **Painting of Hallways** – The hallways are on a continuing painting program. A new painting contractor will be asked to quote on The 501's painting program.
- f) **Pond Repairs** – The pond piping is completed and filtration is working well which is enhancing the ponds. There is still some work required on the fountains.
- g) **Parkade Cleaning** – The Building Manager is looking for a company that can clean the parking lot on a regular basis.
- h) **Swimming Pool Tiles** – The work on the tiles has begun and work should be completed by the end of May. The tiles have been discontinued and there are a limited number in stock and it was discussed whether or not to purchase the existing tiles, which should give the building enough for a number of years. The Building Manager was asked to get a price.
- i) **Locker Lists** - No update at this time.
- j) **Parking Lists** – No update at this time.
- k) **Monitors** – The monitors and millwork at the front desk will begin in June, and are waiting for the final quotes.
- l) **Envelope Study** – A sample envelope study was presented to the Strata Council to show the members what to expect when the work is commissioned.
- m) **Water Pressure** – The water pressure on the upper floors has been repaired and the townhouses have a pressure-reducing valve that is to be repaired.
- n) **Security Guards** – The existing Security Company is to be replaced in June. Guidelines are to be revised for the guards.
- o) **Annual General Meeting Approved Projects**
 - i) **Exercise Equipment** – In mid May an equipment specialist will be inspecting the equipment and putting a report together regarding the life cycle of the equipment and what equipment needs replacing or can be repaired.
 - ii) **Front Driveway** – The Landscaper has agreed to look at the paving stones in the driveway and may have a more economical solution.
 - iii) **Townhouse Painting** – The painting of the townhouses has been put on hold for the time being. Strata Council would like to have the work done at the same time as the tower.
 - iv) **Games Room** – It was decided that a separate meeting would be held to discuss the proposals. The meeting will be restricted to 30 minutes and will be held on Thursday, May 4, 2006 at 6:00 p.m.

p) Items from the Annual General Meeting

- i) **Drainage at the Back Planter** – Quotes did not arrive in time for the meeting and will be discussed at the next meeting.
- ii) **Fourth Floor Signage** – Signs are to be installed in the exercise room, all owners are reminded to exit the room through the fourth floor as not to disturb residents.
- iii) **Parkade Signage** – ICBC has been approached regarding 5 KPH signage; no response has been given at this time.
- iv) **Janitorial Contract** – The contract is still under review. Rick Dean and the Building Manager will have the building inspection report completed for the next meeting.

5. Committees:

a) Landscaping Committee – Brent Belcher: The committee met last week and discussed the following:

- i) **Richards Street** – The businesses on Richards Street need to keep their area clean and are responsible to do so, a letter will be sent to the Commercial owner. The garbage containers need to be emptied more frequently.
- ii) **Plants** – The planters along Richards will be completely redone to provide a more attractive environment.

b) Issues Committee:

- (i) **Developer Issues** – The issues committee will meet with the Strata Corporation's Legal Counsel to discuss legal options, success rate of a lawsuit, and would it be easier to have everyone go through small claims court. The meeting is set for Monday May 8, 2006 at 1:00 p.m.
- (ii) **Engineering Study Warranty Review-Town houses**
Unit 202 – The work should be completed by the end of the week.
Unit 203 – Water was reported entering through a window and will be investigated.
Unit 204 – Water was leaking through the windows and the unit has been repaired.
Unit 205 – Cracks in concrete and holes that were drilled into the concrete still need to be repaired.

6. New Business

- a) **Signing Authority** – Facilitech has signing authority under the Management Contract.
- b) **Management Contract** – The management contract will be presented to the Strata Council for its review.
- c) **Uninsured Vehicles** – As of April 30th, 2006 all vehicles in the underground parking stalls have the appropriate insurance and residents are reminded that all vehicles must be insured or the vehicle will be towed at their expense.
- d) **Instruction Guides** – A copy of the Strata Property Act instruction guides were given to all Strata Council Members for their information.
- e) **Deliveries** – An owner has requested permission for his/her tenant to have groceries delivered to the suite during the day. The Strata Council discussed this and was concerned about security and loss of delivered items but wished to be fair and reasonable. It was decided to ensure a Form K is on file for the tenant and get written acknowledgement from the owner that his/her tenant is receiving the delivery and accepts full responsibility for any loss of delivered items or loss or damage to The 501 property.

