

# **GRACE RESIDENCES**

## **THE OWNERS, STRATA PLAN BCS 747 COUNCIL MEETING MINUTES MONDAY JUNE 18, 2007**

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday June 18, 2007, at the Grace Residences in Suite #603 - 499 Drake Street, Vancouver, BC.

### **A. CALL TO ORDER**

The Meeting was called to order at 6:46 PM by Robert Libera, the President of the Strata Council.

### **B. CALLING OF THE ROLL**

Council Members present were Robert Libera, Jan Sampson, Mark Manastryski, and Albert Klychak, with regrets from Rhonda Jacobsen-Lebedoff. The Management Company was represented by Tiit Pikksalu.

Council Member Saeedeh Motalebpour had written to the Strata Council explaining that she had been caught in a very busy period of her life and she was not able to devote a full time effort to the Strata Council, to contribute fully. She informed Council she would be resigning. The Council accepted her resignation and thanked her for her efforts and her conscientious outlook.

### **C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Mark Manastryski and seconded by Albert Klychak, it was resolved that the Agenda be APPROVED for use at the meeting.

### **D. APPROVAL OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING**

Upon a MOTION duly made by Jan Sampson and seconded by Mark Manastryski, it was resolved that the minutes of the previous Council Meeting held on Monday, May 7<sup>th</sup>, 2007, be APPROVED as distributed.

### **E. REVIEW AND RECEIVING OF FINANCIAL STATEMENTS**

The Treasurer, Jan Sampson, had reviewed the financial statements for the months of April and May, and found them to be in good order.

The Treasurer noted that some of the expenses were now coming on stream and on budget, with the line item of Water and Sewer well over Budget due to a substantial increase, by the City of Vancouver, in Sewer charges.

With Phase II utilities now being hooked together with Phase I, the Strata Corporation being billed on one water meter and one gas meter. The Strata Corporation will be using the costs of these two utility items with the last year as the base and billing back the developer for any increases until such time as Phase II is occupied and paying Strata Fees. This more specifically applies to water billings as there is yet no gas consumption for Phase II.

The Annual Insurance Payment has now been made crossing out that line item, and it was agreed by the Council Members that the Management Company include a copy of the Insurance Certificate with these minutes and ask each of the Owners to make sure that they provide their own Insurance carrier for their suite with a copy of the Certificate, so that there are no gaps between the home owners own coverage and the Strata Corporation's Insurance coverage. A particular item to note is water damage which has a \$2,500.00 deductible. If a water damage occurrence results from an Owner's Suite, the Strata Corporation under the Strata Property Act of BC, can bill the Owner for the deductible amount. The Owners should make sure that their own Insurance Carriers are aware of this and provide coverage between their own deductible and The Strata Corporation's \$2,500.00 water damage deductible.

Upon a MOTION duly made by Jan Sampson and seconded by Albert Klychak, it was resolved that the financial statements be received as presented.

#### **Arrears**

The Management Company reported that one of the Owners was a small amount in arrears due to a foreign exchange difference for the Strata Fee payments.

## **F. REPORTS**

### **1. Presidents Report**

The President, Robert Libera reported as follows:

- A blockage occurred in the gray water sewage line in the South wing of the building. Apparently one of the drainage lines had become blocked due to a negative slope in the garage area causing stagnation of grease and cooking remnants which had been put down the drain blocking the pipe, with a resultant backup in one of the townhouse units. The tenant and the owner of the townhouse made arrangements (on a Sunday) for a plumber to attend. The Strata Council reluctantly agreed to pay the very substantial invoice in the amount of \$1,752.00 but the blockage did occur in a common Strata Property pipe. All residents are strongly urged to contact the Strata Council/Management Company with situations of this nature prior to requesting trades to attend at the building.

***ALL RESIDENTS ARE ASKED TO PLEASE BE AWARE THAT GREASE AND OTHER FOOD PRODUCTS OF THAT NATURE SHOULD NOT BE PUT DOWN THE KITCHEN SINK OR THE GARBURATOR. FOODS WHICH ARE NOT EASILY GARBURATED, SUCH AS FIBEROUS FOODS, SHOULD NOT BE PUT DOWN THE GARBURATOR AS IT WILL RESULT IN BLOCKAGE OF DRAINAGE LINES.***

It was agreed that in addition to requesting that residents be more careful the Strata Corporation will on an annual basis have a contractor do a clean out of all of the drainage lines using the clean out ports provided for in the building's plumbing at the garage level.

- The matter of heating/air conditioning units in individual suites. All Owners should be aware that these units have a filter in the unit itself, in each suite, and they require replacement at approximately three (3) month intervals. The air conditioning fans are located on the roof for most units and in the garage for some of the lower units, these also need an annual maintenance and overhaul. Even though under the Strata Property Act an insuite appliance of this nature providing services to one suite only, is the responsibility of the Owner to repair and maintain, it was agreed that the Strata Corporation will make arrangements for a maintenance company to make regular visits which will be announced to all Owners who then need to make arrangements to allow for entry to the suite for the maintenance of the insuite unit. As all suites have this type of unit it was agreed to absorb this as a Strata Corporation cost. Owners who cannot make arrangements to allow entry to the mechanical maintenance company, will have to make their own arrangements on a direct personal billing basis. Multiple visits by the maintenance company, to fit every Owners time frame, would prove to be too expensive, thus the separate personal billing.
- Upon a MOTION duly made by Jan Sampson and seconded by Mark Manastryski, it was agreed that the Strata Corporation would purchase Robert Libera's ladder for \$425.00, for use by all Owners. The ladder will be locked up in the bicycle storage room, at the garage, level with a key available from the building's caretakers.

