

**COUNCIL MEETING MINUTES****MONDAY, May 1<sup>st</sup>, 2006****THE GREENHORN - STRATA PLAN VR 1313****TIME & LOCATION**

7:00 P.M.

Unit #305

2005 / 2006

**STRATA COUNCIL****PRESIDENT**

Daniel Brooks - #404

**VICE-PRESIDENT**

Randall Levine - #103

**TREASURER**

Karey Shumansky - #207

**MEMBERS AT LARGE**

Hernan Bello - #206

Christina Montgomery - #305

Paul Westwick - #408

**STRATA AGENT**

Edmond Wong

**BAYWEST MANAGEMENT**

300 – 1770 Burrard St.

**VANCOUVER, BC V6J 3G7**

Phone: 257-0325

Fax: 592-3950

Direct Phone: 714-6381

Direct Fax: 592 - 3682

ewong@baywest.ca

**PRESENT:**Daniel Brooks  
Hernan Bello  
Christine Montgomery  
Paul Westwick

Edmond Wong, Baywest Management

**REGRETS:**Karey Shumansky  
Randall Levine**GUESTS:**John Kantos  
Jonathan Davidson**(1) CALL TO ORDER**

Council President, Daniel Brooks, called the meeting to order at 7:05 p.m.

**(2) GUESTS' BUSINESS**

An owner advised that residents above his unit sweep dirt, dust and water onto his patio when cleaning their balconies.

**All owners and residents are reminded to use a dustpan and be considerate of those below them when cleaning their balconies.**

An owner inquired about progress of repairs in the common hallways and stairwells. The Strata Manager will follow up with Edenvale Restoration.

**(3) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the minutes of the council meeting held on February 27<sup>th</sup>, 2006, as previously circulated.**CARRIED****(4) FINANCIAL REPORT****4.1 FINANCIAL STATEMENTS**

The Council had inquiries about bills paid that were reflected in the January and February 2006 financial statements.

The Strata Manager will look into the above inquiries. Approval of the January, February and March 2006 financial statements was tabled for the next council meeting pending clarification.

**4.2 ACCOUNTS RECEIVABLE**

The Council reviewed an accounts receivable report as of May 1<sup>st</sup>, 2006. Letters will be mailed to owners having past due accounts and fines will be levied as appropriate.

**(5) ENVELOPE PROJECT / FINANCIAL UPDATE**

The Council reviewed a report on envelope special levy disbursements as of March 31<sup>st</sup>, 2006.

The Council reviewed a quotation from Donnelly Landscapes and would like to have two more quotations. The Strata Manager will follow up and Christine Montgomery will be a site contact to provide bidders with access and details for an estimate.

The Council will proceed, post haste, in obtaining quotations for the restoration of the courtyard landscaping.

**(6) OLD BUSINESS****6.1 BYLAW REVIEW – ELAINE McCORMACK**

The Council reviewed an invoice from Elaine McCormack for providing information on rental bylaws. Council President, Daniel Brooks, will contact Elaine McCormack for clarification of the invoice before authorizing payment.

**6.2 DICKENS CHIMNEY CLEANING**

The Council approved Dickens Chimney's invoice for chimney inspections of seven (7) more units. The Council requested a letter be sent to the one unit that did not have an inspection completed advising that they must now make their own arrangements to have their fireplace inspected and provide proof to the Council that inspection has been completed.

**6.3 PJB MECHANICAL REPAIRS**

The Council was advised that PJB Mechanical had completed all plumbing repairs.

**(7) CORRESPONDENCE****7.1 UNIT #106 RE: GLASS ENCLOSURE – REQUEST FOR A HEARING**

The Council would like to know if the owner that had requested a hearing was advised by the Strata Manager that the date for the April 18<sup>th</sup> council meeting was changed to May 1<sup>st</sup>. The Strata Manager will look into it and send an appropriate letter to him.

**7.2 UNIT #101 INCOMPLETE PATIO WORK**

The owner inquired about incomplete patio work. The Council advised that they are still working on it (see above comment under envelope project).

**7.3 UNIT #108 RE: LANDSCAPING, CARPET & CHIMNEY CLEANING**

The Council reviewed the letter and directed the Strata Manager send the owner a thank you letter for their comments.

**(8) NEW BUSINESS****8.1 WATER LEAKAGES (Hall and stairwell wall repairs)**

The Council advised that Edenvale Restoration had not completed repairs, from basement up to the 4<sup>th</sup> floor, resulting from water leakages. The Strata Manager will follow up with Edenvale Restoration.

**8.2 COMMON AREA PAINTING**

Council President, Daniel Brooks, will request General Paint to provide painting specifications and obtain at least three painters' quotations to paint the common areas.

**8.3 RENTAL LIST**

The Council reviewed a rental list and requested the Strata Manager verify the list is complete and provide the Council with supporting rental documentation for the Council's review to ensure compliance with our bylaws and the Strata Property Act.

**8.4 DECK WORK**

Owners are requested to advise the Council by May 15<sup>th</sup>, 2006 if they need repairs to their decks.

**8.5 VEHICLE INSURANCE**

Owners having vehicles in the parkade not having current license plates are requested to provide the Council with a copy of appropriate insurance by May 31<sup>st</sup>, 2006.

**8.6 MAIL**

For security reasons, owners are reminded to never leave mail or notes outside other owners' doors.

**8.7 PARKING STALLS**

Owners are reminded to clean up their parking stall by May 31<sup>st</sup>, 2006, after which unauthorized items will be removed at their expense without further notice.

**(9) NEXT COUNCIL MEETING**

The next strata council meeting is scheduled to be on *Monday, May 29<sup>th</sup>, 2006 at 7:00 PM, venue to be advised.*

**(10) ADJOURNMENT**

The meeting was adjourned at 9:00 P.M.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**THE GREENHORN - STRATA PLAN VR 1313****TIME & LOCATION****7:00 P.M.****4<sup>th</sup> Floor Common Hallway****2005 / 2006****STRATA COUNCIL****PRESIDENT**

Daniel Brooks - #404

**VICE-PRESIDENT**

Randall Levine - #103

**TREASURER**

Karey Shumansky - #207

**MEMBERS AT LARGE**

Hernan Bello - #206

Christina Montgomery - #305

Paul Westwick - #408

**STRATA AGENT**

Edmond Wong

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**PRESENT:**Daniel Brooks  
Hernan Bello  
Christine Montgomery  
Paul Westwick**REGRETS:**Karey Shumansky  
Randall Levine

Edmond Wong, Baywest Management

**(1) CALL TO ORDER**

Council President, Daniel Brooks, called the meeting to order at 7:10 p.m.

**(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the minutes of the council meeting held on May 1<sup>st</sup>, 2006, as previously circulated.**CARRIED****(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

The Strata Manager responded before this meeting to the Council's inquiries about invoices in the January and February 2006 financial statements. The Council approved the January 2006 financial statements and deferred the approval of the February to April 2006 financial statements until the next meeting.

**3.2 ACCOUNTS RECEIVABLE**The Council reviewed an accounts receivable report as of May 29<sup>th</sup>, 2006.**(4) ENVELOPE PROJECT / FINANCIAL UPDATE****4.1 ENVELOPE PROJECT**The Council reviewed a report on envelope special levy disbursements as of April 30<sup>th</sup>, 2006.**4.2 LANDSCAPING PROPOSALS**

The Council reviewed a quotation from Donnelly Landscapes and Bob Landscaping, made a site visit to the courtyard and approved Bob Landscaping's quotation at a cost of \$9,902.75. Christina Montgomery will be the coordinator of this project.

**(5) OLD BUSINESS****5.1 BYLAW REVIEW – ELAINE McCORMACK**

The Council reviewed an amendment to the pets bylaw and a liability insurance bylaw which will be put forward for owners' approval at the next Annual General meeting.

## 5.2 COMMON AREA PAINTING & CARPET

The Council received a sample tender document and specifications from General Paint. Three (3) painting quotations and carpet quotations are expected to be available in mid-June 2006. A separate quotation for new baseboards may be requested at a later date.

## 5.3 RENTAL LIST/INFORMATION

A letter will be sent to non-resident owners requesting updated rental information.

## 5.4 EMERGENCY CONTACT INFORMATION

A letter will be sent to all owners/residents requesting updated emergency contact information.

## 5.5 DECK WORK

The Strata Manager received a response from units #208, #305 and #404 that their decks require repairs. Since unit #208 has a balcony – not a deck, Council requested the Strata Manager to contact the owner for further information. Edenvale Restoration will be requested to repair the decks for units #305 and #404.

## 5.6 VEHICLE INSURANCE

The Council still has not received the previously requested copies of proof of stored vehicle insurance coverage. The owners of the two unlicensed vehicles are again requested for their cooperation in providing the Strata Manager with a copy of said proof of insurance **as soon as possible**.

## 5.7 PARKING STALLS

A notice will be posted in common areas that from June 7<sup>th</sup> to 15<sup>th</sup>, 2006, the Council will make arrangements to have unauthorized items removed **at the owner's expense** from parkade's parking stalls.

## 5.8 UNIT #206 & #305 WINDOWS

The Council is investigating repairs required for windows in units #205 and #305.

## (6) CORRESPONDENCE

### 6.1 UNIT #208 RE: PARKADE EXHAUST FAN

An owner complained about noise from the parkade exhaust fan. The Strata Manager will find out who services the parkade exhaust fan and ask the service provider to determine if the parkade exhaust fan is working properly. **Until this issue is resolved, owners and residents are requested to never turn off the parkade exhaust fan.**

### 6.2 UNIT #108 RE: LANDSCAPING PROJECT PLAN

The Strata Manager will reply as instructed by Council.

### 6.3 UNIT #107 RE: DECK WORK

The Strata Manager will send the owner a thank you letter and inform him that his patio concerns will be addressed in the landscaping project.

### 6.4 WEST COAST ELEVATOR RE: \$10.00 PER MONTH PRICE INCREASE

The Council reviewed a letter from West Coast Elevator advising of a \$10.00 increase and accepted the new monthly maintenance charge of \$100.00 plus GST effective June 1<sup>st</sup>, 2006.

## (7) NEW BUSINESS

### 7.1 WATER LEAKAGE

The owner of Unit #403 reported a water leakage at a wall. Edenvale Restoration will investigate.

**7.2 TROW ASSOCIATES' INVOICE**

There is one (1) outstanding invoice with no attachments. The Strata Manager will contact Jay Jirka at Trow Associates to obtain supporting documentation.

**7.3 OWNER COMMUNICATION**

**Owners are reminded that all correspondence to the Council should be sent to Edmond Wong, Strata Manager, Baywest Management and NOT to council members. Promptly on receipt Edmond Wong e-mails a copy of the owner's correspondence to each council member.**

**(8) NEXT COUNCIL MEETING**

The next council meeting will be on Monday, June 26<sup>th</sup>, 2006 in the 4<sup>th</sup> floor common hallway.

**(9) ADJOURNMENT**

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

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**COUNCIL MEETING MINUTES****MONDAY, JUNE 26<sup>th</sup>, 2006****THE GREENHORN - STRATA PLAN VR 1313****TIME & LOCATION****7:00 P.M.****4<sup>th</sup> Floor Common Hallway****2005 / 2006****STRATA COUNCIL****PRESIDENT**

Daniel Brooks - #404

**VICE-PRESIDENT**

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**TREASURER**

Karey Shumansky - #207

**MEMBERS AT LARGE**

Hernan Bello - #206

Christina Montgomery - #305

Paul Westwick - #408

Eric Hamilton - #108

**STRATA MANAGER**

Edmond Wong

**BAYWEST MANAGEMENT****300 – 1770 Burrard St.****VANCOUVER, BC V6J 3G7**

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[ewong@baywest.ca](mailto:ewong@baywest.ca)**PRESENT:**Daniel Brooks  
Hernan Bello  
Christine Montgomery  
Paul Westwick  
Eric Hamilton**REGRETS:**

Karey Shumansky

**GUESTS:**Jennifer Tompson #101  
Janos Kantor - #102  
Lynn Slater - #308

Edmond Wong, Baywest Management

**(1) CALL TO ORDER**

Council President, Daniel Brooks, called the meeting to order at 7:05 p.m. and welcomed Eric Hamilton to Council.

**(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the minutes of the council meeting held on May 29<sup>th</sup>, 2006, as previously circulated.**CARRIED****(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

Council had inquiries about invoices attached to the February, March and May 2006 financial statements. Approval of the statements is pending clarification of the invoices by the Strata Manager.

**3.2 ACCOUNTS RECEIVABLE**Council reviewed an accounts receivable report as of June 26<sup>th</sup>, 2006.**(4) ENVELOPE PROJECT / FINANCIAL UPDATE****4.1 ENVELOPE PROJECT**Council reviewed a report on envelope special levy disbursements as of May 31<sup>st</sup>, 2006.**4.2 AUDIT OF ENVELOPE PROJECT**

Council has requested a quote for an audit of the repair project's books. The Strata Manager will contact Trow Associates for more information.

### **4.3 LANDSCAPING PROPOSALS**

Council advised that landscaping work by Bob Landscaping had commenced.

Council had a discussion on security and use of the courtyard and asked the Strata Manager to see if there are examples of rules and regulations for common area courtyard use for Council to use as a guideline.

### **(5) OLD BUSINESS**

#### **5.1 RENTAL & EMERGENCY CONTACT INFORMATION**

The Strata Manager advised that only four (4) owners had returned their owner/tenant information form and no Form K for renters had been received. The Strata Manager will send out a reminder and follow up. Christina Montgomery will contact CHOA for more rental information.

**OWNERS ARE REQUIRED TO PROMPTLY COMPLETE AND RETURN THE OWNER/TENANT INFORMATION FORM TO BAYWEST ASAP**

#### **5.2 COMMON AREA PAINTING & CARPET**

Council received a painting quotation from Vanguard Painting. The Strata Manager will follow up with General Paint for the remaining two (2) quotes.

The Strata Manager will obtain carpet specifications and recommendations from Laura Opsal and ask for three quotes to be provided ASAP.

#### **5.3 DECK WORK**

A work order for deck repairs was sent to Edenvale Restoration at the end of May 2006. Edenvale Restoration advised that work will begin soon.

#### **5.4 VEHICLE INSURANCE**

The Strata Manager had not received proof of insurance before this meeting from the owners of the uninsured vehicles in the parkade. A reminder will be sent.

#### **5.5 PARKADE EXHAUST FAN**

PJB Mechanical submitted a quotation for installation of a CO2 sensor and a timer to control the parkade exhaust fan. Council would like to have more information from PJB Mechanical and the Strata Manager will obtain this information.

