

GRACE RESIDENCES

THE OWNERS, STRATA PLAN BCS 747 COUNCIL MEETING MINUTES MONDAY, JANUARY 21, 2008

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday, January 21, 2008 at the Grace Residences in Suite #504 - 499 Drake Street, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:52 PM.

B. CALLING OF THE ROLL

Council Members present were Rhonda Jacobsen-Lebedoff, Jan Sampson, Albert Klychak, Doyle Bauman and David Spurrell. The Management Company was represented by Tiit Pikksalu.

Subsequent to the November 19, 2007 Council Meeting the President of the Strata Council Robert Libera resigned from Council. As per the *Strata Property Act of BC*, if the President is not able to serve the Vice-President assumes the position of President, thus Rhonda Jacobsen-Lebedoff, as the elected Vice-President, takes over the position of President.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by David Spurrell 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 David Spurrell and seconded by Albert Klychak, it was RESOLVED that the minutes of the previous Council Meeting held on Monday, November 19th, 2007, be APPROVED as distributed.

E. REVIEW AND RECEIVING OF FINANCIAL STATEMENTS

The Treasurer, Jan Sampson, had reviewed the financial statements and reviewed the year to date budget on a line by line basis with the Council Members, discussing at some length the projects which had been designated at the Annual General Meeting and some of which are underway with others at the discussion stage.

Upon a MOTION duly made by Jan Sampson and seconded by David Spurrell, it was RESOLVED that the financial statements be ACCEPTED as presented.

Arrears:

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

F. REPORTS

1. Presidents Report

The President, Rhonda Jacobson-Lebedoff, 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:

- As of January 1st, 2008, there are additional materials no longer permitted in the normal household garbage containers, they are listed on the attached Notice and must be recycled or safely disposed of.

For more details please phone the Metro Vancouver's Business Services Group at 604-451-6575 or The Recycling Council of BC 604-732-9253, or visit the Metro Vancouver website at www.metrovancouver.org.

- The Insurance Appraisal which was required by the Strata Corporation's Insurance carrier was completed showing a new replacement value as of November 2007 at \$12,085,000.00, reflecting the dramatic increase in the cost of construction in the BC Lower Mainland area.
- The Management Company has again filed for a PST rebate for the months of July, August, September and October 2007, as Terasen Gas had again failed to mark their files that the Grace is a Residential Condominium Complex with no commercial component. The amount is \$103.19, filed on October 16, 2007 and has as yet not been paid. Management will continue to follow up.
- The Strata Corporation's Care-taking Staff have a cell phone, which is used by the caretakers, however the caretaker's has ended up with phone calls on their personal telephone. The nominal amounts of extra charges have been reimbursed.
- The garage "cut-through" to Phase II has been completed. The two hour fire separation will be removed when Phase II begins occupancy. The developer will be asked to power wash the garage floor, as the garage floor has become extremely soiled from the work having been performed.

- The developer has purchased elevator mats, which will be installed in the Phase II elevators as well as Phase I, upon completion of construction in Phase II.
- The attractive Christmas display of lights in the courtyard, was put up by Rhonda and Albert, with the lights having been supplied by Rob Libera.
- Friday January the 11th, the final electrical hookup took place between Phases I and II, it required an approximately 2 hour shutdown, much shorter than the anticipated 5 hours, which had been projected.
- Management is continuing to follow up on a programming issue with the south elevator.
- The City of Vancouver Chief Water Meter Inspector visited with the Management Company and the Construction Superintendent for Phase II to review the water consumption metered by the City. The Water Meter Inspector agreed that there had been an error, probably in resetting the meter after a repair, which had resulted in excessive charges to the Strata Corporation. These charges will be reversed as a credit on the Strata's water billing.
- The drainage issues on the central courtyard staircase have been addressed by the developer.
- Seven suites in the north wing of the project were asked to not use drainage water plumbing due to work which was required to be done in the garage area, while hooking Phases I and II together. Owners in question are being thanked for their cooperation.

3. Caretakers Report

- The caretaker Chorito is on a four week visit with family in the Philippines, Paul Woods has taken over for the days that Charito is normally at the building.
- The Strata Council agreed unanimously to award a yearend bonus to both caretakers for their conscientious efforts, many times above and beyond required duties.

4. Correspondence

There was no correspondence to be addressed by the Council.

G. UNFINISHED BUSINESS

1. Building Security Issues

- The Management Company was asked to review the Strata Property Act and the Filed Disclosure Statement, and report back to the Strata Council on the subject “the use of the suite as a business office”, as there are several individuals on the fingerprint system who are employees of a tenant, not just a visitor of an Owner.

2. Landscaping

- Rhonda Jacobsen-Lebedoff is meeting with the landscaper to review the plantings in the courtyard, as well as the two planters on the Drake and Richards Street frontage, and to further discuss the issues relating to the grass areas at the front of the building, which are virtually impossible to keep in proper condition during the winter months.
- Management was asked to meet with the developer to discuss the boulevard issue (the area between the sidewalk and the street curb) of Phase II. Unfortunately the City of Vancouver Planning Department is adamant about “the greening” of all boulevards where new construction takes place. Grass, by nature, unfortunately refuses to cooperate during the winter months, making for a very unpleasant and muddy boulevard. The Strata Corporation will continue to seek a long term solution.

3. Coach Lights

- Council Member, David Spurrell, who had volunteered to evaluate the Coach Light situation, presented Council with an extensive report, with the result that Council agreed with David’s proposal that the timer which he had purchased be installed in his suite on a test basis to see if the timer works with the florescent lighting in the Coach Lights. To date, timers having been installed by the developer have not performed. David will ask the developer’s electrical contractor from Phase II to do the installation, and if it is proven to work successfully, the developer will be asked to install similar timers in the other three townhouse units, which the project superintendent has agreed to do.
- David Spurrell had also agreed to review the lighting in the planters on the Richards and Drake Street frontage of the building. David found that all except one of the lights having been installed, failed due to the inappropriate type of fixture and installation. Management was asked to discuss planter light installation for Phase II, as an expensive refit is required for Phase I, and this should be avoided in Phase II.