## **2. Management Report**

The Management Company reported as follows:

- A second blockage caused backup into one of the units causing a sink overflow and water going down to the suite below. A Roto Rooter and plumbing drain service was dispatched. They had to clear heavy blockage of grease laden garburator trimmings from the main drainage line. These grease laden trimmings congeal in the drainage pipes and block the drainage lines. Damage to the suite below is in the process of being repaired. All Owners/Residents must be careful about how they dispose of grease and fibrous material as it will cause blockage. This could result in extensive water damage in many suites.

- Rhonda Jacobsen-Lebedoff has been organizing and coordinating the effort to ensure a better quality of grass, including the City boulevard between the sidewalk and the curb. Unfortunately Rhonda was not able to attend the meeting, however she has been working with the gardener to have the plants and pots in the courtyard rearranged and replanted where required. A garden consultant met with Rhonda and the decision has been made to rid the staircase planters of ivy. The soil and the landscape cloth in the planters will be replaced, and new plantings of cascading rose plant called “Rosa Whicheriana”, will replace the ivy.

The Strata Council wants to, on behalf of all of the Owners, thank Rhonda-Jacobsen-Lebedoff for the extensive work and effort involved in bringing the areas surrounding the building and the areas in the courtyard, to a much higher visual level.

- The elevator maintenance company, Richmond Elevator has still not been able to determine the cause of the scratches on the South elevator interior brass doors. The Management Company is continuing to follow up.

### **3. Caretakers Report**

The Strata Council asked Management to pass along Strata Council’s thank you to the caretakers, for their ongoing conscientious effort.

With Phase II soon to be completed and coming on stream, the Strata Council asked the Management Company to please have the developer if he could, attend the next Strata Council Meeting to review the whole subject of caretaking and the concierge’s function.

### **4. Correspondence**

There was no correspondence to be addressed by Council.

## **G. UNFINISHED BUSINESS**

### **1. Building Security Issues**

- Please all Owners note if you need to have changes made to the fingerprint security system, the relief caretaker, Paul Wood, is handling that function. Call 604-375-8865.
- The Management Company was asked to please remind the contractors on Phase II that there must be, at all times, somebody posted at the garage gate whenever it is open for construction work. An unattended garage door is an open invitation for illegal entry.

## **2. Window Wash**

- Window wash is in progress. The same company will also power wash the concrete planter edges surrounding the Drake and Richard Street sides of the building.

## **3. Landscaping – Grass/fountain/plants**

- The company sourced by Rhonda Jacobson-Lebedoff to install an “Eco-Grid” in the boulevard area between the sidewalk and the curb, are working with the City of Vancouver for approval and permits. Unfortunately a slow process.
- The fountain which the Strata Corporation purchased for the courtyard, will be placed on a concrete pedestal (thank you Boris for helping out), will arrive and be placement on June 21<sup>st</sup>.

## **4. Elevator Mats**

- The new mats have been installed however are unfortunately soiling quite quickly. Cleaning will be required on a regular basis.

## **5. Coach Lights**

The contractor has been able to source a unit, which will be able to switch the coach lights on and off and not be prone to repeated failure. The supply company will be installing one of these units for test purposes to confirm reliability, before replacing all.

## **6. Townhouses & Fencing/Gates**

Council Member Mark Manastryski had available for Council to review a portfolio from a company which will be installing a sample gate on Jan Sampson’s townhouse. Council Members will be able to review, make comments, come to a decision on the final design prior to installation of the gates for all of the townhouse units.

## **7. Painting Suite Doors & Garage**

- The painting of the suite doors will proceed with overnight temperatures permitting about late June. The caretakers Chorito and Paul have agreed to wash all of the courtyard doors in preparation for the painting. Arrangements will have to be made with all Owners to allow for the doors to remain open for a minimum of 4 or 5 hours, post painting, a security guard will be hired for that time frame.

- The repainting of the garage walls will take place after the Phase I to Phase II entry ramp and opening have been cut and completed.

#### **8. Gas Shut off**

- A thank you to all Owners for helping with the coordination and making somebody available to be in their suite to allow for the shut off to take place in a safe manner. Both Phase I and II are now on the same feed and meter.

### **H. NEW BUSINESS**

#### **1. CO (carbon monoxide) detector in the garage**

The CO detector in the garage appears to be falling out of calibration and is coming on at the slightest detection of exhaust gases. It will need repair/recalibration. The unit has a reset button, which can be used.

### **I. NEXT MEETING**

Upon a MOTION duly made by Rob Libera and seconded by Jan Sampson it was agreed that the next Meeting of the Strata Council would be held on:

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**Monday, August 20th, 2007**  
**@ 6:30 pm.**  
**Penthouse Suite #603**

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### **J. ADJOURNMENT**

There being no further business to transact, upon a MOTION duly made, it was resolved that the meeting would be adjourned at 8:30 PM.

The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.  
Please retain these Min  
Minutes provided to you for future reference, as replacement copies are subject to a fee.  
Minutes Prepared by:  
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# **GRACE RESIDENCES**

**THE OWNERS, STRATA PLAN BCS 747  
COUNCIL MEETING MINUTES  
TUESDAY, AUGUST 28, 2007**

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Tuesday, August 28, 2007, at the Grace Residences in Suite #603 - 499 Drake Street, Vancouver, BC.