On a motion by Brent Belsher to allow the deliveries to take place and the waiver to be signed, seconded by Brenda Lea Brown, the vote was called and the results were **3 in favour, 1 opposed, motion carried.**

- f) **Strategic Priorities** - Brenda Lea Brown presented the five priority items that Council members had brainstormed at their planning meeting and explained the purpose of adopting them as strategic priorities for the year. After some discussion, Council decided to bring this item forward for further discussion at the next Council Meeting. In the meantime, Brenda Lea will prepare an example of how organizing council work

around strategic priorities can save time and improve effectiveness.

- g) **Water Damage** - A number of suites were damaged on the 23rd, 24th and 25th floors due to water leaking from a suite. The Restoration Company has sent a report to the Building Manager and the Insurance Company for review and is currently organizing the contractors to complete the final repairs.

7. Correspondence from Owners

- a) A letter from an owner was presented regarding noise on a floor. The security guards have been asked to monitor the floor closely and report any suspicious activity. The Building Manager will check with residents on the floor to verify the noise and, when/if verified, the owner will be sent a warning letter and fine.
- b) A letter from an owner was presented regarding the noise from a party that took place in the games room. Although the owner did clean up the games room, he/she will be fined \$200.00 for clean up costs for the mess left in the lobby and outside the front doors. Also, guests leaving the building continued to cause a disturbance for other residents.
- c) An owner sent a letter regarding the definition of "neutral" as it applies to blinds or drapes asking if neutral includes black. At this time the Strata Council agreed that neutral means off white, white or beige and upholds the bylaws.

8. **Future Meetings** - Strata Council Meetings will be held on the first Monday of each month excepting where Statutory holidays are present then the meeting will be held on the second Monday of the month.

9. **Adjournment** - On a motion by Brent Belsher to adjourn the meeting, seconded by Gil Lippingwell, all in favour, motion carried. The meeting was adjourned at **10:14 p.m.**

Contact numbers:

Noise / Security concerns:	604-684-1606
Guestroom bookings:	604-684-1609
Building Manager:	604-684-1609
Emergencies:	604-293-4459
Property Manager Emergencies:	604-735-7387
For noise concerns outside of the building:	
City Environmental Health Dept.	604-736-2866

Letters to Strata Council may be dropped off at the Building Manager's office on the 3rd floor or mailed to Facilitatech Property Management or email at the website listed below

Website: www.the501.net

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Minutes
Strata Council Meeting
Strata Plan LMS 4050
501 Pacific Street, Vancouver, B.C.

Held: Monday, June 5, 2006
Time: 7:00 p.m.
Place: The Meeting Room, 501 Pacific Street, Vancouver, BC
In Attendance: **Strata Council:**
Harvey Wolfson, President
Brenda Lea Brown, Vice President
Gil Lippingwell, Treasurer
Brent Belsher
Lon LaClaire
Rene Welch
George Affleck
Facilitech Property Management Ltd.
Kevin Costea, Building Manager
Bob Adams, General Manager
Rick Dean, Operations Manager

1. Harvey Wolfson, President, declared a quorum and the meeting was called to order at 7:01 p.m.

An owner addressed the Strata Council regarding noise and other security concerns in the building and asked if there could be further investigation into the problem. The owner was asked to contact the Building Manager with any concerns and also leave a note with Facilitech who in turn was instructed to forward all notes to the Strata Council. A binder has been set up in the 501's office for correspondence from owners. A new Security Company has been hired and additional patrols will be conducted on the problematic floors with fines of \$200.00 levied to any offending strata lot. Residents are reminded that they can call 9-1-1 if required.