4. Townhouse Fencing/Gates

- Rhonda Jacobsen-Lebedoff and the Management Company have been working with the installer to finalize the design of the gates to be installed, accompanied by fencing

where required. The style of the installation will match the railings in the courtyard and will include a security enclosure for the southeast corner Townhouse balcony, as well as along the lane side of the project. A prototype will be installed to be accepted, then the balance of the gates will be completed. The design will be continued on the Richards Street side for Phase II, with the developer to use the same design and installer. The gates is one of the projects agreed to at the Annual General Meeting.

5. A/C Unit Inspections

- The mechanical maintenance completed the insuite inspection of the heat pumps/A/C units and has provided each of the Owners with a report specifying any repairs or changes, which may be required. Any work to be done on the units is to the cost of the individual unit Owners, as the units are insuite and the responsibility, under the Act, for the Owner of the suite to maintain and repair. The Strata Corporation in order to facilitate the ongoing maintenance for all Owners had agreed to fund the inspection, through the Strata Corporation's Budget, on a once per year inspection basis.

Every Owner must be aware that they have to change the filters in the insuite unit on a regular basis, at least every three (3) months to ensure proper functioning of the heating/AC.

6. Water Damage Loss – Townhouse 1

- Townhouse 1, unfortunately suffered a second water damage loss, due to a ruptured water pipe, the cause of the rupture is still under investigation, however the Strata Corporation's insurance carrier is now involved with the first and second loss. The second loss occurred after the Strata Corporation had filed the new By-Law whereby Owners are responsible for the insurance policy's deductible (\$2,500.00 for water damage) in any occurrence in their suite. For the first incident, the deductible becomes the responsibility of the Strata Corporation. **(All Owners are to be reminded that they must inform their own insurance company that there is a deductible of \$2,500.00 on the Strata Corporation's policy, and the damage caused by an incident in the Owner's suite, with the new by-law in effect, holds the Owner responsible for the deductible. Coverage for the deductible is normally provided for by the Owner's insurance company, if so requested.).**

H. NEW BUSINESS

1. Staircase Issues

- The Strata Corporation discovered that the drains on the courtyard staircase landings have not been operating as they should. The developer has augmented the drains. The Management Company was asked to confirm with the developer that all of the drains on the staircase landings have been altered as required

2. Concierge Services as Proposed

- The Strata Council reviewed an offer from Royal Concierge Services offering concierge services to the Strata Corporation, starting with the opening of Phase II at the move in stage. Copies of this proposal were provided to Council Members for their review and Management was asked to discuss the proposal with the developer. The general consensus of Council was that it may be perhaps better to start off with a professional service company which is in the concierge business, allowing the Strata Corporation to evaluate the service versus the possibility of setting up a house managed concierge service. Further discussion to follow.

3. Elevator Doors

- The brass covered elevator doors have suffered a considerable amount of damage with the interior door on the north elevator having a large patch of the brass surface removed and the south elevator interior doors are seriously scratched and damaged.

Richmond Elevator has supplied the Strata Corporation with quotations to replace the brass doors with stainless steel doors. With for three (3) doors per elevator, a total of six (6) doors it would be \$8,214.00 including taxes.

Replacing the brass doors with brass according to Richmond Elevator is no longer practical as the price has doubled and sheets as wide as the elevator doors are no longer made, there would be a seam in the middle of the door.

An alternative solution, would be to do the outside doors with stainless steel and the inside doors with arborite to match the interior of the elevators, the cost would be \$5,100.00 plus GST. The matching Arborite will not scratch or mark up like brass.

A further alternate would be to clean the brass doors and remove most of the scratches at \$120.00 an hour for two men, would take approximately one day per door. It appears however that the north elevator door, with the large patch of brass missing could not be able to be cleaned or polished out, thus this is not a viable solution.

The Management Company was asked to get confirmation from Richmond of the pricing and the Treasurer Jan Sampson agreed to review the budget with respect to funding. Pending confirmation from Richmond Elevator and the final figures on funding in the budget, Council will then make a decision.

4. Windows, Courtyard and Concrete Power Wash

- The Strata Corporation has received a quotation for pressure washing the concrete pony walls on Drake Street and Richards Street, street level unit entrances and patios to the townhouses, the main entrance flagstones and the main courtyard flagstones, as

well as washing of the canvas awnings and the second floor flashings. The quotation is \$1,575.00 including taxes. The Strata Council made the decision to schedule the quoted washing for the second week of March. The windows will be washed at the same time by the same company who have previously washed windows at the Grace.

5. Parking Issues

- For the information of all Residents, please be aware that under the City of Vancouver Fire Code no storage is permitted in any parking stall. However the City's Fire Marshall's when they inspect, which they do on an impromptu basis at least once a year, will overlook tires on rims and hardtops for convertibles or trucks. Any and all storage other than this is not permitted and will in fact bring a fine from the City due to violation of the City's Fire Code. Please cooperate as the fine when levied will be charged to the Owner of the parking stall.

6. Rental of the Amenity Room

- The Strata Corporation has agreed to allow the developer use of the Amenity Room, for storage purposes, for January, February and March for a flat upfront fee of \$1,000.00.

7. Garage Power Wash

- The developer will be power washing the floor of the garage once all of the construction has been completed, as part of the final cleanup of the Phase II garage.

8. Removal of Metal Strips at the Courtyard level

- Aluminum strips, which were installed at the top of the stairs to the garage stairs and the first landing leading up the courtyard staircase, are a requirement of the City of Vancouver Planning Department, in order to reduce slipping. However, unfortunately it has been discovered that with temperatures going below freezing the moisture on the metal freezes and they become extremely slippery and dangerous, much more so than the brick tiles. The two sets of strips will be removed.

I. NEXT MEETING

Upon a MOTION duly made by Rhonda Jacobsen-Lebedoff and seconded by Jan Sampson, it was RESOLVED that the next meet of the Strata Council would be held on

Monday, March 17th, 2008
@ 6:30 p.m.
in Suite 504

J. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 10:20 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:

National Pacific Real Estate Services Inc.
#210 - 1575 West Georgia Street, Vancouver, B.C.