**A. CALL TO ORDER**

The Meeting was called to order at 7:00 PM by Robert Libera, the President of the Strata Council.

**B. CALLING OF THE ROLL**

Council Members present were Robert Libera, Jan Sampson, and Albert Klychak, with regrets from Mark Manastryski, and Rhonda Jacobsen-Lebedoff. The Management Company was represented by Tiit Pikksalu.

**C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Jan Sampson and seconded by Albert Klychak, it was RESOLVED that the Agenda be APPROVED for use at the meeting.

**D. APPROVAL OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING**

Upon a MOTION duly made by Jan Sampson and seconded by Rob Libera, it was RESOLVED that the minutes of the previous Council Meeting held on Monday, June 18<sup>th</sup>, 2007, be APPROVED as distributed.

**E. REVIEW AND RECEIVING OF FINANCIAL STATEMENTS AND PROPOSED BUDGET 2007/2008**

The Treasurer, Jan Sampson, had reviewed the financial statements and based on information having been provided by the Management Company had assembled a proposed budget for the year 2007/2008, which needs to be taken to the Owners at an Annual General Meeting for their approval.

The Treasurer had prepared a Draft Year-End Report, which was reviewed by Council. With some of the following noteworthy points:

- **The Fingerprinting Reader System Program, with respect to visitors and particularly contractors, is a fairly significant expense, which needs to be reviewed. Council agreed that a new rule be put into effective immediately, requiring that fingerprinting be prearranged in advance with Paul Wood (the relief caretaker who works on Thursdays, Saturdays and Sundays), so that any fingerprinting entries or deletions, as Paul has to specifically attend at the building, will incur a minimum of a \$30.00 charge if it is not performed during Paul's scheduled days at the building. Access to the system is presently limited to Paul Wood.**
- No Budget has been forecast for movies for the 2007/2008 income.
- The actual cost of water and sewer billed by the City has increased dramatically (fourfold) since the use of the combined connection from the City for the existing Phase I plus Phase II under construction. It was agreed that the Management Company will use last year's averages, as a base for Phase I and ask for reimbursements from the developer for the balance.
- A new vacuum has been purchased for the caretakers, although it has not as yet been expensed.
- More work is needed on finding garage gate openers made of sturdier material or better construction as they are constantly breaking and needing to be replaced.
- The Research by Council for gates and fencing to be installed at the entrances of the townhouses is continuing and will be covered under building repairs/enhancements in the budget.
- The Treasurer recommends, and Council concurs, that something must be done about the boulevard section of the grass, and efforts will continue to achieve a possible "Eco-Grid" installation, which has at present been turned down by the City.
- No costs have been shown in the budget for "Integrating the Fingerprinting with Phase II", this needs further evaluation.
- The Strata Corporation has the Amenity Room available, off the courtyard behind the mailboxes, how will it be used and are there costs involved?
- The Strata Corporation has purchased a ladder, which is available for Owners to use, the key for the chain lock is with Paul Wood, you will be required to sign out the ladder and sign it back in.
- The south elevator interior door was diagnosed by the elevator company as having been scratched by a bottle cap, which had been placed between the elevator and the door, sometime during the original occupancy. The elevator company will take no responsibility



and the Council decided that the several thousand dollars to replace the door panel will not be included in the proposed budget.

- It was agreed by Council that the Strata Corporation take on the responsibility of preventive maintenance to the in-suite Air Conditioning/Heat Pump units by way of providing twice yearly visits at a cost of \$40.00 per visit by Haakon Industries, to inspect the in-suite unit and the fan units, which are in the garage and on the roof, as several Owners have ended up with problems. In many cases, Owners were not aware that the repair and maintenance these units are the responsibility of the Owners, being that they are in-suite units. If the maintenance company finds that any repairs are required this would be billed directly to the Owner, the repair would have to be authorized by the Owner and of course, there is no obligation to use the Mechanical Contractor who will be doing the bi-annual inspection. Each Owner will be sent a letter explaining the procedure and Haakon Industries (Canada Ltd.) who specialize in these types of units will be contacting unit Owners to make arrangements to visit and inspect.

The Treasurer's Report, which will accompany the proposed budget with the Annual General Meeting Invitation material will be reviewed by all Council members and will become the Strata Council's Report to the Owners with respect to the Statement of Financial Position and Statement of Operations for the year 2006/2007 and as the Budget as proposed for 2007/2008.

The budget to be approved by the Owners will be valid until Phase II becomes registered. As provided for under the *Strata Property Act of BC* when 50% of the new Owners have taken occupancy a new Annual General Meeting needs to be called for a new combined Phase I/Phase II budget to be approved by all of the Owners.

Upon a MOTION duly made by Jan Sampson and seconded by Albert Klychak, it was RESOLVED that the proposed budget for the year 2007/2008 be taken to the Owners for approval at the forthcoming Annual General Meeting.

## **F. REPORTS**

### **1. Presidents Report**

The President, Robert Libera informed Council that there were no specifics to be reported which have not been covered under the Budget Proposal or to be covered under other Agenda items.