#### **5.6 TROW ASSOCIATES' INVOICE**

Council will review an outstanding invoice in the amount of \$1,512.55 from Trow Associates.

### **(6) CORRESPONDENCE**

#### **6.1 RE: MISCELLANEOUS COMPLAINTS**

Council reviewed e-mail and the Strata Manager will reply as directed by Council.



**6.2 RE: COUNCIL POSITION**

Council reviewed a letter and accepted Eric Hamilton's offer to join Council.

**6.3 RE: NOISE COMPLAINT**

Council reviewed a letter and requested the Strata Manager send the offending unit owner a letter requesting cooperation in ensuring the bylaws regarding excessive noise be adhered to.

**(7) NEW BUSINESS****7.1 NEW COUNCIL MEMBER**

Eric Hamilton, owner of Unit #108, was accepted on Council to fill one of the two previously advertised vacancies. Council greatly appreciates Eric's volunteering to join Council.

**7.2 FRONT LOBBY**

Owners complained about the condition of the tiles in the front lobby. The cleaner will be requested to properly clean them or advise Council if their condition is beyond cleaning.

**7.3 STAINING WORK PRESSURE WASHING IN THE FRONT**

Council advised that there are no plans at this time to do staining work at the front of the building. Pressure washing in the front will be coordinated with the landscaping work in the courtyard.

**7.4 A MISSING CLAMP IN A COMMON PIPE AT UNIT #106**

Council would like to have more information on a missing clamp in a common pipe at Unit #106 from PJB Mechanical. The Strata Manager will get an answer.

**7.5 FOUNDATION WORK**

An owner advised of their concern regarding areas of the foundation wall. Council agreed to have an engineer look at it.

**7.6 FENCE**

An owner advised of their concern regarding the fence between Unit #101 and #102 (east side of the building). The Council will investigate.

**(8) NEXT COUNCIL MEETING**

The next council meeting will be on Monday, July 31<sup>st</sup>, 2006 in the 4<sup>th</sup> floor common hallway at 7:00 p.m.

**(9) ADJOURNMENT**

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

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**COUNCIL MEETING MINUTES****MONDAY, JULY 31<sup>ST</sup>, 2006****THE GREENHORN - STRATA PLAN VR 1313****TIME & LOCATION**

7:00 P.M.

4<sup>th</sup> Floor Common Hallway

2005 / 2006

**STRATA COUNCIL****PRESIDENT**

Daniel Brooks - #404

**VICE-PRESIDENT**  
-----**TREASURER**

Karey Shumansky - #207

**MEMBERS AT LARGE**

Hernan Bello - #206

Christina Montgomery - #305

Paul Westwick - #408

Eric Hamilton - #108

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**STRATA MANAGER**

Edmond Wong

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**PRESENT:**

Daniel Brooks

Christine Montgomery

Paul Westwick (showed up at 7:50 p.m.)

Eric Hamilton

**REGRETS:**

Karey Shumansky

Hernan Bello

Edmond Wong, Baywest Management

**(1) CALL TO ORDER**

Council President, Daniel Brooks, called the meeting to order at 7:05 p.m.

**(2) ADOPTION OF PREVIOUS MINUTES**Approval of the minutes of the council meeting held on June 26<sup>th</sup>, 2006 was tabled for the next meeting because there were several questions.**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

Approval of financial statements was tabled for the next meeting because there were several questions.

**3.2 ACCOUNTS RECEIVABLE**Council reviewed an accounts receivable report on accounts as of July 31<sup>st</sup>, 2006 and requested that a demand letter be sent to two (2) units in serious arrears.**3.3 AUDIT**Council has decided to have the annual audit of the strata's books for one fiscal year plus one month ending September 30<sup>th</sup>, 2006.**(4) ENVELOPE PROJECT / FINANCIAL UPDATE****4.1 ENVELOPE PROJECT**

Council members were given an update on ongoing work on completing the warranty and maintenance manual, and on the PST refund. When both are complete and the project account has been audited, a SGM will be called to close the project.

**4.2 LANDSCAPING WORK**

Council was given a report on the courtyard restoration. Bob Landscaping was terminated due to unsatisfactory installation of the patio retaining walls. The company will be paid out \$3,200.00 for the

work done. Council will prepare a letter and the Strata Manager will send Bob Landscaping the letter with a cheque attached.

Council was advised that another contractor, Inside Out, has completed the remaining landscaping work to our complete satisfaction. Some planting remains to be done in the fall.

## **(5) OLD BUSINESS**

### **5.1 RENTAL & EMERGENCY CONTACT INFORMATION**

Council reminds all owners whose suites are rented that they must supply a Form K to the property manager.

### **5.2 MOVE IN FEE**

Council requested that the property manager contacts an owner about paying a move-in fee for a new tenant.

### **5.3 INSTALLATION OF UNAPPROVED ELECTRICAL WORK**

Council requested that an owner who has installed an electrical outlet and pot lighting on a patio without permission or approval of Council provide proof that a permit was issued and a satisfactory inspection made by a city inspector. The Strata Manager will follow up with the owner. The request for the permit is made without prejudice and does not indicate that Council has approved the work.

Owners are reminded that bylaws prevent any alteration of the outside of the building and that municipal bylaws requiring permits for electrical work in all non-single-family-residential buildings are to be allowed for work on the interior of suites.

### **5.4 COMMON AREA PAINTING & CARPETS**

Council was advised that painting and carpet contractors had booked an appointment this week for further estimates.

### **5.5 ROOF LEAKAGE**

Edenvale Restoration advised that the water leakage at a 4<sup>th</sup> floor unit was roof-related. Council will investigate further.

### **5.6 VEHICLE INSURANCE**

One owner has removed her uninsured vehicle from the parkade and a second owner advised that her vehicle is insured and that a copy of the storage insurance is attached to the vehicle.

Owners are reminded that all vehicles in the parkade must be insured.

### **5.7 PARKADE EXHAUST FAN**

Council advised that supply and installation of a new parkade exhaust fan would be considered at next year's budget.

### **5.8 TROW ASSOCIATES' INVOICE**

The Strata Manager reported that Trow Associates' invoice had been paid before this meeting.

## **5.9 FRONT LOBBY**

The janitor has applied heavy cleaner to the tiles in the front lobby.

## **(6) CORRESPONDENCE**

### **6.1 RE: NOISE COMPLAINT**

Council received a 2<sup>nd</sup> noise complaint against a main floor unit and decided to impose a fine.

### **6.2 RE: DOG COMPLAINT**

Council received e-mail from an owner, who apologized for his dog's barking.

## **(7) NEW BUSINESS**

### **7.1 ANNUAL FIRE INSPECTION**

Council reviewed a quotation from Fairlane Fire Prevention and agreed to proceed. The Strata Manager will follow up. Owners are reminded they must provide access for in-suite inspections of the wired-in alarms. This is a safety issue that affects the entire building.

### **7.2 PROPOSED BUDGET**

The Strata Manager prepared a proposed budget for Council's consideration. Council will hold several budget meetings in August 2006.

### **7.3 COUNCIL POSITIONS**

Daniel Brooks has resigned as Council President. Christina Montgomery and Eric Hamilton were elected as Council President and Vice President respectively.

## **(8) NEXT COUNCIL MEETING**

The September council meeting will be replaced by an AGM to be held on September 19<sup>th</sup>, 2006 in the lobby of the Greenhorn. Notice to be issued as required.

## **(9) ADJOURNMENT**

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

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON TUESDAY, NOVEMBER 1ST, 2006 AT 7:00 P.M. IN UNIT #305 – 1169 NELSON STREET, VANCOUVER, B.C. (Rescheduled October 9, 2006 Council Meeting)

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
DANIEL BROOKS	UNIT #404	TREASURER
HERMAN BELLO	UNIT #206	MAL
ERIC HAMILTON	UNIT #108	VICE PRESIDENT
JOHN KANTOR	UNIT #102	

**ABSENT WITH REGRETS:**

PAUL WESTWICK	UNIT #408	MAL
KAREY SHUMANSKY	UNIT #207	MAL

**ALSO IN ATTENDANCE:**

BERNIE LEONG, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

1. **CALL TO ORDER** Christina Montgomery, called the meeting to order at 7:02 P.M.
2. **ADOPTION OF PREVIOUS MINUTES – JULY 31<sup>ST</sup>, 2006**  
Council noted an error in the July 31st, 2006 minutes in that Daniel Brooks was listed as the President. Mr. Brooks had in fact resigned and Christina Montgomery was serving as Acting Council President. After discussion, it was,

**MOVED AND SECONDED**

That the minutes of the Council meeting of July 31<sup>st</sup>, 2006 be adopted as amended.

**CARRIED UNANIMOUSLY**

3. **ELECTION OF OFFICERS OF STRATA CORPORATION – VR 1313 THE GREENHORN:**  
The following Council members were elected as officers of the Strata Corporation:

**Christina Montgomery** – Council President – Unit #305  
**Eric Hamilton** – Vice President – Unit #108  
**Daniel Brooks** – Treasurer – Unit #404

Council was reminded that it is a duty and responsibility of Strata Council members to enforce the Strata Corporation Bylaws and tend to Strata Corporation matters on behalf of all Owners of the Strata Corporation. Council was also reminded that if any Owner or Council member is aware of any violation of the bylaws, they are requested to bring it to the Strata Council's attention. Copy of the current bylaws was provided to Council Treasurer Daniel Brooks, who agreed to provide copies to all Strata Council members.

4. **FINANCIAL REPORT:**

- A) **Consideration of the July, August, September 2006 Financial Operating Statements:**

Council decided to defer consideration approval of the July, August and September 2006, financial operating statements pending review of these statements by the new Treasurer, Daniel Brooks.

- B) **Review Of The Owners Monthly Strata Fee Payments As Of November 1, 2006**

Council reviewed the Owners arrears report and noted that several Owners were in arrears.

**Council reminds all Owners that the new Strata fees were effective *September 1<sup>st</sup>, 2006 and that a separate cheque is required from Owners to pay the difference in Strata fees.* Any**

Owners wishing automatic debit of their Strata fee payments from their bank or credit union accounts must complete and file a new automatic debit form with Century 21 Prudential Estates (RMD) Ltd. Owners may contact Judy Brammer in Accounts Receivable at Century 21 regarding any outstanding amounts on their Strata lot account, or Strata Administrator Donna Bossert if they are in need of an automatic debit form. Please note that when completing the automatic debit form, Owners must include a "VOID" cheque and indicate the Strata lot number and suite number of their unit. After discussion, Council set the deadline for Owners to sort out any arrears in their Strata lot accounts related to the increase of Strata fees as November 30th, 2006. After that date, the Council will assess fines for any arrears in Strata fee payments in accordance with the Strata Corporation Bylaws.

**C) Audit – Don Guthrie – Chartered Accountant**

Council requested that Don Guthrie, Chartered Accountant, be requested to audit the Strata Corporation's Financial Statements for the 2005 fiscal year.

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

**A) Envelope Project**

**1) Finances & Expenditures Update:**

Century 21 has requested Baywest to provide an updated statement on the finances and expenditures for the building envelope project, and as of the date of the Council meeting, has not yet been received.

**2) Audit Books - Repair Project:**

Council requested that Don Guthrie, Chartered Accountant, be engaged to audit the building envelope repair project books. Council President Christina Montgomery noted that the PST rebate documents have been delayed, and contractor RDG has yet to produce the required documents for the project engineer, Trow Associates, it would be premature to have the building envelope repair books audited before the PST monies are in hand. After discussion, Council requested that the engineer, Trow Associates, persist in requesting the warranty information, the PST documentation and a maintenance manual from our contractor, RDG.

**3) Building Envelope Project – Landscaping Work**

Council President, Christina Montgomery, noted that plantings to complete the landscaping work connected with the building envelope project must be completed and that approximately \$1,000.00 was approved last year to do so. After discussion, it was,

**MOVED AND SECONDED**

To proceed with the purchase of approximately \$1,000.00 in plants for the courtyard. Council President, Christina Montgomery and Council Vice President, Eric Hamilton agreed to assist in the purchase of the plants in the courtyard.

**CARRIED UNANIMOUSLY**

**B) Landscaper's Lien – McCormack & Company Legal Opinion & Landscaper's Lawyer's Letter:**

Council reviewed a legal opinion from the Strata Corporation's Barrister and Solicitor, Elaine McCormack and Co., dated October 5th, 2006, regarding the builder's lien filed by Bob's Landscaping, the landscaping contractor. Council also reviewed a letter dated October 5th, 2006 and received on October 10th, 2006, from John Piamonte, Barrister and Solicitor for Bob's Landscaping. After discussion, Council unanimously decided to refer the correspondence from the legal counsel for Bob's Landscaping to the Strata Corporation's Barrister and Solicitor, Elaine McCormack for review and comment.

**C) PJB Mechanical – Heat Exchanger & Patio Drains Quotation:**

The Strata Agent advised that PJB Mechanical has been on site on October 24th, 2006 to repair the boiler heat exchanger, as had previously been approved, at a cost of approximately \$1,282.60, including taxes. PJB Mechanical provided a quotation for replacing the patio drains

at the complex at the cost of \$1,282.60 and provided an invoice in the amount of \$461.10 as the cost to investigate the drains. After discussion, it was,

#### **MOVED AND SECONDED**

To proceed with the repairs of the drains at the complex, as per their quotation dated October 18<sup>th</sup>, 2006 in the amount of \$1,605.84 including applicable taxes.

**CARRIED UNANIMOUSLY**

#### **Aim Plumbing & Drainage Quotation:**

Council reviewed a quotation dated October 20<sup>th</sup>, 2006 from Aim Electric Drain Cleaning and Plumbing to locate the entry points to the storm system of the building, check pumps and auger perimeter tile etc. at a cost of \$1,500.00 plus applicable taxes and provide a report to Council as to the condition of the system. After discussion, Council decided to defer any action on this item, pending receipt of another quotation for this service.

#### **D) Edenvale Repair Invoices:**

Council reviewed a number of invoices from Edenvale Restoration Ltd. and deferred any action on these invoices, pending receipt of additional information on the source of the water leaks causing the damage and the date of the onsite repairs.

### **7. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

#### **Outstanding Balance Strata Lot Account and Request To Wave Fines**

Council reviewed correspondence from an Owner dated September 28<sup>th</sup>, 2006 requesting clarification of the outstanding balance on his Strata lot account and requested that the Strata Council wave the payment penalty fines on his account. After discussion, Council denied the Owners request to wave the late penalty fines, however, Council requested that Century 21 confirm that the previous Property Management company has been levying fines in accordance with the Strata Corporation bylaws on all late strata fee payments.