V6G 2V3

(T) 604-685-8830 or (F) 604-685-1423 email: natpac@intergate.ca

GRACE RESIDENCES

**THE OWNERS, STRATA PLAN BCS 747
COUNCIL MEETING MINUTES
MONDAY, MARCH 17, 2008**

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday, March 17, 2008 at the Grace Residences in Suite #504 - 499 Drake Street, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:45 PM by Rhonda Jacobsen-Lebedoff the President of the Strata Council.

B. CALLING OF THE ROLL

The Council Members present were Rhonda Jacobsen-Lebedoff, Jan Sampson, Albert Klychak, Doyle Bauman and David Spurrell. James Schouw was a guest at the meeting. 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 Albert Klychak, it was RESOLVED that the minutes of the previous Council Meeting held on Monday, January 21st, 2008, be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Jan Sampson, had reviewed the financial statements as well as having reviewed the year to date budget on a line by line basis. As agreed at the previous Council meeting, she presented Council with an analysis and forecast, reviewing the projects, which had been designated at the Annual General Meeting and since, some of which were underway and some which required further discussions and decisions.

The forecast and analysis showed that, if the insurance deductibles were paid from the contingency fund as allowed under the Strata Act, there were sufficient funds budgeted to proceed with the planned activities; including re-staining exterior wood doors; improved landscaping; replacing landscaping and coach lights; and enhanced iron work. In addition, there would also be sufficient funds to replace the damaged elevator doors.

Upon a MOTION duly made by Jan Sampson and seconded by Rhonda Jacobsen-Lebedoff, it was RESOLVED that the financial statements be ACCEPTED for the month of February.

Upon a MOTION duly made by David Spurrell and seconded Albert Klychak, it was RESOLVED to expense the two pending insurance deductible payments of \$2,500.00 to the Contingency Reserve Fund, as provided for under Section 158(3), Insurance Deductible, in the Strata Property Act of BC.

F. REPORTS

1. Presidents Report

The President, Rhonda Jacobson-Lebedoff, informed Council that there were no specifics to be reported, which would not be covered under the regular agenda items.

Developer's Update

With the developer James Schouw attending, the Council was provided with an update of Phase II completion plus other discussion items as follows:

- Estimated first occupancy for Phase II is in the month of April. The Strata Corporation must call an Annual General Meeting when 50% plus 1 of the units in Phase II have been occupied, or six months from deposit of Strata Plan whichever come first.
- Proposed Concierge Service – it was agreed that between the Developer and the Strata Council the installation of a Concierge Service would be coordinated effort. Three Council Members volunteered to visit one or more of the locations where a potential concierge service “Royal Concierge Services” are presently providing services to a Strata Building. This will group will report back to Council and the Developer, at which point a decision will be made on how the concierge service will be provided.
- It appears that the garage gate “open timing” has been changed and needs to be reduced to the previous short time frame. Management will investigate the possibility of installing an “Alert Signals” to attract users attention to remain at the gate until the gate is fully closed behind them, both when leaving and entering.
- Garage power wash – the Developer agreed that the garage floor for Phase I, which received a considerable amount of soiling during the cut through to Phase II, will be power washed or scrubbed prior to normal residential usage by Phase II.
- It was agreed that the corrugated aluminum strips, which are installed in the courtyard will be removed.
- The Developer informed Council that the doors to the recycling room as well as the passage door next to the garage gate will be painted.

- The Developer will make arrangements to have the construction foreman complete the drilling of the drains on the various suite patios, similar to the work which was done on the courtyard staircase.

2. Management Report

The Management Company reported as follows:

- Effective January 1st, 2008, City of Vancouver has instituted a Zero Waste Challenge, where various items previously having been allowed in the garbage containers will no longer be permitted and must be recycled. Please see the attached notice.
- One of the Owners is concerned about severe condensation on the windows within their suite. Managing humidity in your suite is extremely important, particularly if windows are closed, indoor air circulation and ventilation is reduced. During colder weather the inside face of the windows and exterior walls become colder than normal, this results in condensation forming on windows. Moisture is continually being released inside your home, as much as 10 – 50 liters per day, due to routine household activities such as cooking, showering, bathing, doing laundry and dish washing. It is important to bring down the humidity level in your suite below 50%, you must open windows a small amount for several hours each day and leave the bathroom fans on, also for several hours per day. Always use kitchen exhaust fan when cooking and the bathroom fan when showering. Keep your drapes and blinds open to allow for air circulation next to the windows.

It was agreed that Management would provide the Strata Council with a quotation to clean all of the laundry dryer ducts, as block ducts can cause a very large amount of humidity to be retained in the suite. Based on feasibility and practicality the Strata Corporation will make a decision on duct cleaning. Duct cleaning is the responsibility of each Strata Lot Owner, however Council will investigate the possibility of a joint effort.

- Council Member Albert Klychak working with the caretaker Paul Woods have changed out all of the garage lighting as well as the exit lights to much more energy efficient bulbs and ballasts.
- During the switch over to combined power for Phases I and II, while the power was out, it was discovered that the battery backup system for the fingerprint entry was only available for one hour. Management will investigate the various services, which will be hooked up into the emergency generator, which is part of Phase II and is for the whole project. The fingerprint system should be one of the items, which is provided on uninterrupted electrical service. As elevator availability is also important, this will also be confirmed.

3. Caretakers Report

- The caretakers are to be complimented for the continuing conscientious service.

4. Correspondence

An email was received from the Owner of Townhouse No. 1, outlining some issues relating to the of restoration and repairs due to water damage in the suite. This is an issue between the Strata Corporation's Insurance Company, the Owners Condominium Insurance Company, the appointed adjusters and the contractors doing the work. The Strata Corporation has no authority to make decisions on behalf of the Insurance Companies, however through the insurance broker for the Strata Corporation's Insurance Carrier arrangements have been made to ensure that the relevant parties meet to discuss the issues to ensure that repair and restoration is progressing in a timely fashion.