2. Approval of Minutes

- a) On a motion by Gil Lippingwell to accept the minutes for May 1, 2006, seconded by Brent Belsher, **all in favour, motion carried.**
- b) On a motion by Gil Lippingwell to accept the minutes for May 4, 2006, Special Meeting as amended seconded by Brent Belsher, **all in favour, motion carried.**

3. Financial Report

- a) **Financial Statements** – On a motion by Gil Lippingwell to approve the February and March 2006 financial statements, seconded by Harvey Wolfson, **all in favour, motion carried.** The April 2006 financial statements were tabled until the next meeting.
- b) **Receivables** – Receivables are still behind. The outstanding receivable balance is currently \$25,375.31. There are three owners in substantial arrears and liens will be placed. \$15,000 of this amount is deductible insurance payments charged to owner's accounts.

- c) **Contingency Reserve Fund** – No update at this time, the investments will be maturing soon and investment will be renewed.
- d) **Audit** – Gil Lippingwell has no update at this time, as quotes have not arrived.

4. Building Manager's Report

- a) **Duct Cleaning** – The duct cleaning is completed and the 67 owners who did not arrange access over the last two years will be sent letters to have their ducts cleaned at their expense. The Strata Corporation will no longer be responsible for any damage caused by condensation. The next phase is to install booster fans in 12 most affected strata lots in the building.
- b) **Window Cleaning** – The window cleaning has been completed.
- c) **Fire Alarm Testing** – The annual fire alarm testing was completed and the report stated that 25 strata lots have faulty smoke detectors and will be sent letters to have them repaired.
- d) **Sprinkler Head Replacement** – The sprinkler contractor has agreed to complete the repairs and the work will be scheduled shortly.
- e) **Painting of Hallways** – No new contractor has been found to continue the hallway painting.
- f) **Pond Repairs** – The pond repairs are complete.
- g) **Parkade Cleaning** – The parkade cleaning will be starting soon, the Building Manager will notify all residents of the dates. All vehicles will need to be removed from the parkade during the cleaning and any vehicle left in the parkade will be towed at the owner's expense.
- h) **Swimming Pool Tiles** – Swimming pool tiles have been repaired. The Building Manager was instructed to purchase the remaining tiles from the supplier, as these tiles are no longer in stock.
- i) **Locker Lists** - No update at this time.
- j) **Parking Lists** – No update at this time.
- k) **Front Desk Monitors** – The monitors and millwork at the front desk will begin in June, and are waiting for the final quotes.
- l) **Envelope Study** – Three companies have been asked to quote on the study.
- m) **Move Ins** – A new procedure for move in and move outs will be drafted by Rene and presented at the next meeting.
- n) **Security Guards** – The new Security Company is doing very well and many good reports have been forwarded to the Council.
- o) **Annual General Meeting Approved Projects**
 - i) **Exercise Equipment** -The preliminary report from the equipment specialist was very good and a final report will be presented at the next meeting.
 - ii) **Front Driveway** – The Landscaper has agreed to look at the paving stones in the driveway and is monitoring the problem.
 - iii) **Townhouse Painting** – The painting of the townhouses has been put on hold until the envelope study is completed.
 - iv) **Games Room** – Some furnishings have been purchased and placed into the room with some more furnishings to arrive.

p) Items from the Annual General Meeting

- i) **Exercise Equipment** - The preliminary report from the equipment specialist was very good and a final report will be presented at the next meeting.
- ii) **Drainage at the Back Planter** - Quotes have not arrived.
- iii) **Fourth Floor Signage** - The doors have been adjusted and no further signage is required at this time.
- iv) **Parkade Signage** - ICBC has not responded to the request for additional signage.
- v) **Janitorial Contract** - The contract is still under review. Rick Dean reported that the building was in good shape. All mechanical rooms were clean and void of junk. Some residents are still leaving garbage in stairwells, placing items on top of their locker and storing items in their parking stalls. Residents are reminded that these items will be removed at their expense. Some residents have been painting items in the stairwells and are leaving stains. The Building Manager was asked to contact Goodbye Graffiti to have the stains removed.