### **8. NEW BUSINESS**

#### **A) Renewal of the Strata Corporation's Insurance Policy**

Council reviewed a quotation from a Strata Corporation's insurance company, The Cooperators, to renew the Strata Corporation's insurance policy for the period from November 15<sup>th</sup>, 2006 to November 15<sup>th</sup>, 2007 for coverage in the amount of \$3,983,100.00, *excluding land*, at an annual premium of \$8,546.00. After discussion, it was,

#### **MOVED AND SECONDED**

To contact BFL Insurance Services Canada Ltd. to provide a quotation for renewal of the Strata Corporation's insurance policy for the period from November 15<sup>th</sup>, 2006 to November 15<sup>th</sup>, 2007 and contingent upon the insurance coverage being comparable and the insurance premium being the same or less, to renew the Strata Corporation's insurance policy with BFL Insurance Services Canada Ltd.

**CARRIED UNANIMOUSLY**

#### **B) Outstanding Items:**

Council noted a number of outstanding items, including the following:

- Security panel and screens for windows of a unit, building envelope project engineer, Trow Associates to be advised.
- Repairs to the front steps to a unit – obtain a quotation from a contractor
- Repairs to the perimeter concrete wall – obtain a quotation from a contractor

- Unauthorized installation of pot lights - Council noted a strata lot owner has not provided a copy of a permit from the City regarding the unauthorized and unapproved installation of pot lights in the common area. Council requested that strata lot owner be notified that should the Owner fail to supply evidence that the pot lights were installed by an electrician under a City of Vancouver permit by November 30th, 2006, then the Strata Corporation will have no alternative but to engage the services of an electrician to investigate the installation to ensure that they were properly installed and that the necessary permits were obtained, and that all costs will be charged back to the strata lot owner.
- C) Council noted that a registered letter was sent to an owner regarding the illegal rental of his unit and that the registered letter was not picked up by the strata lot owner. Council requested that management provide information on the procedures to be followed given the foregoing information.
- D) **Bike on Railings:**  
Council requested that a notice be posted on two bikes that have been chained to the railings at The Greenhorn giving the Owners two weeks notice to immediately remove them.
- E) **Cardboard Box In Parking Garage Parking Stall**  
Council requested that the Owner be notified to remove the cardboard box from the parking stall in the garage.
- F) **Form K**  
Council requested that the Strata Agent check to see if a Strata lot owner has filed the required Form K.
- G) **Fairlaine Fire Alarm Inspection**  
Council requested that Fairlaine Fire be contacted to schedule the date and the time of the annual fire inspection.
- H) **Repair of Water Meter - City of Vancouver:**  
Strata Agent advised Council that the City of Vancouver will be on site at the same time as PJB Mechanical to repair the water meter for the building and that the City has advised that water shut off may be necessary. A separate notice will be issued to owners and residents regarding the date and time when this work will occur.
- I) **Graffiti:**  
Council requested that a contractor be contacted to remove the graffiti from the exterior brick work on the building.
- J) **BAR-EL Cleaning Contract:**  
Council requested that a copy of the BAR-EL cleaning contract be provided to Council members.
- K) **Loose Vent 4<sup>th</sup> Floor:**  
Council noted that a loose vent on the 4<sup>th</sup> floor has been repaired and that an earlier leak into a fourth-floor suite was from a roof vent and not a roof leak.
- K) **Capital Expenditures – 5 Year Plan :**  
Council appointed Herman Bello to begin assembling material to be used for a capital expenditures long-range plan.



**8. NEXT SCHEDULED MEETING**

The next Strata Council meeting has been scheduled for **MONDAY, JANUARY 8, 2007** in suite #305 – 1169 Nelson Street, Vancouver, BC at 7 p.m.

**9. ADJORNMENT**

There being no further business to discuss, the meeting adjourned at 8:50 p.m. on a **MOTION** from John Kantor.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Bernie Leong, Senior Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

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**5. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to accept the minutes of the meeting held on November 1, 2006.

**6. FINANCIAL REPORT:**

- 1) Council Treasurer Daniel Brooks, is in the process of reviewing the July, August, September, October, November and December 2006 Financial Statements and will conduct a further review of the draft audit on the Council's books from past year.
- 2) **Review of Arrears:** Council reviewed the status of the Owners Maintenance Accounts and noted that there were several Owners that are in arrears. Following discussion, it was, **MOVED, SECONDED AND CARRIED** that any Owner reaching six months in arrears for either maintenance and/or levy payments will be sent a Lien Warning Letter.
- 3) **Audit:** The Strata Agent presented Council a draft audit prepared by Donald Guthrie, C.A. Council will review the draft audit and report back at the next Council meeting. Residents are to be advised that this audit is preformed for the fiscal year September 1, 2005 to August 31, 2006, and included an audit of the repair levy account.
- 4) **Invoices:** The following, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to make payment to the following invoices;
  - a. PJB Mechanical \$8,617.00 for water leak and boiler repairs
  - b. PJB Mechanical \$1,605.00 for patio drain repairs
  - c. In regard to an invoice from Edenvale for \$885.00 for deck repairs, the Strata Agent has been directed to question Edenvale as to what deck was repaired and when it was repaired and follow up with Council before payment is issued.

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to approve payment, and payment will be made from the previous year operating fund, as it was late invoices received from the prior fiscal years work.

- d. Edenvale Emergency Services \$4,913.00 for water damage repair
- e. Edenvale \$1,376.00 maintenance repairs for unit 102
- f. Edenvale \$3,408.00 for water damage emergency repairs
- g. Edenvale \$3,091.00 for repair to drywall and painting

**7. BUSINESS ARISING FROM PREVIOUS MINUTES**

It was noted that Council held an unofficial meeting on January 5, 2007 to update any concerns while the new Property Manager was being assigned. Any business arising from that meeting was referred to discussions on February 5, 2007.

**Envelope Project**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to hire Donald Guthrie C.A. to apply for the PST rebate on the completed project.

**8. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that*

*written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**Move Fee:** An Owner had written Council requesting the reversal of the \$50.00 move in/out fee to their Strata lot. The Strata Council directed the Agent to advise the Owner that the fee is a Strata Corporation bylaw, and the Strata Corporation has no right to rescind the bylaws, therefore the owner is required to pay the move in fee. Council confirmed last year that the fees will be applied in all cases, in the interest of fairness.

## 9. NEW BUSINESS

### A) Insurance Replacement Value Update and Renewal

The Strata Council reviewed a letter from Normac Appraisals advising that the property has been appraised and replacement value is now \$4,301,000.00 and the Strata Corporation's insurance policy has been adjusted accordingly.

The Strata Council reviewed a proposal from Normac Appraisals to sign a three-year renewal at a cost \$550.00+GST. It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to renew the appraisal policy.

### B) Back Gates

It was, **MOVED, SECONDED AND CARRIED** to have Agendum Services install two security plates on the back gates at a total cost of \$360.00 + GST. The plates must be custom made and should be installed in the next several weeks.

### C) Pets

Residents are reminded that animals, including cats, are restricted by our bylaws from roaming in common areas, including the courtyard. Complaints have been received about as many as four cats that have been wandering freely and digging up the courtyard, which was recently restored at considerable cost to all owners. Patio-level owners are reminded that they will be fined should their pets be found loose in the courtyard.

*As per the bylaws; Use of Property 3(5) An Owner, tenant, occupant or visitor must ensure that all pets are leashed or caged when on the common property or on land that is a common asset. A pet found unsupervised on the common property may be delivered to the municipal pound at the cost of the pet Owner and fines may be assessed against that Owner.*

*3(6) A pet Owner is responsible for the immediate clean up and disposal of any pet excrement that occurs on common property.*

### D) Parking

Busters Towing is now authorized to tow any vehicle that is illegally parked anywhere in the parkade. Signs noting the number that can be used should a vehicle be towed have been erected and owners should be advised that any vehicles parked illegally are subject to towing. There have been complaints about such vehicles and the difficulty they cause other owners attempting to move their cars from legal stalls.

### E) Down Spout and Screens

The Strata Council directed the Agent to have the down spouts at Unit 104, 105 reattached and to order screen for windows that were not screened when installed during the repair project.

**F) Fire Deficiency**

The Strata Council directed the Agent to follow up with Fire Lane Services to ensure that all fire deficiencies had been completed and if not, that they do get attended to as required. Owners are advised that they are required to provide access as requested to allow annual inspection of the fire alarms to proceed.

**G) Graffiti**

Council directed the Agent to have Adgendum Services clean up the graffiti on the small brick wall at the front of the building.

**H) Parkade Storage**

Residents are to be advised that personal items other than vehicles are not to be stored in the parkade at any time. The Strata Council will be removing all items. Notices will be posted in advance; residents will be given one week to remove items before they are removed at a cost billable to the owner.

**I) Cleaning Contract**

The Strata Council will be reviewing the cleaning contract, as they found that the services in the contract are not being upheld and it was, **MOVED, SECONDED AND CARRIED** to have the Agent send a letter to the cleaner advising of the contracted items that are not being attended to.

**J) Foundation**

The Strata Council directed the Agent to have Adgendum Services investigate the foundation outside unit 101 below the stucco, as it appears there are a couple scrapes.

**K) Electrical**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** that follow up will be done with the City of Vancouver regarding a Strata lot has performed electrical work to the exterior of their unit without prior permission from the Strata Council and without providing proper municipal permits.

**L) Rentals**

Residents are to be advised that under the Strata Corporation's bylaw, six (6) units may be rented at any given time. That cap has been met. If you wish to rent your strata lot, you must write to the strata Council requesting permission to rent your strata lot and be added to the rental waiting list. It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to direct the Agent to have a letter sent to the Owner of unit 104/105 asking to provide a Form K for the tenant and to verify which unit is the rental unit.

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to direct the Agent to send a letter to the Owner of Unit 208 to confirm whether or not they are renting their unit, and that they are aware of the Strata Corporation's bylaw, that there are only to be six strata lots rented.

**M) Garbage**

The Strata Council has noticed a large amount of refuse being disposed of throughout the hallways, the back alley, and the front of the building. Residents are asked to dispose of these items either off site or in the Strata Corporation garbage bin directly, as this is a significant cost to all Owners to have them removed by garbage services.

**N) Fire Doors**

The Strata Council has directed the Agent to have Adgendum Services investigate all fire door closures and ensure that the door is closing properly and if not, to repair or replace the closure as required. Owners are reminded that the doors are in place to contain potential fires and that assuring the doors are closed after use is critical.

**O) Enterphone**

Residents who would like their names updated on the enterphone panel at the front door are asked to advise the Strata Council in writing as to the name they would like to appear on the enterphone. Owners are reminded that at minimum, the panel must read 'Occupied'.

**P) Bikes**

Bike storage is short and residents asked to confirm that the bikes in the storage room are in use by placing a note on them. Council is attempting to ensure there are no abandoned bikes in the room at present. Bikes not labeled by February 28, 2007 will be removed from the bike room.

**Q) Rule**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to create the following rule: In addition to the motor vehicles permitted to be stored in parking lots, bicycles may also be kept within the limits of the parkade stall assigned to an owner. This rule applies only to bicycles and the locks on them and to no other gear, equipment or accessories or materials.

**10. NEXT SCHEDULED MEETING**

The next Strata Council meeting has been scheduled for Monday, March 19, 2007 in suite #206– 1169 Nelson Street, Vancouver, BC at 7 p.m.

**11. ADJORNMENT**

There being no further business to discuss, the meeting adjourned at 9:00 p.m.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

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could expect a return on the PST. Council will then begin planning for the return of the remainder of levy funds to owners.

### 2) Fire Deficiency Update

Christina Montgomery will forward the Strata Agent the last memo from Fire Lane Services noting the deficiencies and direct the Agent to follow up to ensure those deficiencies are attended to.

### 3) Foundation

The Strata Council agreed to defer the investigation of the few minor scrapes on the foundation below the stucco to part of the Capital Plan as reported under New Business item 2.

### 4) Electrical

The owner of a Strata lot who had some electrical work done without applying for permission from Council or obtaining the proper municipal permits has now informed Council that a city inspection has been conducted and that remaining non-conformities are being addressed. The owner has promised to obtain a permit once the remedial work is done, and is further asking if pot lights installed on the soffit of the owner's patio without approval will be granted approval if the work is done to bring them into conformity with the City of Vancouver code.

Following discussion by the Strata Council, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to allow the Strata lot owner to keep the electrical upgrades he has performed provided that the City provides the proper permit and approves the work and he follows up with an engineer, preferably Troy Martin, which oversaw the repair project, to ensure that the building envelope has not been compromised and that warranties have not been voided. Such consultations will be conducted at the owner's expense. If the owner does provide the written approval from both the City and the engineer satisfying those conditions, he will be granted approval.

Owners are reminded that Council is reluctant to grant after-the-fact approval for work that requires advance permission, particularly when safety and structural issues are involved. Bylaws in regard to permissions are to be followed.

## 5. CORRESPONDENCE

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

### 1) Bob's Landscaping

The Strata Council reviewed a letter from McCormick and Company regarding the legal services for the discharge of the builder's lien and the notice of discontinuance and enclose an invoice in the amount of \$144.70 which was **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to approve payment.

2) **Council:** The owner of units 104 and 105 has written Council advising that they would like to put their name forward to stand on the Strata Council. The Strata Council directed the Agent to advise the owner to speak to the Council at the next Council meeting to discuss his interest.

3) **Various Issues:** The owner of unit 107 wrote to Council detailing several issues. The Strata Council directed the Agent to reply to the owner's concerns appropriately.

4) **Chargeback:** The owner of unit 201 wrote to Council disagreeing with a chargeback invoice they have been issued in regard of fixing a lack of heat in their apartment, arguing two issues: that they believe PJB overcharged for the work completed and that they found it inappropriate



that a bill that was paid without consulting the owners before authorizing payment. The Strata Council directed the Agent to follow up with the owner, reminding them that when an owner calls the Strata Corporation for help with their heat, it is the duty of the Strata Corporation to respond and ensure proper maintenance of the building. The Strata Corporation then pays the invoice and forwards that invoice back to the owner for reimbursement. The owner has been directed to pay the bill and advised that if they feel that PJB has overcharged, they can contact PJB directly and discuss the invoice and if they do get a credit, then once that credit is forwarded to the Strata Corporation, the owner's account will be credited in the same amount.

5) **Rental:** The owner of unit 208 wrote Council confirming that they are not renting their Strata lot. They requested replacement of a front door key used by a tradesman, which Council agreed to replace, and asked about a damp wood smell in a cabinet that they believe is the result of a previous leak. Strata Council directed the Agent to thank the owner for advising them that they are not a rental, and to investigate the cabinet issue.