### **2. Management Report**

The Management Company reported as follows:

- **All Owners must be aware that the laundry/dryer vents in the suites can clog and it is the responsibility of the Owner to ensure the vents are working properly. Annual or bi-annual cleaning is recommended.**

- The Security cameras, including the camera at the front entry gate are working and are available for those who have Shaw Cable services on Channel 59 for Analogue Service and 398/399 for Digital Service.
- The front gate structure is to be painted before the winter season and Management has a quotation for \$500.00. Council asked Management to proceed. The garage walls will be repainted after the cut has been made through to the Phase II garage.
- Extra or replacement garage clickers are available from the caretakers at \$40.00.
- The Management Company was finally successful in getting a \$1,220.00 refund from the Provincial Government relating to the PST which had been paid, and should not have been collected by BC Hydro.

### **3. Caretakers Report**

The caretakers are to be thanked for hand washing all of the courtyard doors prior to the painting.

### **4. Correspondence**

There was no correspondence to be addressed by Council.

## **G. UNFINISHED BUSINESS**

### **1. Building Security Issues**

- The issue of fingerprinting and associated costs has been addressed by the new rule as noted earlier in the meeting and will be needing further review when Phase II begins occupancy, particularly as it relates to contractors and service personnel requiring regular, temporary entry.

### **2. Window Wash**

- Sun Rise Window Wash Services, has completed a wash of all the windows of the building, the results were well received.

### **3. Landscaping – Grass/fountain/plants**

- As noted under the budget discussion an interim measure to improve the “Muddy Conditions” of the grass boulevard between the sidewalk and the curb will be undertaken and the installation of an “Eco-Grid” will continue to be pursued as it would form a permanent solution, allowing grass to grow in the narrow boulevard.

- Owners as well as neighborhood dogs using the buildings grass areas continues to be a problem.

#### **4. Elevator Mats**

- The Management Company is reviewing the proposed mats for Phase II elevators, at which point all four elevators maybe coordinated in the elevator mats department.

#### **5. Coach Lights**

- The developer/contractor sourced a new model of electronic timer, which will be tested in one of the townhouses.

#### **6. Townhouses & Fencing/Gates**

- The Strata Council is still pursuing the installation of new gates and a abutting fences to provide the ground floor townhouse units better visual security.

### **H. NEW BUSINESS/SEE UNIT REPAIRS**

#### **1. A/C Unit Repairs**

- One of the townhouse units AC/Heat Pump units failed and needed repairs. It was discovered that the cables and the fluid hoses between the in-suite unit and the rooftop fan unit runs across the common roof deck. The cable had been damaged resulting in the failure of the unit requiring repairs. It was agreed that the expense will be born by the Strata Corporation and a protective cable tray will be installed so that future incidents of this nature can be avoided.

#### **2. Water Damage Loss in a Townhouse**

- A failure of a ¾ inch water pipe in an interior wall of one of the ground floor units caused a considerable amount of water to leak throughout the ground floor of the townhouse suite and through cored pipe holes in the floor into the garage. The associated costs of repair and replacement are in the hands of the buildings' insurance and the townhouse Owners insurance companies, for resolution. However, the buildings insurance policy carries a \$2,500.00 deductible, which will have to be borne by the Strata Corporation as the buildings insurance policy covers resultant water damage to any portions of the building, which was originally built/installed, by the developer/contractor.

After extensive discussion it was agreed by the Strata Council to propose to the Owners at the forthcoming Annual General Meeting a By-Law to reflect the *Strata Property Act of BC*, requiring that financial responsibility be that of the Owner for any loss, damage or expense to the Owner for overflows or leakages of water rising from the Strata Lot or adjoining Strata Lot where such leakage or overflow resulted from negligence of any Owner or failure of

pipes, wires, shoots, fixtures for the time being existing wholly or partially within a Strata Lot not capable of being used in connection with the enjoyment of one Strata Lot. This includes the responsibility of the Owner to cover the \$2,500.00 or a higher deductible if so required by the insurance company for water damage. If the Owners approve this proposed By-Law it will be registered at the Land Titles Office and will form part of the standard By-Laws for the Strata Corporation.

### **3. AGM**

Upon a MOTION duly made by Jan Sampson and seconded by Rob Libera, it was RESOLVED that the Annual General Meeting would be held on Monday, October 16, 2007. The meeting invitation package will be forwarded under separate cover.

### **I. NEXT MEETING**

The next regular Strata Council Meeting will be set by the new Strata Council to be elected at the Annual General Meeting.

### **J. ADJOURNMENT**

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 9:05 PM.

The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.

Please retain these Minutes

Minutes provided to you for future reference, as replacement copies are subject to a fee.

Minutes Prepared by:

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# **GRACE RESIDENCES**

## **THE OWNERS, STRATA PLAN BCS 747 ANNUAL GENERAL MEETING MINUTES MONDAY, OCTOBER 15, 2007**

The following are the Minutes of the Annual General Meeting, Strata Plan BCS 747, held on Monday, October 15, 2007 at Penthouse (#603) - 499 Drake Street, Vancouver, and B.C.

### **A. CALL TO ORDER**

The Meeting was called to order at 6:45 pm by Rob Libera, the President of the Strata Council.

### **B. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

Council Members present were: Rob Libera, Jan Sampson, Rhonda Jacobsen-Lebedoff, and Albert Klychak, with regrets from Mark Manastryski. The Management Company, National Pacific, was represented by Tiit Pikksalu.

The Management Company confirmed that there were eight (8) votes present, six (6) in person and two (2) by Proxy. The two Proxies were certified eligible to vote.

### **C. DETERMINATION THAT THERE IS A QUORUM**

Under *the Strata Property Act of BC*, one third (1/3) of the votes need to be present for the Meeting to be declared competent to proceed. Seven (7) being the number of full votes required, with Eight (8) votes registered, it was determined that a quorum was present.