G. UNFINISHED BUSINESS

1. Building Security Issues

- The requirement for uninterrupted power for the fingerprint entry, is being investigated by Management.

2. Landscaping

- Rhonda Jacobsen-Lebedoff had met with the landscape designer to review the landscaping in the courtyard. The designer's recommendation was quite extensive and reflects the Mediterranean feel of the building, however quoted at \$3,667.50 plus taxes, this does not include pruning of the four trees and four shrubs located in the courtyard, as well as replacing more than 60% of the containers.

The pruning of exterior trees as well as reworking of the boulevard is also required. The grass between the sidewalk and the building's planters will also need a considerable amount of work.

It was suggested that the boulevard be refurbished by use of very sandy soil placed in a mound fashion so as to ensure runoff instead of water retention.

- David Spurrell volunteered to further investigate the installation of landscape lighting to coordinate the lighting between Phases I and II, as the Phase I lighting has not done well and has deteriorated and needs replacement.

3. Coach Lights

- Council Member, David Spurrell, has completed the installation of new timers for the coach lights except for Townhouse No. 1, which needs to be completed. He reports as follows:

"In February the new timer on a test basis was installed in Unit 201, by the Phase II electrician who has been working with David. New ballasts and several new lamps, which were required were also installed, three of the four newly purchased timers have replaced the simple on/off switches. These timers appear to be working correctly.

4. Townhouse Fencing/Gates

- Due to the extremely busy construction scene in Lower Mainland, this installation is taking longer than expected, however the installer has informed Strata that the gates are presently being powder coated and should be installed shortly. If gates/fences are to be installed in Phase II, it was recommended that the Developer investigate coordinating the installation with Phase I.

5. A/C Unit Inspections

- The installation of additional cable protection on the roof to ensure that there is no further damage to A/C unit cables, is being undertaken by the mechanical maintenance company.

6. Window/Courtyard and Concrete Power Wash

- The wash was completed and sand will now need to be brushed between the courtyard and walkway bricks, appropriate container and sand will be acquired by Management.

7. Elevator Doors

Although this project was not identified at the time of the previous AGM, damage to the brass finishes on the elevator doors has been investigated, and the options available to remedy it have been considered.

Upon a MOTION duly made Albert Klychak and seconded by Rhonda Jacobsen-Lebedoff it was RESOLVED that the elevator doors both inside and outside will be refinished with stainless steel. The additional, approximately \$2,500.00 to upgrade to stainless steel from wood simulated interior surface, will be allocated from one of the budgeted window washes not being completed.

A quotation from Richmond Elevator is \$8,214.00 with a 50% down payment required. Management will confirm the installation with Richmond Elevator.

H. NEW BUSINESS

1. Wood Stained Doors

- All of the exterior Townhouse doors as well as the balcony/patio doors on the upper suites, as part of ongoing maintenance, require a complete refinish (sanding and re-staining). Management will get two (2) quotations.

2. The Strata Council discussed the use of a common roof deck by one of the unit Owners, as a considerable amount of work has been done, by way of railings, deck cover, planters etc. to convert the area to a roof garden. As this is designated as common property on the Strata Plan, the Strata Corporation will ask the Owner to provide the Strata Corporation with an engineering report to alleviate the Strata Council's concerns with respect to structural issues and life safety.

The Owner of the suite will be asked to accept any and all liability associated with the installation and any costs of repair and maintenance as a result of the installation. The Strata Corporation will consider presenting a Special Resolution to the Owners at a forthcoming General Meeting to designate the area as Limited Common Property by a Resolution, which must be passed by a $\frac{3}{4}$ vote by all of the Owners registered to vote for the meeting.

I. NEXT MEETING

Upon a MOTION duly made by Rhonda Jacobsen-Lebedoff and seconded by David Spurrell it was RESOLVED that the next meet of the Strata Council would be held on

**Monday, May 26th, 2008
@ 6:30 p.m.
in Suite 301**

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 Min

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

Minutes Prepared by:

National Pacific Real Estate Services Inc.

#210 - 1575 West Georgia Street, Vancouver, B.C.

V6G 2V3

(T) 604-685-8830 or (F) 604-685-1423 email: natpac@intergate.ca

GRACE RESIDENCES

THE OWNERS, STRATA PLAN BCS 747 COUNCIL MEETING MINUTES MONDAY, MAY 26, 2008

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday, May 26, 2008 at the Grace Residences in Suite #504 - 499 Drake Street, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:34pm.

B. CALLING OF THE ROLL

The Council Members present were Jan Sampson, Albert Klychak, Doyle Bauman and David Spurrell. Rhonda Jacobsen-Lebedoff President of the Strata Council had informed the Strata Council that she would be resigning as President of the Strata Council, Rhonda and her husband having sold their suite. Upon a MOTION duly made by Jan Sampson and seconded by Doyle Bauman, it was RESOLVED to accept Rhonda Jacobsen-Lebedoff's resignation as President of the Strata Council.

As provided for in the *Strata Property Act of BC*, and upon a MOTION duly made by David Spurrell and seconded by Doyle Bauman, it was RESOLVED that Albert Klychak would be elected as President of the Strata Council.

As provided for in the *Strata Property Act of BC*, and upon a MOTION duly made by Doyle Bauman and seconded by David Spurrell, it was RESOLVED that Jan Sampson be elected as the Vice-President of the Strata Council.

The Management Company was represented by Tiit Pikksalu.

President Albert Klychak conducted the balance of the meeting as Chair.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by David Spurrell and seconded by Jan Sampson, it was RESOLVED that the Agenda with the addition of an item under Unfinished Business, 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 David Spurrell it was RESOLVED that the minutes of the previous Council Meeting held on Monday, March 17th, 2008, be APPROVED as distributed.

E. REVIEW AND RECEIVING OF FINANCIAL STATEMENTS

The Treasurer, Jan Sampson, had reviewed the financial statements as well as having reviewed the year to date budget on a line by line basis. She presented the Strata Council members with an analysis and overview, which also reviewed the various projects having been undertaken, in process, or to be undertaken.