## 6. **NEW BUSINESS**

### 1) **Water Shut Off Valve**

Residents are reminded that they should be turning the shut off valve below their sink and toilet routinely every two or three months, turning them on and off briefly to ensure that they are in proper working order should there be a need to shut down the water in their apartment.

### 2) **Capital Plan**

The Strata Council held further discussion on the need for a capital plan to assess the state of several systems in the building, and the potential for their repair or replacement in the future. Ongoing maintenance bills, the advanced age of several critical systems and the eventual need for replacement of carpeting and paint in the hallways, has prompted the discussion.

### 3) **Rental**

The Strata Council directed the Agent to confirm with an owner the rental status of their suite.

### 4) **Landscaping Upgrade**

Christina Montgomery asked the Council for approval to be forwarded \$300.00 to upgrade the landscaping in the courtyard and front area with new soil and plants, as was approved last year. It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to forward Christina Montgomery the \$300.00 for upgrade the landscaped area. The money will be used to plant the front door planter box, infill the front garden and prepare the grass for reseeding. By using donated Council labour, the Council hopes to reduce the cost of cleaning up the front of the building. All receipts for purchases made will be returned to the Agent for filing. A second Council member has offered assistance with the project.

### 5) **Final Touch Ups**

The Strata Council directed the Agent to have Agendum Services perform final touch ups on the 4<sup>th</sup> floor hallway and laundry room, retexturing and painting around the windows, and re-hanging the 4<sup>th</sup> floor blinds. This work is the final interior repair remaining from the repair project and resulted from installation of new windows during the repair.

### 6) **Lattice**

The Strata Council directed the Agent to send a letter to two Strata lot owners who have installed lattice on their balconies without asking Council for permission, as the bylaws require. They have been asked to make an appropriate application.

### 7) **Bikes**

Council directed the Agent to send a letter to a Strata lot owner who is storing their bike on the balcony and remind him as per the Strata Corporation bylaws that bikes cannot be stored on

balconies. Owners should note they may be stored in the ground floor bike room, in storage lockers or within the limits of an owner's parkade stall.

**7. NEXT SCHEDULED MEETING**

The next Strata Council meeting has been scheduled for **Tuesday, May 15, 2007** in suite #206 – 1169 Nelson Street, Vancouver, BC at 7 p.m.

**8. ADJORNMENT**

There being no further business to discuss, the meeting adjourned at 10:00 p.m.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

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M070312

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON TUESDAY, MAY 15, 2007 AT 7:00 P.M. IN UNIT #206 – 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
DANIEL BROOKS	UNIT #404	TREASURER
HERMAN BELLO	UNIT #206	MAL
PAUL WESTWICK	UNIT #408	VICE PRESIDENT
KAREY SHUMANSKY	UNIT #207	MAL arrived at 7:10 PM

**ABSENT WITH REGRETS:**

JOHN KANTOR	UNIT #102
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**GUESTS IN ATTENDANCE:**

# 104/105 OWNER  
# 201 OWNER  
# 302 OWNER

**ALSO IN ATTENDANCE:**

JARVIE WAY, PROPERTY MANAGER  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

There being a quorum present, the meeting was called to order at 7:05 by Council President Christina Montgomery.

**2. GUEST BUSINESS**

- 1) The owner of unit 104/105 was on hand and gave Council a drawing and written request to install a trellis and arbour around the existing fence and gate as well as to discuss their storage area. The Strata Council thanked the owner for attending and advised they would reply to his concerns in writing. At this moment, the owner left the meeting.
- 2) The owner of unit 201 was on hand to discuss a chargeback that was incurred on their strata lot from PJB Plumbing. They were concerned that the invoice that the invoice had already been paid on behalf and therefore, assumed they had no recourse with any discrepancies with the invoice and asked if the Strata could possibly follow up with owners prior to paying the invoice. Council thanked the owner for attending and they departed the meeting.
- 3) The owner of unit 302 was on hand to submit his written request to fill a vacant position on the Strata Council. The Strata Council thanked the owner for submitting their name and a vote was taken, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to have Sean Smith become a Council member for the remainder of the year.

**GUEST BUSINESS DISCUSSION:**

Council discussed the owner of unit 104/105's request to do the woodwork and lattice and it was agreed to approve the installation of the lattice and not approve the arbour over the gate. To further advise that the lattice must not be permanently attached to any fixture of the building at any time and it is to be painted the same green colour to keep a conformed look throughout the complex. The owner will be responsible and subsequently any future owner thereafter will be responsible for any repair or maintenance to the lattice. The Strata Council asked them to provide more information in writing regarding their discussion of the storage area.

The Strata Council directed the Agent to advise the owner that they would follow up with PJB regarding the chargeback invoice for further clarification and any future chargeback's that the letter sent out to owners be edited to such that owners should follow-up immediately with the contractor of the invoice incurred if there are any discrepancies in failing any results to contact the Strata Agent to follow up further.

**3. RESIGNATION OF COUNCIL MEMBER**

The Strata Council thanked Mr. John Kantor for his tenure on Council.

**4. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to accept the minutes of the meeting held on March 19, 2007

**5. FINANCIAL REPORT:**

1) Council Treasurer Daniel Brooks, recommended approval of the February and March 2007 Financial Statements. It was, **SECONDED AND CARRIED UNANIMOUSLY**

2) **Review of Arrears:** Council reviewed the status of the Owners Maintenance Accounts and noted that there is one owner that is in significant arrears and directed the Agent to send a lien warning letter to this owner.

Owners are reminded and requested to ensure that you pay your fees on the 1<sup>st</sup> of each month and the money is required by the strata for the ongoing maintenance of the building and when the Strata fees are not paid, it causes the Strata Corporation to borrow those funds until the funds are collected.

3) **Audit:** Council was in receipt of the final audit and it was recommended by Daniel Brooks that it be signed, sealed and delivered. It was signed and will be forwarded to Donald Guthrie and the original will be filed in the Strata Corporation's file. Any owner who would like to receive a copy of the audit may do so by contacting your Strata Agent.

4) **Statement of Account:** The Strata Treasurer, Daniel Brooks requested the Agent to obtain a statement of accounts from their regular contractor.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**1) Envelope Project**

The Strata Council is currently working with Trow Engineering in order to obtain the PST rebate and the final paperwork for the envelope project.

**2) Fire Deficiency Update**

The Strata Council reviewed the following report from Fairline Fire Protection advising of the deficiency that was found during their final repairs and inspection. Repair and replace emergency light in electrical room \$490.00+GST. It was, **MOVED, SECONDED AND CARRIED** to have Fairline Fire Protection attend to the repairs as required.

**3) Capital Plan**

As reported last Council meeting, the Strata Council is currently in the process of obtaining quotes to have an engineer perform a capital plan study for The Greenhorn thus giving the owners an idea of a property budget for major repairs as well as cosmetic repairs that will be required in the near future. The Strata Council was in receipt of one quote from Halsall Engineering quoting \$8,900.00+GST, plus contingency for extras. The Strata Council is awaiting further quotes and will not move forward at this time, however, upon receipt of those quotes the Strata Council will be calling for a SGM. They will ask that the balance owed from the building envelope project be distributed back to the owners and the owners be re-levied to hire an engineer to perform the capital plan.

**7. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**8. NEW BUSINESS****1) Courtyard Stairwell by Parkade Entrance**

The Strata Council directed the Agent to have the contractor attend to power washing and ceiling of the courtyard stairwell as well as the stairwell by the parkade entrance and this expenditure is to be charged to the building envelope repair fund, as this is a final item.

**2) Electrical Room Door Lock**

The Strata Council directed the Agent to have a locksmith attend to change the electrical room locks, to re-key them, as it appears that someone has access to the room and is leaving it unlocked.

**3) Bike**

Residents are to be advised that an unlocked bike was stolen from inside the locked bike room. At no time what so ever, should you leave your bike unlocked even within the locked bike room.

**4) Water Meter Notice Follow-up**

As a follow-up to the notice that was sent out regarding the water meter and the City of Vancouver billing each individual owner; again residents are advised not to pay that portion that is the Strata Corporation's responsibility and the Strata is working with the City to resolve the issue.

**5) Patios**

Residents are asked to inspect your patio deck, and if you see any rotten boards to advise the Strata Agent in writing, either by fax (604-273-9021) or email ([jarvie.way@century21pel.com](mailto:jarvie.way@century21pel.com)), no later than June 27, 2007.

**9. NEXT SCHEDULED MEETING**

The next Strata Council meeting has been scheduled for **Tuesday, July 3, 2007** in suite #305–1169 Nelson Street, Vancouver, BC at 7 p.m.

**10. ADJORNMENT**

There being no further business to discuss, the meeting adjourned at 8:50 p.m.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

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M070515

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON TUESDAY, JULY 17, 2007 AT 7:00 P.M. ON THE FOURTH FLOOR OF 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT – Departed at 8:00 PM
DANIEL BROOKS	UNIT #404	TREASURER
HERMAN BELLO	UNIT #206	MAL
PAUL WESTWICK	UNIT #408	VICE PRESIDENT
SEAN SMITH	UNIT #302	

**ABSENT WITH REGRETS:**

KAREY SHUMANSKY	UNIT #207
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**ALSO IN ATTENDANCE:**

JARVIE WAY, PROPERTY MANAGER  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

The meeting was called to order at 7:00 PM by Council President Christina Montgomery.

**2. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to accept the minutes of the meeting held on May 15th, 2007.

**3. FINANCIAL REPORT:**

- 1) Council Treasurer Daniel Brooks, recommended approval of the April and May 2007 Financial Statements upon completion of a couple of journal entries. It was, **SECONDED AND CARRIED UNANIMOUSLY**
- 2) **Review of Arrears:** Council reviewed the status of the Owners Maintenance Accounts and noted that two owners are in significant arrears and as a result, directed the Agent to send a lien warning letter. If after 21 days no response or payment is received, the Agent is to file a lien.
- 3) **Draft Budget:** Council is currently in the process of reviewing and preparing the draft budget for the new fiscal year starting September 1<sup>st</sup>, 2007.

**4. BUSINESS ARISING**

**1) Envelope Project - PST Rebate**

The Strata Agent and Sean Smith will be working together to complete collection of all remaining paperwork and apply for the PST rebate for the envelope project.

The Strata Council will then call a Special General Meeting to present a  $\frac{3}{4}$  vote resolution to ask that a portion of the money from the PST rebate being refunded to the owners as per law be approved for the hiring of an engineer to prepare a Capital Plan. Council has conducted a thorough review of several years' worth of billings on repairs to mechanical systems to the building and determined that a number of the systems are causing increasing and considerable strain on the budget. It is unclear, and beyond the expertise of Council,

how long the remaining mechanical systems will last and how much repair bills will continue to mount in the interim. Council has decided that the most appropriate action would be the hiring of a professional engineering firm experienced in the preparation of Capital Plans to conduct a thorough assessment of all potential capital expenses, including the roof and mechanical systems, past water ingress in the parkade and painting and carpeting of the common interior areas. Such a Capital Plan would include the anticipated life of the present systems, projected costs of replacement at some future date and suggestions for replacement funding. It should be noted that such plans are mandatory for strata buildings in Ontario and provide a remedy for the present penalty Owners experience when trying to sell their suites at competitive prices in the present market or when borrowing against them. A professionally prepared Capital Plan, which lays out a commitment to maintain all systems in good repair, in general adds immediate value to all suites. More information on the plan will be circulated as soon as available.

**2) Capital Plan**

The Strata Council reviewed two quotes it obtained on preparation of a capital plan for the building. The first quote from BC Building Sciences gave an estimate cost of \$ 8,000 plus an additional cost and noted that with current workloads, the company would not be able to attend to the project for an extended period of time. Hallsall Engineering's estimate was \$8,900 plus GST, plus contingency for extras. As Hallsall Engineering appears to be better able to provide a detailed and more accurate report and has been recommended to the Strata, Council directed the Agent to follow up with Hallsall Engineering to determine if the work could be done for a fixed price rather than on a contingency-billing basis for expenses incurred. Hallsall will also be asked to provide information on its services and on the preparation and value of a Capital Plan for inclusion in any notice of a future SGM, and will be asked about the possibility sending a representative to an SGM to speak to Owners.

**5. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

- 1) An Owner wrote Council requesting permission to place a plain cedar arch over the kitchen doorway that leads onto the deck of their suite. The arch is weathered to match the color of the stucco and is not attached in any way. The aim of the plant-covered arch is to keep rain off the wooden door when it is opened during periods to provide ventilation to the suite. A previous Owner had apparently left the door open for that reason and the veneer on the door had begun to delaminate. Ivy is currently growing over it and will shortly cover the entire arch, filling it in solidly.

The Strata Council directed the Agent to advise the owner that they can have the arch, provided it is not visible from any area in the building or outside the building and ensure it is not attached or affixed in any way whatsoever.

- 2) **Trees:** An owner wrote Council inquiring about the overgrown evergreen trees at the front entrance of the building and asked at the minimum that they be trimmed or for the strata Council to look at the possibility of removing the trees. The Strata Council directed the Agent to advise the owner that the Council would ask an arborist to provide a recommendation for trimming and or replacement of those trees. The trees would likely be trimmed if the estimate proves affordable, but not removed. Removing the trees would require an owner  $\frac{3}{4}$  vote as well as permission from the city.



**6. NEW BUSINESS**  
**Landscaping**

The Strata Council is currently in the process of obtaining quotes to hire a contractor to provide landscaping services at the complex.

It was, **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** to contact InsideOut and have a budgetary approval to spend not more than \$600 from remaining monies in the landscaping budget to re sod the front grassed area of the building. Following that work, planting of the front garden will be completed.

**7. NEXT SCHEDULED MEETING**

The next Strata Council meeting has been scheduled for **Monday, August 27th, 2007** on the fourth floor of 1169 Nelson Street, Vancouver, BC at 7 P.M.

**8. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:25 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminister Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

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MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON MONDAY, AUGUST 27, 2007 AT 7:00 P.M. ON THE FOURTH FLOOR OF 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

PAUL WESTWICK	UNIT #408	VICE PRESIDENT
DANIEL BROOKS	UNIT #404	TREASURER
SEAN SMITH	UNIT #302	
KAREY SHUMANSKY	UNIT #207	

**ABSENT WITH REGRETS:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
HERMAN BELLO	UNIT #206	MAL

**GUESTS:**

CHARLES & MELISSA DALEY                      UNIT #101 (7:00 - 7:10PM)

**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

The meeting was called to order at 7:00 PM by Vice President Paul Westwick.