### **D. PROOF OF NOTICE OF MEETING**

Under *the Strata Property Act of BC*, fourteen (14) days advance notice is required, plus one (1) day added for the day the material was sent, and one (1) day for the receipt of material. An additional (4) four days are required for mailing time, for a total of twenty (20) days. The invitation package was sent out to all owners prior to September 26, 2007, meeting the requirements under *the Act*.

### **E. APPROVAL OF THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

Upon a MOTION duly made by Rhonda Jacobsen-Lebedoff, and seconded by Doyle Bauman, it was RESOLVED that the minutes of the Annual General Meeting held on Monday, September 11, 2006, be APPROVED as distributed.

## **F. REVIEW ANNUAL REPORT OF THE STRATA COUNCIL**

The 2006/2007 Annual Report of the Strata Council had been forwarded to all Owners as part of the invitation package. The Chair, Rob Libera, asked if there were any questions or if there was a need for discussion on any part of the report.

### Questions/Discussion:

- One of the Owners noted that their shower drain was extremely slow and asked if it was a Common Property/Strata Issue. The Chair responded that there had been difficulties with some of the grey water drainage lines, however; a thorough cleanup of the lower lines and a re-leveling of one of the lines, apparently has resolved these issues. The Owner should have a plumber attend to make sure there is not an insuite problem with the shower drain. The Strata's Management Company should be contacted, if the situation cannot be resolved by the plumber.
- It was suggested by an Owner that a list of various trades, plumbers, electricians, etc., be made available to Owners. It was generally agreed that it was a good idea however, the Chair noted that the Strata Corporation is not in a position to recommend specific trades people, due to issues of liability and conflict of interest, however, trades people who have done satisfactory work at the building can be made known to the Owners, the choice to use one of these trades people is strictly the choice of the Owner and puts no responsibility or liability on the Strata Corporation or the Strata Council.

*One more Owner was registered, bringing the vote to a total of nine (9).*

- The Strata Corporation program as proposed to inspect the insuite heat pumps and the associated compressors, was agreed to be a good approach to ensure that all units get inspected. Any repairs, if necessary, become the responsibility of the Owner and there is no obligation to use the inspecting company, that decision rests with the Owner. The names of the Owners and contact phone numbers have been provided to the mechanical contractor who will be calling to make appointments. The Strata Corporation will pay the inspection fee, which comes out of the Strata Corporations Budget.
- Some Owners questioned why the proposed installation of cameras had not gone ahead. The Chair informed that the costs were examined and the installation was deferred by the Strata Council due to extremely high expenses, associated with cameras and the required recording equipment. One of the Owners noted that with equipment becoming more sophisticated, and less expensive, this issue could again be revisited at an appropriate future time, perhaps with the opening of Phase II.

- It was explained that the proposed Concierge Service, which is to start with the opening of Phase II, has as yet not been detailed as to shifts, hours, etc., and will there be a security component making tours? Preliminary discussions with the Developer have suggested that the Concierge Service should be available seven (7) days a week however; based upon the desire of the Owners, the service could switch over to a security guard at an agreed upon evening hour – say 11:00 or 12:00 p.m. until approximately 6:00 a.m. at which time it would switch back to a Concierge. Owner input would be very helpful, please make your thoughts known to your Strata Council via the Management Company.
  
- The coach lights at the entrances to the four (4) townhouses, since the installation of timers, have not been a success. The type of light in combination with the timer does not appear to work. The Developer has been attempting to acquire a timer-light combination, which provides the necessary result, i.e. all coach lights on during the evening and night hours. Owner, David Spurrell volunteered to spearhead a coordination effort, hopefully resulting in functioning coach lights. Also the lighting system in the garden is no longer functioning, as the units installed have not been able to resist weather conditions and need to be replaced. David agreed to include a study of these in his coordination efforts.
  
- The pass-through into the Phase II Garage, which was anticipated in early summer, has as of yet not been installed and the Owners present agreed the Phase I Garage will be painted with the paint colour to match Phase II. The Management Company has had discussions with the developer's site superintendent; a completely enclosed hoarding will be installed on the Phase I side, prior to the pass through being cut into the concrete wall. A recent cut through the wall, for the installation of a duct, resulted in several cars being damaged by concrete dust. The Owners do not want a repeat occurrence with a much larger and more complex concrete cutting effort.
  
- One of the Owners proposed that if there are still items that the contractor has responsibility for or has agreed to work on, he should present these, with some form of timeframe as to completion.
  
- The back wall of Phase I facing the lane, has not yet been completed, and still has several samples of proposed wall finishes attached at several places. The Owners present asked that the Management Company write to the developer asking that the back wall be at the very least sandblasted, as it may be too late in the season to complete the paint application. The Owners are asking that this be done in the next sixty (60) days as the wall is giving Phase I a deteriorating public image and look.

A MOTION was made by Doyle Bauman and seconded by David Spurrell, and it was RESOLVED to accept the 2006/07 Annual Report of the Strata Council.

**G. FINANCIAL REPORT AND APPROVAL OF THE BUDGET YEAR 2007/2008**

The Treasurer of the Strata Corporation, Jan Sampson, briefly reviewed the financial position of the Strata Corporation as at fiscal yearend July 31, 2007.