- The annual renewal of the Strata Corporation's Insurance Policy was on April 19th and the invoice has now been received and is payable at \$13, 929.27 (thirteen thousand, nine hundred and twenty-nine dollars and twenty seven cents). This is under the budgeted amount allowing for an insurance deductible to be paid from the same line item.
- The City of Vancouver, having reviewed the water and sewer metering had appeared to the Management Company to be out of line, the City finally agreed to make the appropriate adjustments caused by incorrect recalibration of the water meter by their repair crew. The City provided the Strata Corporation with a credit of \$6, 891.12 (six thousand, eight hundred and ninety one dollars and twelve cents). As of the last utility bill from the City of Vancouver there is still \$3, 556.07 (three thousand, five hundred and fifty six dollars and seven cents) credit on the account.
- The budgeted amount of \$4,000 (four thousand dollars) had been set aside for re-staining of the wood townhouse doors and patio doors. The quotations having been received indicate that this is sufficient
- An amount of \$5,000 (five thousand dollars) had been set aside for courtyard reconfiguration and upgrade. A \$1,000 (one thousand dollar) deposit has been forwarded for part of the work included in a \$2,043 (two thousand and forty three dollar quote). Albert Klychak agreed to find out from Rhonda what work was arranged for and what is already contracted, as well as to obtain all landscaping files from Rhonda.
- David Spurrell confirmed that the \$500 (five hundred dollars) line item set aside for coach lights will be sufficient as the expenses for timers so far is approximately \$250 (two hundred and fifty dollars).
- David Spurrell was investigating the landscape lighting, however he is holding off until the lighting is installed for Phase II so as to coordinate any repair or replacement. A \$2,000 (two thousand dollar) line item has been set aside. It was agreed that David should contact the electrician for Phase II and determine what is planned before it is installed, in case the plans for Phase II are the same as the existing lighting for Phase I.
- The Management Company was asked to continue to pursue the metal work company which had started work on the wrought iron gate fencing for the townhouses. A sample had been made and approved on site by Council Members, however the installation has stalled.
- The mechanical maintenance company has as yet not installed a metal cover plate over the wiring leading to the rooftop air conditioning units.

- The Management Company has requested two dryer vent companies to provide quotations to the Strata Corporation. Council will evaluate the logistics of a group contract, once quotations have been received.
- The Treasurer has accounted for two water damage deductibles of \$2,500 (two thousand and five hundred dollars) each, as having been approved for payment from the contingency fund, as approved by Council at the March 17th Council meeting. A third water damage deductible will be evaluated as to the line item for payment, either and income from the insurance budget line item now that the annual premium has been paid, or from contingency.
- The Management Company confirmed that there were no owners in arrears in Strata Fees.

Upon a MOTION duly made by Jan Sampson and seconded by David Spurrell, it was RESOLVED to receive the financial statements.

F. REPORTS

1. Presidents Report

The President, newly elected Albert Klychak informed Council that in reviewing the agenda that issues needing to be reported will be covered under Other Agenda Items.

2. Management Report

The Management Company reported as follows:

- One of the electronic eyes acting as a safety feature on the garage door needed repair as the lead wire had been damaged. The garage maintenance company advised the Strata Corporation, during their visit, that the present gate operator should be reviewed as to replacement by a heavier duty system due to the imminent, more than tripling of the activity with Phase II about to come on stream. The Council advised Management to send the quotation, which will be provided, to the developer advising the developer that the installation and maintenance company believes the operator should be up-graded to manage the increased work-load.
- The gates enclosing the area at the back of the building where the Terasen gas meters are located is getting vandalized with the padlock being continually broken off. The Management Company will investigate the possibility of enhancing the gate structure as to make removal of the padlock more difficult.
- The electronic control board for the enterphone was again damaged by water during a recent heavy snow, hail, rain and wind storm. The board was replaced at a cost of almost \$3,000.00 (three thousand dollars). The Management Company has installed more weather resistant caulking over the metal shield surrounding the unit. The Strata Council thanks the Developer for having installed the two requested eaves troughs to stop the rainwater dripping off the canopy into the enter phone and finger print reader.

- An invoice for a filter change in one of the units' heat pumps was re-directed to the owner for payment, directly to the mechanical servicing contractor.
- One of the floor drains on the staircase landing needed to be augured out allowing for proper drainage of rainwater.
- The fire alarm systems for the new tower, in order to be integrated with Phase I, required momentary power outages in the common area circuitry but there was no interruption in any of the suites. As a precaution all owners had been notified and the contractor was making periodic checks during the process.
- The Strata Corporation received a \$500.00 (five hundred dollar) common area useage fee from Stagers Production Inc. for a filming session which took place in one of the building' suites.
- The garage was power-washed and scrubbed on Tuesday, May 20th, courtesy of the Developer. The Strata Council thanks all owners for their cooperation in removing most of the cars from the garage.
- The graffiti which was sprayed on the concrete wall on the lane was removed.
- The Developer confirms to the Strata Corporation that dripping water, which is occurring from the arch immediately in front of the north elevator, will be repaired. It is not an envelope leak issue; it is water migrating from the stair landing behind some of the decorative concrete surface tiles. Water proofing has not been effected.
- The Amenity Room behind the flower boxes in the courtyard has now been cleared out. It is presently being used as an assembly and location area for the caretakers. The Strata Council will decide on its' long-term useage. The developer has repainted the walls and is replacing any damaged acoustical tiles in the ceiling.
- The large window on one of the suites facing the lane was broken by vandals and it was replaced at a cost of \$1,566.61 (one thousand, five hundred and sixty six dollars and sixty one cents). There is a \$250.00 (two hundred and fifty dollar) deductible on the Strata Corporation' Insurance Policy for glass breakage. The balance has been reimbursed by the Insurance Company.
- **Upon renewal of the Strata Corporation's Insurance Policy on April 19th, 2008, the insurance company, due to three substantial water damage losses, imposed, effective April 23rd, 2008, a \$10,000 (ten thousand dollar) per incident, water damage deductible. Based on the Strata Corporation's Bylaws an owner of a suite, in whose suite an overflow or leakage occurs is responsible for the water damage deductible. Owners were advised April 24th to contact their Insurance Broker or Insurance Company to ask them to provide coverage under their Condominium Policy for any loss which may occur between their own deductible and the Strata Corporation's \$10,000.00 (ten thousand dollar) water damage deductible. There was also a rate increase of 25% in the property damage portion of the Insurance Policy due to frequency and the large amounts of the water damages losses.**

If there are any questions or if further information is required on this issue, please contact the Management Company's offices at 604-685-8830 or e-mail your question to natpac@intergate.ca .