**2. GUEST BUSINESS**

The owners of unit #101 spoke to Council regarding bamboo blinds being hung on their patio area and provided Council with several details regarding concerns of having to remove those blinds and reasoning behind keeping them. The Strata Council thanked the owners for their input and advised they would review their concerns and respond accordingly. The owners departed the meeting.

**3. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to accept the minutes of the meeting held on July 17<sup>th</sup>, 2007.

**4. FINANCIAL REPORT:**

- 1) Council Treasurer Daniel Brooks, recommended approval of the June & July 2007 Financial Statements. It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY**
- 2) **Review of Arrears:** Council reviewed the status of the Owners Maintenance Accounts and noted that there are very minor outstanding arrears. The Strata Council would like to thank all owners for keeping their accounts up to date.
- 3) **Draft Budget:** Council has reviewed the proposed draft budget for the new fiscal year starting September 1, 2007 and after a few changes.

It was, **MOVED, SECONDED AND CARRIED**, to present that draft budget to the owners for their approval at the Annual General Meeting.

**5. BUSINESS ARISING****1) Envelope Project - PST Rebate**

The Strata Agent advised Council that Century 21 will be going through the archives to try to find all copies of cheques paid to RDG and Troy Engineering. They will then turn those cheques over to apply for the PST rebate.

**2) Capital Plan**

The Strata Council had received confirmation from Halsall Engineering that the fee would be \$8,900.00+GST and the contingency for excessive expenses should not exceed \$250.00. The Strata Council directed the Agent to arrange for Halsall Engineering to attend the Annual General Meeting provided that the PST rebate application is ready in time, otherwise, a SGM will have to be called later in the year.

**3) Landscaping**

This item was deferred to the next Council meeting.

**4) Trees**

This item was deferred to the next Council meeting.

**6. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

- 1) Blinds:** An owner wrote Council requesting they be allowed to keep bamboo blinds in their strata lot balcony as they listed several concerns if they are not in place.

After thorough review, the Strata Council **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to allow the owner to keep the blinds in place provided that no written complaints are received from owners and at that time, if complaints were received, the Council would have to readdress the situation and look at possible alternatives.

- 2) Capital Plan:** An owner wrote expressing their concerns about the Strata hiring an engineer in performing a Capital Plan on the building. The Strata Council acknowledges this owner's letter and thanks them for their input and advised that this will in turn not be Council's decision but the owners of The Greenhorn by a  $\frac{3}{4}$  vote.

**7. NEW BUSINESS****Bylaws**

The Strata Council will look at new proposed bylaw amendment at the AGM, currently showing one dog or one cat: to be two dogs or two cats or one of each.

**8 NEXT SCHEDULED MEETING**

The next Strata Council meeting has been scheduled for Monday, September 17th, 2007 on the fourth floor of 1169 Nelson Street, Vancouver, BC at 7 P.M.

**9. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:50 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn  
**PROPERTY AGENT:** Jarvie Way, Property Manager  
**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**  
PROPERTY MANAGEMENT DIVISION  
7320 Westminster Highway, Richmond, B.C. V6X 1A1  
**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)  
**FAX:** (604) 273-9021  
**ADMINISTRATIVE ASSISTANT:** Donna Bossert  
**SERVICE DEPARTMENT:** Greg Dunphy

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M070827

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON MONDAY, SEPTEMBER 17, 2007 AT 7:00 P.M. ON THE FOURTH FLOOR OF 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
PAUL WESTWICK	UNIT #408	VICE PRESIDENT
DANIEL BROOKS	UNIT #404	TREASURER
HERMAN BELLO	UNIT #206	MAL
SEAN SMITH	UNIT #302	

**ABSENT WITH REGRETS:**

KAREY SHUMANSKY	UNIT #207
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**GUESTS:**

LAZAR KRSMANOVIC	UNIT #403 (7:00 - 8:00PM)	(OBSERVER)
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**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

The meeting was called to order at 7:00 PM by Council President Christina Montgomery.

**2. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to accept the minutes of the meeting held on August 27<sup>th</sup>, 2007.

**3. FINANCIAL REPORT:**

- 1) Council Treasurer Daniel Brooks, recommended approval of the August 2007 Financial Statements. It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY**.
- 2) **Review of Arrears:** Council reviewed the status of the Owners Maintenance Accounts and noted that there are very few outstanding arrears. The Strata Council would like to thank all owners for keeping their accounts up to date.
- 3) **Draft Budget:** Council reviewed the proposed draft budget for the new fiscal year starting September 1, 2007, which included the yearend, August financial numbers. After a few minor changes, it was, **MOVED, SECONDED AND CARRIED**, to present that draft budget to the owners for their approval at the Annual General Meeting.

**4. BUSINESS ARISING**

**1) Envelope Project - PST Rebate**

Sean Smith advised Council he has gone through old files to find copies of cheques that were relative to the work that was done for the envelope repair. It appears that the project costs in which are relative to receiving a PST rebate depending on HPO approval should be an approximate refund of around \$14,000.00. Please note that this number is a round estimate at this time, and should be construed as the actual number, which will depend on HPO's assessment of the strata's application. The rebate will now be applied for and once received, will be returned, as per law, to owners.

**2) Capital Plan**

The Strata Council will be presenting a resolution at the Annual General Meeting to owners, who will be asked to approve the hiring of Halsall Engineering to prepare a Capital Plan.

**3) Landscaping**

The Strata Council discussed the need to hire a landscaping company to maintain the complex as Council can no longer continue to volunteer their time. Although money has been included in the budget, repairs have consumed all monies available, a situation which cannot continue. Monies set aside for landscaping and maintenance of the front garden and courtyard must be spent for those purposes next year, and a landscaping company must be retained.

**4) Trees**

The Strata Agent advised Council that Wood Pro Tree Services was to be contacted with Christina Montgomery to provide recommendations for the trees in the front courtyard. Christina reported that she has yet to receive a response. The Strata Agent will follow up.

**5. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**Various Issues:** An owner had written Council in response to a warning letter they received in regard of their dog roaming the courtyard and having storage in their parking area. They also noted that there is a small drywall repair required in their unit, as a result of a previous leak repair and asked if there could be some sort of bushes planted outside their main window because they are currently looking at the garbage bins. They offered to pay the cost of the planting.

The Strata Council directed the Agent to advise the owner that Agendum Services would be in contact with them to perform the drywall repair as requested and the Council will investigate what option there may be in having shrubbery installed around the area, but has not promised that such planting will be approved. In regard of the dog in the courtyard and the storage in the parking area, despite the owners response to this date, neither problem has yet to be rectified, therefore, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to fine the owner for the bylaw infraction for their pet and call 1-800-GOT-JUNK to remove the garbage in the parking area and charge the cost of such removal back to the owner. Owners are reminded that only vehicles and bicycles may be stored in parking stalls; no other vehicle-related materials or other goods are to be stored in them. In fairness to owners who have removed materials, council will be enforcing this bylaw.

**6. NEW BUSINESS****a) Power Washing Back Door Steps, Courtyard Steps And Staining**

The Strata Council directed the Agent to obtain a quote to power wash and treat the steps and provided the price is right and the weather cooperates, proceeding with the treatment of the steps prior to the winter. This work is being done now the wood has weathered for a season and is aimed at protecting both sets of stairs.

**b) Tenants**

The Strata Council directed the Agent to follow up with several owners that appear to have new tenants living in their suites than what the Strata Corporation has on record.

The Strata Council would like to remind owners that to have approval to rent their strata lots, they must either be an approved owner or apply for permission to rent. A Form K must also be completed for any new tenant, owners must ensure that the move in and out fee is paid and a copy of the Strata's bylaws are given to the tenant, as it is the owner's responsibility to ensure that the tenant is aware and complies with the Strata Corporation bylaws. Council also wishes to advise all owners that a considerable amount of time is being spent monitoring rental units and addressing enforcements of bylaws by tenants.

**c) Bylaw**

The Strata Council will be proposing the following bylaw amendments at the Annual General Meeting.

1. To change the bylaw from one dog or one cat to be 2 dogs or 2 cats or one of each. This is being proposed in fairness to all owners, given that some owners with more than one pet were grandfathered when suites were originally offered for sale. Any and all problems created by pets in the building will continue to be dealt with promptly.
2. To allow bicycles and locks for bicycles to be stored in the owners parking stall. During the past year, bikes have been stored in stalls under a "rule" passed by council as a means to ease pressure on the small and crowded bike room. Owners appear to be enjoying the option, which Council would now suggest becomes a bylaw. Should the bylaw pass, it is Council's intention to obtain quotes on installing metal rings at the rear of stalls and offer owners the option of paying to have a ring installed to which their bikes could be locked.

**d) Exhaust Fan**

An owner has requested that the Strata Council investigate a possible problem with an exhaust fan venting from the unit below. It appears that when the stove fan is used, it vents directly into the bathroom of the unit above. The Strata Council directed the Agent to have PJB Mechanical investigate further.

**e) Steam Cleaning Of Hallway Carpets And Polishing Of Lobby, Elevator And Laundry Room Floor**

The Strata Council discussed need to have an annual cleaning of the carpets and the polishing of the lobby, elevator and laundry room floors, although currently there isn't a separated budgeted item in the operating budget. The work may be done using funds from the mechanical account, which to date has been consumed by the cost of repairs to the building. Council brings to the attention of owners the inability to plan for such required annual work, given the high cost of repairs.

**f) Fall Landscaping Clean Up**

The strata Council will hire a landscaper to attend and do a final fall clean up after all the leaves have fallen.

**g) Leak In The Hallway #104/105**

The Strata Council directed the Agent to ensure that the stain on the rug as a result of a leak into the hallway is cleaned as part of the repair of the leak.

**h) Front Stairwell Railing**

The Strata Council directed the Agent to have Agendum Services to attend as soon as possible to repair a broken mount on the front staircase railing.

**7. NEXT SCHEDULED MEETING**

The next Strata Council meeting will be the Annual General Meeting to be held on Tuesday, October 23, 2007. The Strata Council will book the St. Andrews Church by Nelson and Burrard Street. Notices will be delivered in advance of the meeting.

**8. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:45 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

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**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

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M070917



MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON MONDAY, DECEMBER 3, 2007 AT 7:00 P.M. IN UNIT #402 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
CHARLES RENT	UNIT #402	VICE PRESIDENT
PAUL WESTWICK	UNIT #408	TREASURER
DANIEL BROOKS	UNIT #404	
LILI MEIER	UNIT #102	
SEAN SMITH	UNIT #302	

**ABSENT WITH REGRETS:**

HERMAN BELLO	UNIT #206
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**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

Council President, Christina Montgomery called the meeting to order at 7:00 PM.

**2. ELECTION OF OFFICERS**

It was, **MOVED, SECONDED AND CARRIED** to elect the following officers

Christina Montgomery	President
Charles Rent	Vice President
Paul Westwick	Treasurer

**3. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to accept the minutes of the meeting held on September 17<sup>th</sup>, 2007 as circulated.

**4. FINANCIAL REPORT:**

- 1) Council Treasurer Paul Westwick, recommended approval of the September and October 2007 Financial Statements. It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to adopt the Financial Statements as presented.
- 2) **Review of Arrears:** Council reviewed the status of the Owners Maintenance Accounts and noted that one owner is in significant arrears. Therefore, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to send this owner a lien warning letter.

As well, it was noted that several owners have yet to pay their catch up fee to cover the strata fee increase approved at the Annual General Meeting. Owners are reminded that if you are on the automatic withdrawal system, that there is a catch up fee required for the difference in strata fee increase. Please refer to your AGM minutes for the catch up fee schedule.

**5. BUSINESS ARISING**

**1) Capital Plan Contingency Reserve Fund Study**

The Strata Council has now confirmed the quote provided by Halsall Engineering in the amount of \$8,900.00 + GST. Noting reimbursable expenses at a cost of approximately \$250.00, this number will not be exceeded, given the terms of the agreement presented by

Halsall. Therefore, Council will be signing the agreement to have this report initiated shortly. Please refer to attached letter in this regard.

**2) Landscaping**

The Strata Council directed the Agent to obtain quotes for landscaping contractors to provide services starting in the spring of 2008.

At this time, the Council would like to ask any volunteers who would like to sit on the Landscaping Committee or any other Committee to please put their name forward in writing via [jarvie.way@century21.com](mailto:jarvie.way@century21.com). Council is contemplating establishing Committees to do some of the work that would make the building more livable but that is not covered in this year's budget. A similar system is in place at many Strata's.

**3) Trees**

There has yet to be a response from the arborist despite several follow ups. The Strata Agent will contact a new arborist and ask them to provide a detailed quote for the trees in the front courtyard. Council will be seeking quotes for assorted action on the large evergreens at the front of the building, given several complaints about them and the ongoing need to trim them. Separate quotes will be sought for trimming, removal, removal of stumps, simple topping of the trees and a further piece of advice on the general health and life expectancy of the trees. If the owners were to wish the trees removed, a city permit must be obtained and the health of trees would be a factor in granting or denial of the permit.

**4) Power Washing Back Door Steps, Courtyard Steps and Staining**

This quote is pending and this work will be initiated in the spring of 2008.

**5) Parkade - Bike Storage**

As approved at the Annual General Meeting, there is now a bylaw to allow for bike storage in the parkade. The Strata Council will follow up in obtaining quotes to install bike rings in each parkade and will then review those quotes at the next meeting. Please note in the meantime that bicycles may be stored in parkade stalls, but other repair gear and items besides vehicles may not.

**6) Various Issues**

The Strata Council is working with the Strata Agent in regard of various issues with several tenants regarding bylaw violations and rental concerns.

**5. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**Repairs:** An owner had written Council noting some repair concerns that had been brought to their attention during their home inspection before purchasing the unit. The Strata Council noted their concerns and advised that they would have Halsall Engineering be advised of those concerns while on site performing their repair plan.

**6. NEW BUSINESS**

**1) Annual Fire Inspection**

The Annual Fire Inspection had been performed on November 16, 2007 and have since received the report of deficiencies found as well as the following suites who have failed to provide access: suites 101, 103, 108, 201, 208, 308, 407 and 408.

The Strata Council directed the Agent to have Fairline Fire Prevention return to attend to the deficiencies, as well as inspect the suites missed during the first inspection and ensure that the owners are advised of the date and that they must provide access, as it is a requirement of the City of Vancouver bylaw. Any further visits will be billed to owners of the suites.

**2) Lights**

The Strata Council advised the Agent of several lights that burnt out throughout the complex. The Agent will direct Bar-El Building Maintenance to attend to replace those lights.

**3) Repair**

The Strata Council advised the Agent that the hole in the drywall between the 3<sup>rd</sup> and 4<sup>th</sup> floor on the front stairwell still needs to be repaired.