Rather than a detailed review of line items, a general discussion brought forward a MOTION made by Jan Sampson and seconded by Doyle Bauman that the \$12,700.00 line item for "Transfer to Contingency" be reallocated to the line item Building Repairs and Upgrades (the *Strata Property Act* requires that the Contingency reserve fund must be contributed to, at a rate of 10% of the Annual Operating Budget until such time as the account reaches a point equal to 25% of the Annual Operating Budget, at which point the mandated 10% can be either reduced or eliminated, as agreed to by the Owners).

Upon a vote being taken all votes present were in favor of the motion.

Upon the vote being taken on the main MOTION on the now Amended Proposed Budget made by Jan Sampson and seconded by David Spurrell, all votes were in favor of approving the Budget, as amended.

**H. SPECIAL RESOLUTION – WATER DAMAGE DEDUCTIBLE BY-LAW**

WHEREAS the Strata Corporation wishes to ensure that all Owners are aware of their responsibility under *the Strata Property Act* to repair and maintain all appliances and services within their suite, and to have the Owners insurance company and the Owner, be responsible for the Strata Corporation's insurance policy water damage deductible:

BE IT THEREFORE RESOLVED THAT a By-Law be established to read as follows:

The Strata Corporation shall not be financially responsible to an Owner for any loss, damage or expense to the Owner for overflows or leakage of water arising from the strata lot or any adjoining strata lots where such leakage or overflow results from the wrongful act or neglect of any Owner; or the failure of pipes, wires, cables, chutes, ducts, fixtures for the time being existing wholly or partially within the strata lot and not capable of being used in connection with the enjoyment of more than one strata lot, and

BE IT ALSO RESOLVED THAT the Owner of the suite in whose suite the overflow or leakage occurs, is responsible for the water damage deductible in the Strata Corporation insurance policy.

A MOTION was made by David Spurrell and seconded by Doyle Bauman that the Resolution be APPROVED.



### Discussion:

- A By-law of this nature is usually included by most Strata Corporations as one of its By-Laws.
- The By-Law, as being proposed, would in fact place the onus of responsibility on the shoulders of each Owner for all resultant water damage or a failure in the Owners suite, and as argued by some of the Owners, become the responsibility of the Owner of the suite or the Owners Insurance Company, notwithstanding that the installation had been done by a contractor prior to Ownership.

A MOTION was made by Matthew Lebedoff, and seconded by Doyle Bauman that the Resolution be Amended to exclude all of the wording in the middle paragraph starting with "Or the failure of pipes, wires, etc ...", to the end of that paragraph, but maintaining the portion making it the Owners responsibility for the water damage deductible in the Strata Corporations Insurance Policy, as per the last paragraph.

Upon the vote being taken, it was unanimous in favor of the motion to amend the Resolution.

The vote was taken on the now amended Special Resolution. The vote was unanimous with no opposing votes or abstaining votes. The Strata Property Act requires that for any Special Resolution to pass it must have an approval rating of 75% or better. The Special Resolution, as Amended, was passed.

## **I. REPORT ON INSURANCE COVERAGE**

As required to under *the Strata Property Act*, an Insurance Certificate was included with the Annual General Meeting Invitation Package, providing evidence that the Strata Corporation has purchased insurance.

The insurance is on a replacement basis to the full value of the construction cost of the project, with a twenty-five hundred dollar (\$2,500.00) deductible on all losses, except higher deductibles for flood and earthquake. The Basic Policy also carries a five million dollar (\$5,000,000.00) General Liability limit. There is also Directors and Officers liability insurance in the amount of two million (\$2,000,000.00) providing coverage for all Council Members having been elected to the Strata Council.

Owners are strongly encouraged to purchase their own condominium insurance to cover their personal belongings, as well as any upgrades from what was originally built by the developer, as these would not be covered under the Strata Corporations policy. The Strata Corporation's insurance policy provides coverage for the physical assets, which were originally built by the Developer, however, any fixtures which can be removed by simply unplugging the electric cord, are not included; and any upgrades are also not included. Owners are urged to provide a copy of

the Certificate of Insurance to their own insurance broker/company to ensure that there is no gap in coverage between the Strata Corporation's policy and any insurance purchased by individual owners for their own suites.

**Please also be reminded that with the approval of the Special Resolution, now making the Owner of each suite responsible for the water damage deductible in the Strata Corporations Insurance (\$2,500.00), you should immediately inform your Insurance Company of this new By-Law and ask them to make sure that you are provided coverage under your Insurance Policy between your deductible and the \$2,500.00 deductible as in the Strata Corporations Insurance Policy.**

#### **J. OTHER BUSINESS**

The President, Robert Libera, asked if there was any other business up for discussion.

- One of the Owners suggested that a set of "As Built Drawing" including architectural, structural, electrical, mechanical, plumbing, landscaping, etc., be made available in the building for Owners reference. Management was asked to have a copy made.
- In response to a question about the Annual Fire Inspection, it was confirmed that an Inspection had been requested and Owners will be informed by way of a NOTICE when the onsite inspection has been scheduled. The Fire Inspection Company will need access to each suite to test the smoke/heat detectors to ensure that they are functioning properly. The Inspection also includes all of the other fire protective equipment such as sprinklers, extinguishers, etc.
- It was suggested that a Laundry/Dryer vent cleaning company be asked if all of the dryer ducts can be cleaned from the outside or is access required into each suite. If the ducts can be cleaned from the outside, the Owners present agreed that a Duct Cleaning company should be engaged to clean all the dryer ducts as a Strata Corporation expense. If this cannot be accomplished, due to the extremely difficult coordination effort to allow entry to all suites on the same day, Owners would remain responsible for cleaning of their individual dryer ducts, which under the *Strata Property Act* is the responsibility of the Owner.