3. Caretakers Report

The Strata Council thanks the caretakers for their good work.

4. Correspondence

There had been no correspondence received by the Strata Council which required discussion.

G. UNFINISHED BUSINESS

1. Building Security Issues

- It appears that the garage gate is staying open too long; the open cycle needs to be reduced to a minimum time frame. Management has been in discussion with the garage maintenance company who are presently testing, at another location, and will on successful results, install a new safety device by way of a beam that will immediately close the gate once a vehicle has passed its line of sight at the gate opening.

2. Landscaping (including grass)

- Rhonda Jacobsen-Lebedoff had been working very closely with a landscape designer and a landscape installer who have reconfigured most of the potted plants in the courtyard and have replanted many of the pots with new additions and changes.
- The landscape gardener maintaining the grass areas has aerated, over seeded and generally tried to rehabilitate the grass areas as much as possible. Owners are please being asked to take their dogs further a-field and not let them use the grass areas immediately surrounding the front gate.
- The grass will not grow on the boulevard, between this side-walk and the curb due to poor drainage and extensive foot and dog traffic. Management is following up with the landscaper to seek alternatives.

3. Coach Lights

David Spurrell who has been instrumental in installing timers in the four townhouse units which allow the outside coach lights to come on in the evening without owners in the suites having to activate the lights, still has Townhouse #1 to complete. However, the long range plan and the much more preferable solution is to investigate the cost of configuring the circuitry so that these lights can become part of the common outdoor lighting for the building.

4. Townhouse Fencing/Gates

- The Management Company is continuing to pursue the contractor having started the work. Unfortunately for the last few weeks he has not returned any messages having been left on their phone message service.

5. A/C Unit Repairs – Rooftop wiring Cover

- The Management is following up on the cover plate required for the wiring on the roof-deck.

6. Garage Power Wash

- The garage power wash has been completed by the Developer.

7. Removal of metal strips at stairs in courtyard.

- Albert Klychak has volunteered to take charge of the removal of these strips.

8. Elevator Doors

- Richmond Elevator, using a sub-contractor Elevated Restorations, completed the installation of the stainless steel surfacing for the elevator doors. Minor adjustments appear to be necessary as the south elevator is emitting a scraping noise when the doors open and close. Management will follow up with the elevator company, and will ask the caretakers to test whether this same problem is occurring in the north elevator. The second half of the installation cost has as yet not been paid.

9. Concierge Services

- The combined budget of Phases I and II provides for an annual amount of \$90,000.00 (ninety thousand dollars) for concierge services.

The developer and two people representing the Strata Council plus the Management Company have visited a nearby Condominium Project where “Royal Concierge Services” provides the concierge services. The references from the President of the Strata Council and interviews with the owner of Royal Concierge have led the council to agree that Royal Concierge Services should be hired. Management was asked to confirm to the Developer that the Strata Corporation is in agreement with the Developer to hire Royal Concierge Services and that the service is to be limited to the projected budget item, which would allow for 12 hours per day – seven days per week. Royal Concierge Services needs to hire the staff to be used at the Grace. Staff will need training and familiarization with the building. The option of having a security service throughout the night time is an issue that needs to be reviewed by the owners at the first Joint Annual General Meeting to be held once more than half of the owners have moved into Phase II. This budget item at present does not allow for the cost of this service.

10. Roof deck (southeast)

The Management Company was asked to follow up on the correspondence having been sent to the owner of the unit with respect to use of a common roof deck. The owner was asked to provide the Strata Corporation with an engineering report to alleviate the Strata Corporation's concerns with respect to structural issues and safety. The owner was also asked to accept any liability associated with the installation and any costs of repair and maintenance as a result of the installation.

The Strata Corporation will consider presenting a Special Resolution to the Owners at the forthcoming General Meeting to designate the area as Limited Company Property by a Special Resolution, which must be passed by a $\frac{3}{4}$ (three quarter) vote by all of the Owners registered to vote at the meeting.

11. Recycling Room Doors

- The Management Company was asked to follow up with the Developer on the completion of the Recycling Room in the garage as the doors and the adjoining passage door has as yet not been painted and made ready for use.

H. NEW BUSINESS

1. Noise Disturbance

- There have been several complaints from owners with respect to extremely loud music emanating from one of the suites, at all hours of the night. Several of the owners have had personal communication with the suite owner, however the situation still persists.

Under the *Strata Property Act of BC*, residents in a Strata Corporation must behave and live in such a fashion as to not unduly disturb others in their Strata Lots. If after a warning, as required under *Act*, the disturbances continue, the Strata Corporation, as provided for under the *Act*, can fine the owner of the suite and if necessary take further legal action.

The Management was asked to send a letter to the suite outlining the provisions of the *Act*, asking the owner to please cooperate and to not unduly disturb other owners in the building. If the situation is untenable, owners are asked to call 911. The City of Vancouver has noise bylaws which do not permit excessive noise beyond 11:00pm and not before 7:00am.

2. Staining of Patio Doors

- Management has received three quotations of \$3,245.00 (three thousand, two hundred and forty five dollars), \$4,640.00 (four thousand, six hundred and forty dollars) and 12,593.00 (twelve thousand, five hundred and ninety three dollars) for the staining of 49 doors on the four townhouses and on patio decks above. Management checked the references for ProStar Painting and Restorations Ltd. and reported them to be very positive.