**4) Snow**

The Strata Agent advised Council that he would forward quotes for companies to provide snow removal service and the Strata Council would then review those quotes and direct the Agent accordingly. As well, some Strata Council members have volunteered to attend to the shoveling of the snow if they are on site during a snowfall.

**5) CHOA Membership**

The Strata Council will be signing up for a CHOA membership as requested by an owner at the Annual General Meeting. Residents can use this as helpful condominium living advise and input. In the meantime, residents can visit [www.choa.bc.ca](http://www.choa.bc.ca)

**7. NEXT SCHEDULED MEETING**

The next Strata Council meeting will be the Annual General Meeting to be held on **Monday, January 21, 2008** in suite 402 - 1169 Nelson Street, Vancouver, BC

**8. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:50 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

**IT HAS BECOME A STANDARD PRACTICE IN THE REAL ESTATE INDUSTRY THAT OWNERS PROVIDE TWO (2) YEARS OF COUNCIL AND GENERAL MEETING MINUTES TO POTENTIAL PURCHASERS. PLEASE RETAIN YOUR MINUTES FOR TWO YEARS AS THERE IS A FEE TO OWNERS WHO REQUIRE ADDITIONAL COPIES OF THE MINUTES.**

**UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP. THE PROPERTY MANAGER CAN NOT COMMUNICATE INFORMATION ABOUT THE STRATA CORPORATION OR YOUR STRATA LOT WITH PURCHASERS OR THE AGENT FOR THE PURCHASER WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER. ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE OWNER OF THE UNIT OR THE OWNER'S AGENT.**

Dec. 13, 2007

Dear fellow Owners:

This is to let you know that Council has begun work on preparation of the capital plan work approved at our Annual General Meeting.

We have established a committee of Council members to take part in the meetings with Halsall, the firm preparing the plan, and arranged for Council as a whole to review and oversee any decisions that must be made in the interim.

As part of the work being done, Halsall will be on site on several occasions to conduct inspections of the building. Representatives will inspect the interiors of approximately five representative suites as part of that work.

Council expects, barring any unforeseen problems, to have a draft of the proposal to review by late January. We expect it to outline the scope of work ahead for the building in coming decades, to cost out the work, to provide suggestions on prioritizing it, and to offer a selection of financing options.

Council will consider the material carefully, with an eye to all of the plan's implications for owners, and then have a final proposal drawn up. That capital plan proposal will be circulated to owners and a vote on proceeding with it will be taken at a Special General Meeting.

Council encourages all owners to forward any issues they would like considered as part of this work to the property manager before year's end.

Regards,

Christina Montgomery  
Strata Council President

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON MONDAY, JANUARY 21, 2008 AT 7:00 P.M. IN THE 4<sup>TH</sup> FLOOR HALLWAY, 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
CHARLES RENT	UNIT #402	VICE PRESIDENT
PAUL WESTWICK	UNIT #408	TREASURER
DANIEL BROOKS	UNIT #404	
LILI MEIER	UNIT #102	
SEAN SMITH	UNIT #302	
HERMAN BELLO	UNIT #206	

**GUESTS IN ATTENDANCE:**

Danka Kosoric #403 (7:00 pm – 8:35pm)  
Ken Svazaz #104/105 (7:00 pm – 7:30 pm)

**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

Council President, Christina Montgomery called the meeting to order at 7:00 PM.

**2. GUEST BUSINESS**

**1) Owner #403 (7:00 pm – 7:20 pm)**

The owner was on hand to inquire about volunteering; they have noticed things such as papers left in the lobby and garbage around the refuse bin. The Strata Council thanked this owner for their involvement and said they are more than welcome to volunteer their time and assist with keeping the Strata neat and tidy.

They also inquired about when the Strata Council will look at re-carpeting, as it is in a state of disrepair. The Strata Council explained to the owner that they are waiting for the capital plan to be prepared before they present any resolutions on such improvements, in case there is something that appears to be a priority. They want the owners to be well informed of these reports prior to any voting being taken. The Strata Council advised the owner that they could, by signing a petition and obtain a certain percentage of signatures, request a SGM be called in such regard.

**2) Owner #104/105**

The owner was on hand to discuss bylaw violation letters that the owner had received and repair of the leak above the owner's storage locker. The Strata Council received the owner's input and will respond in writing.

**3. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to adopt the minutes of the meeting held on December 3, 2007 with the following amendments.

**Item 2. Landscaping** - Correction to the email address, should read [jarvie.way@century21pel.com](mailto:jarvie.way@century21pel.com)

**Item 7. Next Scheduled Meeting** - Should read the next **Strata Council** Meeting will be held on **Monday, January 21, 2008.**

**4. FINANCIAL REPORT:**

- 1) Council Treasurer Paul Westwick advised Council that he is still working on reviewing and getting questions answered on the November and December financial statements, therefore, this item will be deferred to the next Council meeting.
- 2) **Review of Accounts Receivable:** Council reviewed the status of the Owners Maintenance Accounts and noted that two owners that were in significant arrears have since forwarded payment and are no longer in arrears.

*Again we would like to remind owners that there is a catch up fee to cover the strata fee increase approved at the Annual General Meeting. Owners are reminded that if you are on automatic withdrawal system, that there is a catch up fee required for the difference in strata fee increase. This amount will not be deducted automatically. You must send in a separate cheque. Please refer to your AGM minutes for the catch up fee schedule.*

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Charles Rent advised Council that Halsall has been on site and done a preliminary inspection and are now compiling their first draft, which should be available for Council to review in the next few weeks. At that time, the Strata Council will review the plan and then meet with Halsall to discuss it and answer any questions they have, and at that point based on the discussion Halsall will finalize the report.
- 2) **Landscaping**  
The Strata Council is in receipt of one proposal to provide landscaping services from Orion Landscaping at a cost of \$3,000.00 + GST for an 8-month program. The Strata Agent advised Council that he had been in contact with several other landscapers, although they showed no interest in bidding on the project. The Strata Council will now look into finding more quotes and will review at the next meeting.
- 3) **Trees**  
The Strata Council was in receipt of a quote from Bartlett Trees for the trees on the front boulevard, and determined that it failed to quote on the services. Therefore, the Strata Council directed the Agent to contact Bartlett, to re bid on the project and ask that they meet with Charles Rent on site to ensure the bid is properly quoted.
- 4) **Power Washing Back Door Steps, Courtyard Steps and Staining**  
The quote is pending and work will be initiated in the spring of 2008.
- 5) **Parkade - Bike Storage**  
This item is deferred to the next Council meeting, pending a quote on installing rings that could be used to lock bikes down at the rear of parkade stalls.
- 6) **Annual Fire Inspection**  
The Strata Agent advised Council that Fairline Fire had returned to attend to the deficiencies, as well as inspect the missing suites and noted that one suite has still failed to provide access. Therefore, it was, **MOVED, SECONDED AND CARRIED** to send this owner 48 hours notice of inspection. If they fail to provide access at this time, a locksmith will be brought in to open their suite to perform the inspection and all costs will be charged back to the owner.

**6. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**Carpet Repair:** An owner had written Council regarding the need for carpet replacement as discussed under Guest Business.

**7. NEW BUSINESS****1) Parkade and Locker Leak**

There was water seeping in through at several points through cracks in the concrete parkade, as well as in one locker area. The Strata Council had JFR Concrete on site to repair the locker area, as well as several of the parkade leaks.

**2) Janitorial**

The Strata Council is in receipt of the following quotes to perform janitorial service at the Greenhorn:

**Bar EI Building Maintenance - \$503.00 + GST**

**Thomas Maintenance - \$510.00 + GST**

Following discussion and lengthy review of both proposals, it was found that the Thomas Maintenance bid had a more detailed scope of work and was more professional; whereas, Bar EI has not been providing great service over the past, nor have they had great references. It was, **MOVED, SECONDED AND CARRIED** to have Charles Rent follow up with the Thomas Maintenance references and, on condition that he obtains three good references, that a one-year contract be awarded to Thomas Maintenance and that 30 days' notice be given to Bar EI for termination of contract.

**3) Doors**

The Strata Council advised the Agent that the main door, the door on the fourth floor stairwell by the elevator and the stairwell door by the elevator in the parkade are not closing properly and need to be adjusted. Owners are reminded that all these doors serve to contain fire and should be kept closed at all times.

**4) Letters and Memos**

**Residents are reminded that, when leaving letters or notices for fellow neighbours, they not leave them outside their units. Such notes are to be put inside mailboxes only, only as there is no greater notice to burglars that someone is not at home than a notice left outside a door.**

**5) Garbage**

Residents are reminded that the City of Vancouver is implementing bylaw changes regarding the garbage bins in the alleyway. The building can now be fined if garbage is strewn around the bin. This means owners must ensure that their garbage is deposited in the bin, and that the practice of setting reusable items out for removal by binners end **immediately**. Our cleaning service tidies up the area but is only on site twice a week; in order to avoid the expense of repeated fines, it is critical that owners help take responsibility for keeping the area surround the bin tidy.

Regarding recycling, the City of Vancouver enacted stricter regulations January 1, 2008 on what may be deposited in landfills. This means all owners must refrain from placing such items in the bin. Our hauler will be fined if any significant portion of banned material is

detected in their load and in turn may refuse to remove our waste. The Strata has ordered more recycling bins from the City and will be distributing more information on garbage requirements to all owners and tenants. **IT IS CRITICAL THAT OWNERS BEGIN TO ADDRESS THE ISSUE OF GARBAGE, AS CITY AND METRO-WIDE REQUIREMENTS WILL BE TIGHTENED FURTHER IN THE NEAR FUTURE, AND THE COST OF NOT COMPLYING WILL BE SIGNIFICANT TO THE STRATA.**

**8. NEXT SCHEDULED MEETING**

The next Strata Council meeting will be held on Monday, March 10, 2008 at 7:00 pm in unit #402 - 1169 Nelson Street, Vancouver, BC

**9. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 9:00 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

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**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

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M080121



MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313 – THE GREENHORN, HELD ON TUESDAY, MARCH 25, 2008 AT 7:00 P.M. IN THE 4<sup>TH</sup> FLOOR HALLWAY, 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
CHARLES RENT	UNIT #402	VICE PRESIDENT
PAUL WESTWICK	UNIT #408	TREASURER
DANIEL BROOKS	UNIT #404	
LILI MEIER	UNIT #102	
SEAN SMITH	UNIT #302	

**ABSENT WITH REGRETS**

HERMAN BELLO	UNIT #206
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**GUESTS IN ATTENDANCE:**

Danka Kosoric #403 (7:00 pm – 7:50pm)

**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

Council President, Christina Montgomery called the meeting to order at 7:00 PM.

**2. GUEST BUSINESS**

**Owner #403**

The owners of unit #403 were on hand to present Council with information they had gathered from consulting with several other owners about paying for re-carpeting and painting the common hallways and stairwells of the building in advance of a vote on the capital plan Council is now assembling. They found that the majority of the seven owners they canvassed were in favour of spending an estimated \$20,000.00 towards this project and that they had obtained several quotes, the best quote to date being \$10,893.00 for painting and \$10,595.00 for re-carpeting. The owners also asked for Council's unanimous endorsement of the proposal. Council explained that there were several concerns, the chief being that owners had approved spending of \$9,000 toward preparation of a capital plan proposal, which is nearing completion. Council is not in a position to pick projects from the list for approval now, or to spend money on them without approval, and that the idea of assembling the plan is to allow all owners a complete look at what work must be done in upcoming years, together with a proposed timeline and cost. In addition, the quotes presented were highly general in nature, and did not include samples or information on warrantees, underlay and so on. Council thanks the owners for their efforts and asked them to follow up further on the details, which will added to material being assembled for the capital plan proposal.

*Garbage Bin Lock:* The owners also advised Council of interest an owner had raised with them during the canvassing about the possibility of a garbage lock being installed on the waste bin at the back of the building. The Strata Council advised the owners that a lock was in place some time ago and it became a nuisance, as the lock had been stolen or not replaced by residents, and that some residents felt it was unwieldy. The issue will be revisited if garbage is a problem at the back of the building, however, as new city bylaws require the Council to police the mess surrounding the bin. New regulations on what may be placed in the waste bin will be mailed to Owners under separate cover.

*Laundry Room Washroom:* The owners also inquired about why the laundry room washroom was now locked. The Strata Council advised that the new cleaners needed a secured place to store their cleaning equipment and that the laundry room is the most convenient spot, because it has water available to the cleaners. The lock has since been removed.

*Newspapers:* The owners advised Council they had been in contact with and had agreement from The Westender, The Courier and 24 Hours in regard to newspapers being dumped at the front entrance. As the building has no resident manager and the papers remain strewn on the sidewalk until a resident picks them up and discards them, the papers had become a problem. The papers will not be left there in future. The Strata Council thanked the owners for their assistance in having the situation rectified.

### 3. **ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to adopt the minutes of the meeting held on January 21, 2008 as presented.

### 4. **FINANCIAL REPORT:**

1) Council Treasurer Paul Westwick, advised Council that he has reviewed November and December 2007 and January and February 2008 financial statements with several adjustments being made and recommended approval of these statements. Therefore, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to adopt the financial statements as presented provided the appropriate adjustments are made as requested.

2) **Review of Accounts Receivable:** Strata Council reviewed the Owners Maintenance Accounts and noted that the majority of owners have paid their accounts up to date and a few owners remain in minor arrears, and that the Council will continue to monitor the situation.

### 5. **BUSINESS ARISING FROM PREVIOUS MINUTES**

#### 1) **Capital Plan**

The Strata Council was recently in receipt of the draft capital plan report and the Capital Planning Committee will be meeting shortly to review further, after which they will meet with Halsall to discuss and prepare the final report. A date for a vote on the plan is expected to be set at the next Council meeting. An update on the process will be sent to Owners under separate cover.

#### 2) **Landscaping**

The Strata Council reviewed the following quotes to perform landscaping services at the Greenhorn:

*Sasha Landscaping* - \$340.00 + GST for a nine month period

*The Lone Gardener* - \$340.00 + GST per month for a nine month period

*Orion Landscaping Maintenance* - \$375.00 + GST per month for a eight month contract

Following review, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to award the contract to The Lone Gardener.

#### 3) **Trees**

Charles Rent advised Council that he had met with the Arborist and advised that he needs to meet again to complete a full assessment of all trees on the site as part of the capital plan preparation. The Arborist has advised that one of the two larger trees in front may need to come down at some point due to the proximity of its root structure to the building, but further investigation with the Arborist and the City of Vancouver are required.