#### **K. ELECTION OF THE 2007/2008 STRATA COUNCIL**

As provided for under *the Strata Property Act* and as announced by the President, Robert Libera, the Council resigned. There was warm strong applause and a verbal thank you for the volunteer efforts of the Council and in particular a special salute to Robert Libera for having so generously hosted the Council Meetings and for the outstanding effort for the Annual General Meeting.

Upon a MOTION duly made by David Spurrell and seconded by Matthew Lebedoff it was unanimously RESOLVED to re-elect the Council as the Council for 2007/2008.

As the Strata Property Act allows for up to seven (7) Council Members, upon a MOTION made and seconded it was unanimously RESOLVED to elect David Spurrell and Doyle Bauman as Council Members.

Under the *Strata Property Act* the Strata Council will elect from amongst themselves the Council Officers at the first Strata Council Meeting.

It was agreed that the first Strata Council Meeting of the newly elected Council will be held on:

**MONDAY, NOVEMBER 5, 2007  
@ 6:30 P.M. IN PENTHOUSE 603**

**L. ADJOURNMENT**

There being no further business to transact, upon a MOTION duly made it was RESOLVED that the meeting would be adjourned at 9:30 p.m.

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The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.  
Please retain these Minutes provided to you for future reference, as replacement copies are subject to a fee.

Minutes Prepared by:  
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# **GRACE RESIDENCES**

## **THE OWNERS, STRATA PLAN BCS 747 COUNCIL MEETING MINUTES MONDAY, NOVEMBER 19, 2007**

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday, November 19, 2007, at the Grace Residences in Suite #603 - 499 Drake Street, Vancouver, BC.

### **A. CALL TO ORDER**

The Meeting was called to order at 6:50 PM.

### **B. CALLING OF THE ROLL & ELECTION OF COUNCIL OFFICERS**

Council Members present were Jan Sampson, Rhonda Jacobsen-Lebedoff, Robert Liberia, Albert Klychak, and Doyle Bauman with regrets from David Spurrell. The Management Company, National Pacific, was represented by Tiit Pikksalu.

Council Member Mark Manastryski had informed the Strata Council that he was unfortunately unable to fulfill his Council Membership position. Council accepted his resignation with thanks for past contributions.

As required under the *Strata Property Act of B.C.*, the first Strata Council Meeting after the Annual General Meeting, the Council Members must elect from amongst themselves Council Officers. The following Strata Council Officers were elected.

President	Rob Liberia
Vice-President	Rhonda Jacobsen-Lebedoff
Treasurer	Jan Sampson
Secretary	Doyle Bauman
Building/Maintenance	Albert Klychak and David Spurrell
Landscaping/Gardening	Rhonda Jacobsen-Lebedoff

### **C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Rob Liberia and seconded by Jan Sampson, it was RESOLVED that the Agenda, with additions under New Business, be APPROVED for use at the meeting.

**D. APPROVAL OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING  
HELD ON TUESDAY, AUGUST 28<sup>TH</sup>, 2007**

Upon a MOTION duly made by Albert Klychak and seconded by Jan Sampson, it was RESOLVED that the minutes of the previous Council Meeting held on Tuesday, August 28<sup>th</sup>, 2007 be APPROVED as distributed.

**E. REVIEW AND RECEIVING OF FINANCIAL STATEMENTS**

The Treasurer, Jan Sampson, had reviewed the financial statements with the comments that the Utility Bill for water/sewer needs to be resolved between the developer and the Strata Corporation, as the increased use of water in the Phase II construction area has more than quadrupled the cost of water/sewer, as billed by the City of Vancouver. Management has been in contact with the city to make sure that it is not metering problem. The Treasurer also noted that there has been a lack of billing by the landscaper, however the amount is covered in the budget.

Upon a MOTION duly made by Jan Sampson and seconded by Albert Klychak, it was RESOLVED to accept the financial statements.

***Arrears:***

The Management Company reported that there were no Owners in arrear.

**F. REPORTS**

**1. Presidents Report**

The President, Robert Libera informed Council that there were no specifics to be reported, which will not be covered under the regular Agenda items.

**2. Management Report**

The Management Company reported as follows:

- The Owners have expressed gratitude for the excellent hosting by Robert Liberia of the Annual General Meeting and upon a MOTION duly made by Doyle Bauman and seconded by Rhonda Jacobsen-Lebedoff, it was RESOLVED that the cost of refreshments served during the meeting be reimbursed to Rob Liberia.
- Rob Liberia volunteered to speak to one of the Owners whose vehicle is parked in such a manner, due to a motorbike parked in the same stall, so as to make use of the

adjoining parking stalls quite difficult. Management was asked to follow-up with a letter.