Upon a MOTION duly made by Doyle Bauman and seconded by David Spurrell, it was RESOLVED to provide the contract to ProStar Painting and Restorations Ltd, at \$3,245.00 (three thousand, two hundred and forty five dollars).

3. Timing for Phase II Occupancy

- The developer, in discussion with the Management Company, informed the Strata Corporation that the occupancy permit provision is in the hands of the City and there is no exact date available at this point in time.

4. Parking Level Elevator Lobby

- There is some bare concrete at this level; these will be painted, weather permitting.

5. Window Wash

- Management was asked to follow up with the window washing company and arrange for a window wash as Phase II is completing, however not later than the end of June/beginning of July.

6. Patio Drains (suites)

- Management was asked to follow up with the Developer to ensure that drains on the individual patios are investigated as to drainage, and if necessary, adjustments are made as was the case with the drains on the landings, on the courtyard staircase.

I. NEXT MEETING

Upon a MOTION duly made by Jan Sampson and seconded by David Spurrell it was RESOLVED that the next meet of the Strata Council would be held on

**Monday, July 21st, 2008
@ 6:30 p.m.
in Suite 201**

J. ADJOURNMENT

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

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:

National Pacific Real Estate Services Inc.

#210 - 1575 West Georgia Street, Vancouver, B.C.

V6G 2V3

(T) 604-685-8830 or (F) 604-685-1423 email: natpac@intergate.ca

GRACE RESIDENCES

**THE OWNERS, STRATA PLAN BCS 747
COUNCIL MEETING MINUTES
MONDAY, JULY 21, 2008**

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday, July 21, 2008 at the Grace Residences in Suite #201 - 499 Drake Street, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:40 pm, by Albert Klychak, the President of the Strata Council.

B. CALLING OF THE ROLL

The Council Members present were Albert Klychak, Jan Sampson, Doyle Bauman and David Spurrell. The Management Company was represented by Tiit Pikksalu.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Doyle Bauman and seconded by Jan Sampson, it was RESOLVED that the Agenda with an additional item under Unfinished Business, 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 David Spurrell it was RESOLVED that the minutes of the previous Council Meeting held on Monday, May 26th, 2008, be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Jan Sampson, had reviewed the financial statements as well as having reviewed the year to date budget on a line by line basis. She presented the Strata Council members with an analysis and overview, which also reviewed the various projects having been undertaken, in process, or to be undertaken and the balance of the funds having been committed for these projects.

- The fiscal year end of the Strata Corporation is July 31, 2008. Funds which have been committed and as yet not spent, will be carried over under the names of the specific projects as part of the previous years surplus.
- The Strata Council reviewed the projects committed and re-allocated some of the funds based upon priorities, with the largest single amount being the townhouse fencing/gate project, which will be held back to allow for completion of Phase II

fencing and ironwork so that uniformity can be achieved. This item will be re-budgeted for the 2008/2009 budget.

- The Treasurer reported that there were no Owners in arrears.

Upon a MOTION duly made by Jan Sampson and seconded by David Spurrell, it was unanimously AGREED to accept the Financial Statements.

F. REPORTS

1. President's Report

The President, in reviewing the Agenda indicated that issues needing to be reported will be covered under other Agenda items.

2. Management Report

The Management Company reported as follows:

- The garage gate maintenance company Ideal Door Ltd. has forwarded to the Strata Corporation a proposal to replace the present gate operator with an industrial heavy duty motor operator model, which is designed for high cycle application, with minimal maintenance requirements. With Phase II coming on stream, Ideal Door is of the opinion that the existing gate operator, which is a standard duty commercial operator, will not be able to do the job required, with possible frequent maintenance anticipated. The proposed system also includes several enhanced safety features, which would involve rapid closing of the garage door, both exit and entry. The Strata Council asked Management to forward the recommendation to the Developer.
- The second 50% of the elevator door installation cost been paid and the 10% holdback was now due. A service call, as a result of the installation, at \$161.25 was deducted from the \$410.70, the amount of the holdback. The holdback has now been paid.
- The Management Company at the request of a plumber, has asked one of the suite Owners to please make payment of a plumbing bill, which is to the account of the suite Owner, the repair being an insuite issue. The plumber is the regular plumber who does work for common plumbing issues for the Strata Corporation.
- Terasen Gas has forwarded information that on June 13th the British Columbia Utilities Corporation approved an application for an increase in transportation rates also effective July 1st, 2008 the Province of British Columbia has legislated the Carbon Tax on natural gas, with further increases to come every July 1st thereafter to and including July 1, 2012.

3. Caretakers Report

The caretaker reported that an aluminum step ladder which was the Strata Corporation's property being used by the caretakers as well as individual Owners, was borrowed by Phase II construction crews and then disappeared from the site. An old very heavy, much

used wooden ladder has been offered as a replacement. The Strata Council instructed Management to inform the Developer's office that the aluminum ladder borrowed, is to be replaced with a new ladder immediately. Owners wishing to use the ladder, have not been able to make use of the cumbersome replacement.

4. Correspondence

The two items of correspondence addressed to the Strata Council will be covered under other Agenda items.

G. UNFINISHED BUSINESS

1. Building Security Issues

- Several Owners have raised the issue of security, particularly on the lane side of the building, at the back of the building, in the garage gate passage door area, the garbage and recycling area, and particularly throughout the night hours.

Upon a MOTION duly made by Jan Sampson and seconded by Doyle Bauman, it was agreed to hire a Security Service, which will be stationed at the back of the building and make tours every 30 minutes, chasing away any vagrants and loiterers, and if required, request the assistance of the police. The Management Company was asked to make arrangements at a proposed rate of \$17.00 per hour with an upper limit of \$20.00 per hour.

The Strata Council feels that a Security Service stationed at the back of the building will be able to drive the vagrants, and loiterers away in a few weeks. The combined Phase I/Phase II budget provides for a concierge/security service, which would continue to provide the required security, once it starts operating.

2. Landscaping (including grass)

- Albert Klychak has been in discussion with the landscaper and proposed the following scheme to the Strata Council.