**4) Power Washing Back Door Steps, Courtyard Steps and Staining**

The Strata Council reviewed the following quotes to perform service as noted above:

*The Lone Gardener* - \$535.00 + GST (Notes: Also includes power washing several common areas throughout the exterior of the complex)

*Agendum Services* - \$850.00 + GST (Does not include any other power washing)

*Columbus* - \$935.00 + GST (Does not include any other power washing)

Following discussion, it was, **MOVED, SECONDED AND CARRIED** to award the contract to The Lone Gardener.

**5) Parkade - Bike Storage**

Charles Rent presented Council with quotes on two options for securing bikes in the parkade stalls. Council will consider how best to present the possibility of installing the locks to the owners at an upcoming SGM as part of the Capital Plan.

**6) Annual Fire Inspection Missed Suites**

The Strata Agent advised Council that the suite that failed to provide access has indeed been inspected and provided access and all fire inspections are now completed.

**6. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**1) Cooking Odors Venting**

Two owners have written Council requesting there be an investigation be done, as there appears to be at odd times neighbours' cooking odors venting into their kitchen and/or bathroom exhaust. The Strata Council directed the Agent to have a duct company contact these owners and investigate accordingly.

**2) Pets**

An owner who had received a warning letter from the Strata Council about having both a dog and one cat living in their strata lot, contrary to the Strata Bylaws, advised that they have since agreed to comply and have the cat relocated.

**3) Rental Move In Fees**

An owner had written Council asking about being excused from paying move in fees for tenants in their strata lot, given that it was rented as a furnished suite. The Strata Council directed the Agent to advise that Council applies the fees uniformly to all rentals, in the interest of fairness, and does not monitor the length of rental or the amount of material moved in or out by the tenant.

**4) Form K – Move In Fees – Liability Form**

The Strata Council discussed the response from an owner on several issues, including the request for a Form K rental declaration, for payment of move-in fees and for signing of a liability form for renovations done to limited common property without permission. Council was informed the Form K and the move in fees have been resolved, but that a signed copy of a standard liability form has not been supplied. Council will follow up with the owners.

All owners are reminded that alterations to common property cannot be done without prior permission of council, and that such permission involves the signing of a standard liability form.

**7. NEW BUSINESS**

**1) Locker and Parking Allocations**

During a recent sale of a strata lot, it has come to the Council's attention that there appears to be a discrepancy in the locker and parking allocation list on file with the Strata Council. Therefore, the Strata Council will be investigating this matter further.

**2) Wooden Deck Repair**

**Repairs will be scheduled shortly to any wooden decks needing work. Owners are asked to contact Jarvie Way at 604.273.1745 or [jarvie.way@century21pel.com](mailto:jarvie.way@century21pel.com) by April 22, 2008 to advise of any work needing done.**

**8. NEXT SCHEDULED MEETING**

The next Strata Council meeting will be held on Wednesday, May 7, 2008 at 7:00 pm in unit #402 - 1169 Nelson Street, Vancouver, BC.

**9. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 9:05 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

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**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

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M080325

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313  
THE GREENHORN, HELD ON WEDNESDAY, MAY 7, 2008 AT 7:00 P.M.  
IN UNIT 402 - 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
CHARLES RENT	UNIT #402	VICE-PRESIDENT
LILI MEIER	UNIT #102	
HERMAN BELLO	UNIT #206	

**ABSENT WITH REGRETS**

PAUL WESTWICK	UNIT #408	TREASURER
DANIEL BROOKS	UNIT #404	
SEAN SMITH	UNIT #302	

**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

Council President Christina Montgomery called the meeting to order at 7:10 PM.

**2. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to adopt the minutes of the March 25, 2008 Council meeting.

**3. FINANCIAL REPORT:**

It was agreed to defer review of the financial statements, as Paul Westwick was not in attendance at this Council meeting.

**Review of Accounts Receivable**

Owners are reminded that strata fees are due and payable on the first of every month and late fees and fines are levied on late payments.

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**1) Capital Plan**

The Strata Council is now in receipt of the final capital plan report and has investigated its recommendations. During the course of those investigations, it became clear that there is a possibility that a set of small remedial projects could be planned to forestall larger jobs for some time. Council is continuing to assemble quotes for that work with the intention of calling a Special General Meeting tentatively scheduled for Wednesday, July 9, 2008 (notices will be delivered in advance, along with copies of the capital plan and the proposal for a set of summer projects). At the meeting, council will propose a levy to initiate various items that should take immediate attention. Should that levy be approved, council intends at the Annual General Meeting this fall to table a further resolution to deal with the future plans in regard to the remainder of the report.

**2) Power Washing Back Door Steps, Courtyard Steps and Staining**

As reported last meeting, the Strata Council awarded the contract to The Lone Gardener and they will be onsite weather permitting to initiate the project shortly.

**3) Locker and Parking Allocations**

The Strata Council is currently working on ensuring the parking and locker allocation list is

accurate. One locker remains officially unaccounted for – **LOCKER #13.**

**Any owner now claiming or using** locker #13 is asked to contact Jarvie Way via email: [jarvie.way@century21pel.com](mailto:jarvie.way@century21pel.com) or at 604-273-1745 and advise accordingly.

#### 4) **Cooking Odors Venting**

The Strata Council directed the Agent to have a ducting company contact the owners involved and investigate further.

#### 5) **Deck Repairs**

Several owners have reported problems with decks requiring maintenance. The Strata Council directed the Agent to have Edenvale Restorations attend to those repairs as required.

### 6. **CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

There was none.

### 7. **NEW BUSINESS**

There was none.

### 8. **NEXT SCHEDULED MEETING**

The next Strata Council meeting will be held on **Wednesday, June 18, 2008** at 7:00 pm in unit #402 - 1169 Nelson Street, Vancouver, BC.

### 9. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 9:00 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

IT HAS BECOME A STANDARD PRACTICE IN THE REAL ESTATE INDUSTRY THAT OWNERS PROVIDE TWO (2) YEARS OF COUNCIL AND GENERAL MEETING MINUTES TO POTENTIAL PURCHASERS. PLEASE RETAIN YOUR MINUTES FOR TWO YEARS AS THERE IS A FEE TO OWNERS WHO REQUIRE ADDITIONAL COPIES OF THE MINUTES.

UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP. THE PROPERTY MANAGER CAN NOT COMMUNICATE INFORMATION ABOUT THE STRATA CORPORATION OR YOUR STRATA LOT WITH PURCHASERS OR THE AGENT FOR THE PURCHASER WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER. ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE OWNER OF THE UNIT OR THE OWNER'S AGENT.

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313  
THE GREENHORN, HELD ON WEDNESDAY, JUNE 18, 2008 AT 7:00 P.M.  
IN UNIT 4<sup>TH</sup> FLOOR HALLWAY, 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
CHARLES RENT	UNIT #402	VICE-PRESIDENT
PAUL WESTWICK	UNIT #408	TREASURER (Arrived 7:10 p.m.)
LILI MEIER	UNIT #102	
HERMAN BELLO	UNIT #206	
DANIEL BROOKS	UNIT #404	
SEAN SMITH	UNIT #302	

**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

Council President Christina Montgomery called the meeting to order at 7:05 PM.

**2. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to adopt the minutes of the May 7th, 2008 Council meeting.

**3. FINANCIAL REPORT:**

It was **MOVED, SECONDED AND CARRIED** to adopt the March & April 2008 financial statement as presented. Paul Westwick advised that he needed more time to review the May 2008 financial statements. It was agreed to defer the approval of the May 2008 financial statement to the next meeting.

**Review of Accounts Receivable**

Owners are reminded that strata fees are due and payable on the first of every month and late fees and fines are levied on late payments.

**Draft Budget**

Council is currently in the process of preparing the draft budget for the fiscal year September 1<sup>st</sup>, 2008.

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**1) Capital Plan**

Please watch for reference material in regard to the capital plan to be sent to you shortly along with the notice of Special General Meeting.

**2) Power Washing Back Door Steps, Courtyard Steps and Staining**

Charles Rent advised that The Lone Gardener should be on site sometime next week, weather permitting, to initiate the project. Both sets of steps are being washed and treated to preserve the raw lumber they were originally built with.

**3) Locker and Parking Allocations**

As there has been no response from any resident regarding the contents in locker #13 the Strata Council will send a notice out to each owner, as well as post a notice, advising that if there is still no response by a certain date that those contents will be removed and the locker will be returned to the rightful owner.

**4) Cooking Odors Venting**

The Strata Agent advised that National Air Technologies was to be in contact with the owners who have reported a problem. There has been no contact and the Strata Agent will follow up further.

**5) Deck Repairs**

Edenvale Restoration is currently trying to contact all owners that require deck repairs. The Strata Agent will try to follow up with them, as well as ensuring that repairs are done with treated wood.

**6. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**1) Laundry Machine**

The Strata Council is in receipt of a notice from Coinamatic suggesting they increase the revenue by increasing the cost of the dryer by 25 cents. It is not clear whether they are suggesting this for the washer as well. The Strata Council requested the Agent to follow up with Coinamatic on this issue, as well as asking about the service they are providing. It currently does not appear to be up to par and Council wants to ensure they are providing the service contracted for, including regular cleaning of the dryer vents.

**2) Elevator Service**

Council is in receipt of a notice of price increase from Westcoast Elevator advising that effective June 1<sup>st</sup>, 2008 the monthly maintenance charge will be increased to \$115.00 plus GST. The Strata Council understands this increase is due to the rising cost of fuel, which is affecting every aspect of business throughout the industry. In addition we would like to remind all owners that they should be prepared for more increases in other areas of servicing and therefore should be budgeting accordingly.

**7. NEW BUSINESS****1) Neighbouring Fence**

The Strata Council is currently trying to work with the neighbouring Strata Council to determine when and what kind of fence will be reinstalled, in particular at the rear of the side yard.

**8. NEXT SCHEDULED MEETING**

The next meeting has been tentatively scheduled to be the Special General Meeting for Tuesday, July 22, 2008 at 7:00 p.m. Notices will be delivered to each owner in advance.

**9. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 9:00 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

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M080618



Prudential Estates (RMD) Ltd.  
SALES & PROPERTY MANAGEMENT  
7320 Westminster Highway  
Richmond, B.C. V6X 1A1  
Telephone: (604) 273-1745  
Fax: (604) 273-9021

June 30, 2008

**TAKE NOTICE THAT THE SPECIAL GENERAL MEETING OF THE OWNERS  
STRATA PLAN VR 1313 – THE GREENHORN WILL BE HELD ON:**

**DATE:** TUESDAY, JULY 22, 2008  
**TIME:** 6:45 P.M. (REGISTRATION)  
7:00 P.M. (CALL TO ORDER)  
**PLACE:** The Lobby @ 1169 Nelson Street, Vancouver, B.C.

**BRING YOUR OWN CHAIR**

An Agenda for this meeting along with some explanatory notes concerning voting procedures is enclosed herewith. Please read this material carefully prior to the meeting and bring it with you for reference.

1. **PURPOSE** The purpose of the meeting is to consider  $\frac{3}{4}$  Vote Resolutions (as attached).
2. **QUORUM** In order to conduct business at the General Meeting, at least one-third of the persons entitled to vote must be present in person or by proxy.
3. **ELIGIBILITY** Except in cases whereby or under the Strata Property Act, a unanimous resolution is required, no Owner is entitled to vote at any general meeting if they are in arrears for Operating or Special Levy payments and the Strata Corporation has passed a bylaw prohibiting the owner from voting if the Strata Corporation is in a position to place a lien against that strata lot in arrears. Payment at the meeting will only be accepted in paid by cash or by certified cheque.
4.  **$\frac{3}{4}$  VOTE RESOLUTIONS**  $\frac{3}{4}$  Vote Resolutions require a  $\frac{3}{4}$  majority of a quorated meeting in order to carry.
5. **PROXY** An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney and may be either general or for a particular meeting. A proxy need not be an Owner.

## AGENDA

1. CALL TO ORDER
2. CALLING OF THE ROLL AND CERTIFYING OF PROXIES
3. FILING PROOF OF NOTICE OF MEETING
4. APPROVE THE AGENDA
5.  $\frac{3}{4}$  VOTE RESOLUTION – Capital Plan (attached)
6. TERMINATE OR ADJOURN THE MEETING

## RESOLUTION 1 CAPITAL PLAN – VARIOUS REPAIRS

The purpose of the Special Levy is to undertake in various repairs as documented in the Capital Plan Report.

**BE IT RESOLVED** by a  $\frac{3}{4}$  vote of The Owners pursuant to Section 108 of the Strata Property Act, that The Owners Strata Plan VR 1313 The Greenhorn, at this Special General Meeting held on July 22, 2008 hereby pass a Special Levy in the amount of \$88,500.00.

The purpose of the Special Levy is to undertake in various repairs as documented in the Capital Plan Report. Each strata lot's share of the Special Levy is calculated based on the unit entitlement of each strata lot and the amount of each strata lot's share of the levy is set out on the attached schedule. The Special Levy is due and payable upon approval of this resolution.

Simultaneously to the passing of this resolution, the registered Owner of the Strata lot at the time of the passing of this resolution will be credited with their unit entitlement share of the current remaining special levy funds not utilized in the same amount.