- **Overflowing bathroom sink – One of the Owners had an unfortunate incident where the overflow in the bathroom sink was found to be totally blocked or not connected and the sink, overflowed causing a considerable amount of damage to the wood floor. This strongly suggests that residents check their bathroom sinks to ensure that the overflow is indeed capable of taking the rising water in the sink if required. (Do not leave the sink while performing the test).**
- Insurance Appraisal - The Strata Corporations Insurance Company requires that an appraisal be performed of the replacement cost, particularly with the rapidly rising construction costs. The Appraisal will include the standard specified developer provided unit on original purchase and will not include upgrades in individual suites, as either installed by the developer at the Owners request, or as subsequently added to or changed by the Owners. Each Owner should make sure that their own Insurance Policy covers any upgrades, as these are not covered under the Strata Corporations Policy.
- Rhonda and the caretaker discovered that the passage door in the garage leading to the lane was not closing because ivy from above was hanging down and preventing the door from closing. The ivy has been cut back.
- There was a temporary surcharge by the garbage collection company during the Civic Strike due to the increased cost, as several of the transfer stations were closed during the strike.
- The motherboard and the enterphone failed and had to be replaced at a cost of \$3,115.00.
- Terasen Gas again collected PST on the Gas bill for the Strata Corporation. PST is not to be collected on condominium buildings where there are no retail or commercial components. The necessary forms have again been filed for the rebate. Terasen confirms they have now adjusted their billing system to no longer charge PST.
- The Concierge Service, which is scheduled to start with the move-in into Phase II suites, was discussed by Council Members. The Management Company was asked to provide Council with a quotation from a Concierge Service Company. Council Members will review for the next Council Meeting services they feel Owners will require and need from the Concierge, as well as establishing hours, perhaps a combination of a Concierge and a Security Service, Concierge for the day and Security for the night. Further discussion at the next Council Meeting. As the move-in and commissioning of Phase II is critical to the start-up of this service, the Developer will be asked to join in the discussion.

### **3. Caretakers Report**

The caretakers are to be thanked for their ongoing care in cleaning and servicing at the Grace.

### **4. Correspondence**

There was no correspondence to be addressed by the Council.

## **G. UNFINISHED BUSINESS**

### **1. Building Security Issues**

- The south elevator appears to have programming issues, Management has asked the elevator company to address the problem and rectify a.s.a.p.
- It is apparent that 'Street People' are using the area around the garbage containers and the garage door of the building, as a place to hang out. If you see them please immediately call 911 and ask the police to attend and have them removed, they are on private property.

### **2. Landscaping**

- Rhonda Jacobsen-Lebedoff agreed to contact an Arborist, who presently is doing work for one of the unit Owners, to ask for suggestions for a regular maintenance program for the trees, shrubs and bushes in the courtyard, as well as proper trimming of the trees.

### **3. Coach Lights**

- Council Member, David Spurrell, has agreed to study and evaluate the Coach Light situation, as the Coach Lights installed and the timers, which are to activate the lights, do not appear to function to any degree of satisfaction. David Spurrell will be reporting back to Council with suggestions.
- The Developer has installed a new timer in one of the Townhouse units to control the outside Coach Lights, however there is as yet no proven track record and it is a long-term solution. This light appears to be on 24/7.

### **4. Townhouse Fencing/Gates**

- The Management Company is following up with Sunde Metal who have been engaged to construct gates for the Townhouses matching the exterior metal work presently on

the building. The project is progressing under the guidance of Rhonda Jacobsen-Lebedoff.

#### **5. Painting of Garage**

- The painting of the garage has been completed except for an exterior area immediately outside the garage level of the south elevator, which cannot be completed under the present weather conditions due to nighttime temperatures. It involves the ceiling area and a concrete column. Management has made arrangements to have it completed weather permitting.

#### **6. A/C Unit Inspections**

- Haakon Industries is presently making arrangements with unit Owners to inspect the insuite Heat/AC units.

### **H. NEW BUSINESS**

#### **1. Water Damage Loss in a Townhouse**

- The Insurance Company for the Owner of the Townhouse where a waterline broke causing water damage to the wood floor at the ground floor level, has informed the Strata Corporations Insurance Company that they will be replacing all of the hardwood floors, ground floor stairs, and all the floors on the second floor as well. The Strata Corporations Insurance Company has responded that they will not be held liable for any areas above the ground floor, as there was no water that migrated up the stairs from the ground floor water line break. The issue remains in the hands of the Insurance Company.

#### **2. Exterior Courtyard Staircase**

- The Management Company explained that they have been working with the Developer in reviewing the surface drainage, as it relates to the installation of the drains on the horizontal areas of the staircase. Council will be kept informed.

#### **3. Power Shut Down**

- The Developer has asked the Strata Corporation to provide a timeframe so an approximately four to six hour shut down can take place where power is totally shut off to allow for the Phase II final hookup to the Strata Corporations overall electrical system.

As the water usage issue is still under discussion with the City of Vancouver needing to attend to confirm that the water metering is in fact working as it should, the Strata



Council wants confirmation from the Developer that the appropriate Cost Sharing is agreed to for all common areas prior to the electrical hookup taking place.

The preferred timeframe once agreement has been reached, would be a Friday afternoon starting at 1:00 P.M., as the work is anticipated to be completed within a four (4) hour timeframe. Some Owners work out of their house and electric power is required for the critical hours of the day up to approximately 1:00 p.m.

4. Management was asked to write to the Developer suggesting that the Amenity Room at the courtyard level, which is presently being used mostly for storage by the Developer, be vacated or the Strata Corporation will be charging rent as of January 1, 2008. A corner of the room is presently being used by the buildings caretakers to store cleaning materials and a small working desk. The room was originally intended as a gym/meeting area.

#### **I. NEXT MEETING**

Upon a MOTION duly made by Doyle Bauman and seconded by Rob Liberia, it was RESOLVED that the next meet of the Strata Council would be held on

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**Tuesday, January 22<sup>nd</sup>, 2008  
@ 6:30 p.m.  
in Suite 603**

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#### **J. ADJOURNMENT**

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 8:50 PM.

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