5. Committees:

a) Landscaping Committee - Brent Belsher

- (i) **Landscaping** - The landscaping committee met last week and discussed the Richards Street. Rene and Brent met with the commercial tenants regarding their landscaping and they were pleased to see that a plan was in place and were looking forward to the changes.

b) Issues Committee:

- (i) **Developer Issues** - A meeting was held with the Strata Corporation's legal counsel to discuss the next step in this dispute. Legal Counsel was advised to send a final letter to the Developer. Court action may result if the response from the developer is considered inadequate. Individual owners may consider suing the developer.
- (ii) **Engineering Study Warranty Review - Units 202/203/204 and 205** - The interior and exterior repairs are continuing and most of the work should be completed by the end of June. Unit 204 has reported further water ingress that will be investigated.

6. New Business

- a) **Pest Control** - Some incidents of pests have been reported and the Building Manager has rectified the problem. The Pest Control Company reported that the pests were brought into the building through residents returning from vacation and no further problems are anticipated.
- b) **Management Contract** - The management contract was presented and further review and meetings with Facilitatech will take place in the near future.
- c) **Correspondence** - A binder has been set up with all owners' correspondence and responses for the Strata Council to review.
- d) **Uninsured Vehicles** - All vehicles in the parkade are insured. Residents are reminded that all vehicles must have the proper insurance or they will be towed at their expense.
- e) **Fire Lane Parking** - All residents are reminded that the front entrance is a fire lane and no parking is permitted and vehicles will be towed without warning.
- f) **Deliveries** - An owner has requested that deliveries be allowed to be placed at her suite door, Strata Council has agreed with the understanding that the owner will be held responsible for any incident that occurs with regards to security while the delivery company has a fob to the building.
- g) **Air Conditioning Units in Commercial Section** - Facilitatech was asked to get a copy of the lease agreements for the commercial tenants as air conditioning units have been installed at their front doors and are making the building unattractive.

- h) **Tossing items from Windows** - Reports have been received that people have been throwing cigarette butts out of their windows; this has caused significant damage to an owner's hardwood floor and couch. Also another report was brought forward that someone has been tossing eggs out of a window and narrowly missed an owner and an infant. Objects from these heights can kill and when caught the offenders will be prosecuted to the fullest extent of the law.
 - i) **Coffee Shop** - A water pipe and valve broke and flooded the coffee shop on Richards Street. The damage was contained quickly.
 - j) **Fire Alarm** - A tenant allowed a street person to enter the building, who then got into the stairwell and could not find his way out and pulled the fire alarm. Security is everyone's responsibility and residents must be aware of who they allow into the building.
 - k) **Renovations** - Owners are reminded that the Strata Council must approve all renovations including reviewing all plans, permits and insurance before work can begin. Facilitatech will work with the Strata President in drafting up a waiver and renovation application.
 - l) **Penthouse Renovations** - On a complaint from an owner, the City of Vancouver is investigating the renovations in the penthouse. Owners are also reminded that when bringing construction materials into the building that they are responsible for all damages and must book the elevator with the Building Manager prior to moving equipment and materials in.
7. **In Camera** - A short in camera session was held with council members only at the mid-point of the meeting. The following resolution was drafted and voted on by council.

Brenda Lea Brown moved to conduct of review of Facilitatech's performance, certification and references prior to completing a formal contract for future services with part of the review to deal with how Council communicates with and instructs the Property Management Company. Lon LaClaire seconded the motion, all in favour, motion carried.

Harvey Wolfson, Brenda Lea Brown and Gil Lippingwell will represent Council on this project with work to begin immediately and sub-committee to report to Council at August Council meeting.

- 8. **Future Meetings** - The Strata Meetings will be held on July 17, August 21, and September 11, 2006.
- 9. **Adjournment** - On a motion by Harvey Wolfson to adjourn the meeting, seconded by Gil Lippingwell, all in favour, motion carried. The meeting was adjourned at 10:08 p.m.

Contact numbers:

Noise / Security concerns: 604-684-1606
 Guestroom bookings: 604-684-1609
 Building Manager: 604-684-1609
 Emergencies: 604-293-4459
 Property Manager Emergencies: 604-735-7387
For noise concerns outside of the building:
 City Environmental Health Dept. 604-736-2866

Letters to Strata Council may be dropped off at the Building Manager's office on the 3rd floor or mailed to Facilitatech Property Management or email at the website listed below

Website: www.the501.net