(End of Resolution)

*As a matter of financial convenience, the levy is payable over two months, August 1, 2008 and September 1, 2008 as per the attached schedule.*

<u>Strata Plan VR 1313 - The Greenhorn</u>					
<u>Special Levy - Capital Plan Repairs - 2008</u>					
			<u>Total Levy Amount</u>	<u>\$88,500.00</u>	
			<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>TOTAL</u>
			<u>LEVY</u>	<u>LEVY</u>	<u>LEVY</u>
<u>LOT</u>	<u>SUITE</u>	<u>UNIT</u>	<u>PAYMENT</u>	<u>PAYMENT</u>	<u>PAYMENT</u>
<u>NO.</u>	<u>NUMBER</u>	<u>ENTITLEMENT</u>	<u>PER SUITE</u>	<u>PER SUITE</u>	<u>PER SUITE</u>
1	101	33	1460.25	1460.25	2920.50
2	102	28	1239.00	1239.00	2478.00
3	103	27	1194.75	1194.75	2389.50
4	104	28	1239.00	1239.00	2478.00
4A	CA	10	442.50	442.50	885.00
5	105	31	1371.75	1371.75	2743.50
6	106	36	1593.00	1593.00	3186.00
7	107	27	1194.75	1194.75	2389.50
8	108	30	1327.50	1327.50	2655.00
9	201	33	1460.25	1460.25	2920.50
10	202	28	1239.00	1239.00	2478.00
11	203	29	1283.25	1283.25	2566.50
12	204	19	840.75	840.75	1681.50
13	205	29	1283.25	1283.25	2566.50
14	206	38	1681.50	1681.50	3363.00
15	207	36	1593.00	1593.00	3186.00
16	208	27	1194.75	1194.75	2389.50
17	209	30	1327.50	1327.50	2655.00
18	301	33	1460.25	1460.25	2920.50
19	302	28	1239.00	1239.00	2478.00
20	303	27	1194.75	1194.75	2389.50
21	304	34	1504.50	1504.50	3009.00
22	305	40	1770.00	1770.00	3540.00
23	306	36	1593.00	1593.00	3186.00
24	307	27	1194.75	1194.75	2389.50
25	308	30	1327.50	1327.50	2655.00
26	401	33	1460.25	1460.25	2920.50
27	402	26	1150.50	1150.50	2301.00
28	403	27	1194.75	1194.75	2389.50
29	404	28	1239.00	1239.00	2478.00
30	405	34	1504.50	1504.50	3009.00
31	406	21	929.25	929.25	1858.50
32	407	27	1194.75	1194.75	2389.50
33	408	30	1327.50	1327.50	2655.00
<u>TOTALS</u>		<u>1000</u>	<u>\$44,250.00</u>	<u>\$44,250.00</u>	<u>\$88,500.00</u>

**Form A  
PROXY APPOINTMENT**

RE: Strata Lot # \_\_\_\_\_ of Strata Plan VR 1313

Civic Address: \_\_\_\_\_ 1169 Nelson Street, Vancouver, BC V6E 3A9

1.  **Proxy for a specific meeting**

I / We, \_\_\_\_\_ [name(s)], the owner(s)/tenant(s)/mortgagee of the strata lot described above, appoint \_\_\_\_\_ to act as my/our proxy at the Special General Meeting to be held on Tuesday, July 22, 2008

2.  **Proxy for a specific resolution**

I / We, \_\_\_\_\_ [name (s)], the owner(s)/tenant(s) /mortgagee of the strata lot described above, appoint \_\_\_\_\_ to act as my/our proxy at the Special General Meeting to be held on Tuesday, July 22, 2008

RESOLUTION 1 voting instructions: \_\_\_\_\_

Limitations on Proxy, if any

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (month) \_\_\_\_\_ (day) 2008

\_\_\_\_\_ [Signature of Owner/ Tenant/ Mortgagee]

\_\_\_\_\_ [Signature of Owner/ Tenant/ Mortgagee]

***Owners are reminded that the Special Levy has passed.***

***Please forward two cheques for August 1, 2008 and September 1, 2008 to the Accounts Receivable Dept. at Century 21 for the payment of the Special Levy.***

***Please see the attached schedule for the amount of payment.***

\*\*\* THIS IS AN IMPORTANT DOCUMENT, PLEASE READ IMMEDIATELY \*\*\*

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS  
STRATA PLAN VR 1313 – THE GREENHORN, HELD ON TUESDAY, JULY 22, 2008  
AT 7:00 P.M. IN THE LOBBY AT 1169 NELSON STREET, VANCOUVER, B.C.

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1. **CALL TO ORDER**

There being a quorum present, the meeting was called to order at 7:00 pm by Council President Christina Montgomery, who acted as chair for the meeting. Introductions were made and the meeting commenced.

2. **CALL OF THE ROLL AND CERTIFYING OF THE PROXIES**

The Strata Agent advised that there were a total of eighteen (18) owners present, fifteen (15) in person and three (3) by proxy and as the requirements of the Strata Property Act had been met the meeting was declared competent to proceed with the business at hand.

3. **FILING PROOF OF THE NOTICE**

It was,

**MOVED, SECONDED AND CARRIED UNANIMOUSLY**

To accept the notice of the Special General Meeting dated June 20, 2008.

4. **APPROVAL OF THE AGENDA**

It was,

**MOVED, SECONDED AND CARRIED UNANIMOUSLY**

To approve the agenda.

5. **CONSIDERATION OF ¾ VOTE RESOLUTION – Capital Plan - Various Repairs**

The following ¾ vote as presented to owners,

**BE IT RESOLVED** by a ¾ vote of The Owners pursuant to Section 108 of the Strata Property Act, that The Owners Strata Plan VR 1313 The Greenhorn, at this Special General Meeting held on July 22, 2008 hereby pass a Special Levy in the amount of \$88,500.00.

The purpose of the Special Levy is to undertake in various repairs as documented in the Capital Plan Report. Each strata lot's share of the Special Levy is calculated based on the unit entitlement of each strata lot and the amount of each strata lot's share of the levy is set out on the attached schedule. The Special Levy is due and payable upon approval of this resolution.

Simultaneously to the passing of this resolution, the registered Owner of the Strata lot at the time of the passing of this resolution will be credited with their unit entitlement share of the current remaining special levy funds not utilized in the same amount.

(End of Resolution)

After discussion, a **Motion** was made to vote on the resolution as presented; it was, **SECONDED AND CARRIED UNANIMOUSLY**

**Please forward two cheques for August 1, 2008 and September 1, 2008 to the Accounts Receivable Dept. at Century 21 for the payment of the Special Levy. Please see the attached schedule for the amount of payment.**



**6. ADJOURNMENT**

Prior to the adjournment, the owners thanked Council and especially Charles Rent for their hard work and extensive research in preparing this Capital Plan for the building.

There being no further business a **Motion** was made to **ADJOURN** the meeting at 7:50 pm.

The next Council meeting will be scheduled at a later date.

RESPECTFULLY SUBMITTED,

on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

<u>Strata Plan VR 1313 - The Greenhorn</u>					
<u>Special Levy - Capital Plan Repairs - 2008</u>					
			<u>Total Levy Amount</u>	<u>\$88,500.00</u>	
			<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>TOTAL</u>
			<u>LEVY</u>	<u>LEVY</u>	<u>LEVY</u>
<u>LOT</u>	<u>SUITE</u>	<u>UNIT</u>	<u>PAYMENT</u>	<u>PAYMENT</u>	<u>PAYMENT</u>
<u>NO.</u>	<u>NUMBER</u>	<u>ENTITLEMENT</u>	<u>PER SUITE</u>	<u>PER SUITE</u>	<u>PER SUITE</u>
1	101	33	1460.25	1460.25	2920.50
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4	104	28	1239.00	1239.00	2478.00
4A	CA	10	442.50	442.50	885.00
5	105	31	1371.75	1371.75	2743.50
6	106	36	1593.00	1593.00	3186.00
7	107	27	1194.75	1194.75	2389.50
8	108	30	1327.50	1327.50	2655.00
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10	202	28	1239.00	1239.00	2478.00
11	203	29	1283.25	1283.25	2566.50
12	204	19	840.75	840.75	1681.50
13	205	29	1283.25	1283.25	2566.50
14	206	38	1681.50	1681.50	3363.00
15	207	36	1593.00	1593.00	3186.00
16	208	27	1194.75	1194.75	2389.50
17	209	30	1327.50	1327.50	2655.00
18	301	33	1460.25	1460.25	2920.50
19	302	28	1239.00	1239.00	2478.00
20	303	27	1194.75	1194.75	2389.50
21	304	34	1504.50	1504.50	3009.00
22	305	40	1770.00	1770.00	3540.00
23	306	36	1593.00	1593.00	3186.00
24	307	27	1194.75	1194.75	2389.50
25	308	30	1327.50	1327.50	2655.00
26	401	33	1460.25	1460.25	2920.50
27	402	26	1150.50	1150.50	2301.00
28	403	27	1194.75	1194.75	2389.50
29	404	28	1239.00	1239.00	2478.00
30	405	34	1504.50	1504.50	3009.00
31	406	21	929.25	929.25	1858.50
32	407	27	1194.75	1194.75	2389.50
33	408	30	1327.50	1327.50	2655.00
<b>TOTALS</b>			<b>1000</b>	<b>\$44,250.00</b>	<b>\$44,250.00</b>
					<b>\$88,500.00</b>

MINUTES OF THE MEETING OF THE COUNCIL OF OWNERS, STRATA PLAN V.R. 1313  
THE GREENHORN, HELD ON TUESDAY, SEPTEMBER 23, 2008 AT 7:00 P.M.  
IN THE 4<sup>TH</sup> FLOOR HALLWAY, 1169 NELSON STREET, VANCOUVER, B.C.

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**COUNCIL IN ATTENDANCE:**

CHARLES RENT	UNIT #402	VICE-PRESIDENT
PAUL WESTWICK	UNIT #408	TREASURER
LILI MEIER	UNIT #102	
DANIEL BROOKS	UNIT #404	
SEAN SMITH	UNIT #302	

**ABSENT WITH REGRETS:**

CHRISTINA MONTGOMERY	UNIT #305	PRESIDENT
HERMAN BELLO	UNIT #206	

**ALSO IN ATTENDANCE:**

JARVIE WAY, STRATA AGENT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**1. CALL TO ORDER**

Council Vice President, Charles Rent called the meeting to order at 7:03 PM.

**2. RESIGNATION**

The Strata Council was in receipt and acknowledges the resignation of Christina Montgomery. The Strata Council thanks her for all her hard work and time she has put in as a Strata Council member.

**3. APPOINTMENT OF COUNCIL MEMBERS**

With the resignation of Christina Montgomery as President of the Strata Council, it was agreed that Charles Rent as Vice President would step up to the President position and Sean Smith was elected as Vice President.

**4. ADOPTION OF PREVIOUS MINUTES**

It was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to adopt the minutes of the June 18, 2008 Council meeting.

**5. FINANCIAL REPORT:**

It was **MOVED, SECONDED AND CARRIED** to adopt the May & June 2008 financial statements as presented. Paul Westwick advised there is further review required of the August financial statement as it is the year end financial statement and there still is a concern the way one of the journal entries has been completed.

**Review of Accounts Receivable**

Owners are reminded that strata fees are due and payable on the first of every month and late fees and fines are levied on late payments. Upon review, Council found that a few owners have failed to pay their levy payment and they will be fined accordingly. As well, it was reviewed that two owners are in significant arrears, therefore, it was, **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to send a lien warning letter.

**Draft Budget**

Council has reviewed and prepared the draft budget to present to the owners for approval at the Annual General Meeting. Council will be presenting a budget proposing a 40% increase in strata fees. This is a significant increase, yet minimized to the greatest extent possible and must be implemented to cover the true – and most basic – costs of operating the building, which is getting older and requires extensive maintenance. Owners will also see items within this budget reflecting increased costs which are beyond the control of the Strata (and all home owners), such as increased costs for gas, electricity and insurance (to name a few). Similarly, the costs of obtaining 3<sup>rd</sup> party services (i.e. suppliers) have also risen, owing to the very same economic pressure(s). A portion of this increased fee would go towards the *Contingency Reserve Fund* to bring that fund up to a reasonable level as cautioned and recommended within the *Contingency Reserve Fund Study* prepared for owners by Halsall Engineering.

**Audit**

It was, **MOVED, SECONDED AND CARRIED** to have an external audit done after the Strata Corporation's year end and all invoices are paid for the summer projects that have undergone.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES****a) Capital Plan Update**

There are five projects still ongoing and they should be completed within the next three weeks. There are a couple deficiency problems with Dream Carpets and Roof Fix Services; Charles Rent is working on remedying prior to any final payment being issued.

**b) Cooking Odors Venting**

National Air Technologies has been onsite and investigated the reported problem with the cooking odors venting into other units. They have since installed an additional exhaust vent on the roof and it appears to have rectified the problem, as there have been no further complaints.

**c) Deck Repairs**

The Strata Council had authorized Edenvale to proceed with the repair to the deck at unit 404. They were to be onsite for the last week of August and they have not corresponded with the owner, therefore the Strata Agent will follow up.

Upon investigating and preparing a quote for the deck repair, it was found that units 203, 303, 304 and 403 balconies were in need of a complete retro fit and the Strata Council is in receipt of a ballpark quote of approximately \$15,000.00 to repair each balcony. This is Edenvale's best guess estimate as any further repairs that might be required will not be known until the balcony is taken apart. There is no money in the strata funds to pay for these projects, and these projects must be undertaken as soon as possible. The Strata Council has authorized Edenvale to repair deck 304, which was reported by them to be the worst of the decks. The Strata Council will present a levy at the Annual General Meeting to raise the funds for the additional decks.

**7. CORRESPONDENCE**

*(Owners are advised, in accordance with provisions of the Strata Property Act, that written correspondence or complaints to the Strata Corporation can no longer be considered as "confidential" or "privileged" information; however, to protect privacy of information, unit number will not be published in the minutes unless required for a specific resolution of Council)*

**a) Paint**

An owner has written Council suggesting they have yellow paint sprayed on the curb around the dumpster for safety so it is more visible to owners entering and exiting the underground ramp. The Strata Council has agreed to proceed with this owner's suggestion. This work will be done following the return of *Collins & Sons Concrete* to complete the parkade ramp west side

(surface edge & lower wall edge, matching the work done on the east side of the ramp). Following that work, yellow paint lines will be applied at both sides of the ramp – and the painting of the garbage-bin enclosure will be done at that time.

**8. NEW BUSINESS**

**a) AGM**

The Strata Council will be preparing the AGM package along with resolutions for a proposed levy to pay for the balcony repairs and as well will be presenting bylaw revisions for the owners to vote on.

**9. NEXT SCHEDULED MEETING**

The next meeting will be the Annual General Meeting, which has been tentatively scheduled for **Thursday, October 30, 2008.**

**10. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 9:10 P.M.

RESPECTFULLY SUBMITTED, on behalf of the Owners V.R.1313 The Greenhorn

**PROPERTY AGENT:** Jarvie Way, Property Manager

**CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.**

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

**TELEPHONE:** (604) 273-1745 (9:00 A.M. TO 5:00 P.M. & 24 Hour Emergency)

**FAX:** (604) 273-9021

**ADMINISTRATIVE ASSISTANT:** Donna Bossert

**SERVICE DEPARTMENT:** Greg Dunphy

IT HAS BECOME A STANDARD PRACTICE IN THE REAL ESTATE INDUSTRY THAT OWNERS PROVIDE TWO (2) YEARS OF COUNCIL AND GENERAL MEETING MINUTES TO POTENTIAL PURCHASERS. PLEASE RETAIN YOUR MINUTES FOR TWO YEARS AS THERE IS A FEE TO OWNERS WHO REQUIRE ADDITIONAL COPIES OF THE MINUTES.

UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP. THE PROPERTY MANAGER CAN NOT COMMUNICATE INFORMATION ABOUT THE STRATA CORPORATION OR YOUR STRATA LOT WITH PURCHASERS OR THE AGENT FOR THE PURCHASER WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER. ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE OWNER OF THE UNIT OR THE OWNER'S AGENT.