Plant a low level boxwood hedge along the outer perimeter of the grass areas adjoining the building, adjacent to the sidewalk. Replace the grass within the area bordered by the boxwood hedge with a very low maintenance ground cover, which would require clipping/cutting once or twice per year.

The Strata Council agreed that the ivy, which is presently growing at an ever invasive rate in the planters surrounding the exterior of the building, will be removed and will be replaced, by the theme which hopefully will continue into Phase II, as the ivy has become a negative factor in the garden.

Albert will inform Council Members of the details including costs and Council will vote by return email.

- Albert will inform the Developer so that coordination can be achieved between Phases I and II, providing a more uniform look to the Grace Residence's garden areas.

3. Coach Lights

Council Member, David Spurrell informed Council as follows.

- Four of the five timers have been installed, to regulate the coach lights outside the south and west façade at ground level.
- Unfortunately the timers do not appear to perform the on/off function on a regular basis and augmenting electronics are being provided by the supplier. It will be tested on Dave Spurrell's unit. Dave is continuing to further investigate the possibility of putting all of the lights on the same common circuit as the court yard lights or the garden light. This may not be possible due to economics.

4. Townhouse Fencing/Gates

- This project is being delayed and may be re-budgeted in the 2008/2009 budget.

5. A/C Unit Repairs – Rooftop wiring Cover

- The Management is following up on the cover plate required for the wiring on the roof-deck.

6. Garage Power Wash

- The power wash was completed by the Developer.

7. Concierge/Security Services

- The Strata Council, the Developer and Management have been meeting and negotiating with Royal Concierge Services to provide concierge/security services for the combined Phase I/Phase II Grace Residences.

The Phase II's (combined) budget allows for \$90,000.00 as an annual amount for concierge services. If two eight hour shifts of concierge, plus one eight hour shift of security were provided, the total would be approximately \$150,000.00. In order to stay within budget, the Owner of Royal Concierge has offered the following program which would meet the \$90,000.00 budget.

A morning concierge, Monday to Friday - 8:00 am to 4:00 pm at a rate of \$19.00 per hour. A night concierge, Monday through Sunday – 12:00 pm to 8:00 am at a rate of \$17.00 per hour, with a combined total of \$89,024.00 plus GST. The night concierge/security could be changed for Fridays and Saturdays to 11:00 pm - 7:00 am.

This service would be offered to December 31st at these rates, however, the hourly rate from January 1st, would be \$20.00 an hour, depending upon the service

requirements. This would allow the Owners to decide on the level of service requirement and to budget an amount to match the services required.

The Strata Council asked Management to forward the proposal to the Developer as the Phase I budget does not incorporate concierge services. The inception of the service needs to be initiated by the Developer as part of the Developer's obligation to fund the Phase II budget, as presented in the Disclosure Statement, until such time as the First Annual General Combined meeting is held, and a new budget is put forward and approved.

8. Common Deck (Southeast)

The Management Company had been asked by the Strata Council to have the Owner of the common roof deck to provide the Strata Corporation with an engineering report to alleviate the Strata Corporation's concern with respect to structural issues and safety. The Owner was also to accept any liability associated with the installation and any costs of repair and maintenance as a result of the installation now and in the future.

The Owner presented the Strata Corporation with a Schedule B1 "Assurance of Professional Design and Commitment for field review" as stamped and signed by a professional engineer B. Klarich of the C.A. Boom Engineering. The Strata Council in reviewing the submission, asked the Management Company to have the Owner further elaborate and confirm that the weight bearing capacity of the roof, which now contains a large number of potted plants, was taken into consideration and is acceptable to the engineer. In providing access to the roof area, a hole was cut through the roof, the Strata Council would like to have it confirmed that the structure of the building was in no way compromised. The Strata Council would also like to be provided with copies of the building permit, which was obtained by the Owner, permitting the alteration to the building.

9. Staining of Patio Doors

- Prostar Painting and Restoration Ltd. will be on site Thursday July 24th to set up the coordination of the work to be done, particularly for the need to have the ground floor suite doors open for sanding, finishing and drying. Proper security arrangements need to be confirmed. Work should be completed within the next week or ten days thereafter.

H. NEW BUSINESS

1. Dryer Duct Cleaning

- As requested, Management had solicited for quotations for dryer duct cleaning. The work can be done from inside and outside or outside only. The inside/outside work for nineteen (19) units at \$45.00 each, is \$855.00 plus GST. If the cleaning is from the outside only, this is \$38.00 each, the total is \$722.00 plus GST.

Upon a MOTION duly made by Jan Sampson and seconded by Albert Klychak, it was resolved to hire National Air Technologies to clean the individual dryer ducts.

The work will be one On August 21st, those suites who are able to provide access will have the inside and the outside work done. For those where access is not available the outside only, a high pressure air snake will be used from the exhaust point where the four (4) inch duct meets the flex hose behind the dryer in the unit. Please watch for notices. For those units which will be accessible on the above date, you will need to supply your suite number to caretaker Paul Wood, so that National Air will be able to have access to your suite.

2. Exterior Uniformity

- The Strata Council would like to remind all Owners that the Strata Corporation has a bylaw to ensure uniformity of the exterior appearance of the building, for window coverings are to be white or off white or those installed by the Developer. The Strata Council is also asking that Owners keep in mind the uniformity of appearance factor when placing planters or other such items on the entry door patios at ground level.

3. Phase II Workers on Phase I Portion of the Property

- There have been several recent incidents involving fire alarms being set off by various trades from Phase II, and repeated taping and blocking open of exterior doors and the garage gate. This has become a serious security issue. The Strata Corporation asked Management to write to the Developer's office, asking that tighter supervision and ongoing surveillance of work by Phase II trades in Phase I and Phase II properties is needed and that any consequences as a result of these activities are the full responsibility of the Developer and the construction crews.

I. NEXT MEETING

Upon a MOTION duly made by Jan Sampson and seconded by David Spurrell it was RESOLVED that the next meet of the Strata Council would be held on

Monday, September 8th, 2008
@ 6:30 p.m.
in Suite 201

J. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made by Doyle Bauman, it was RESOLVED that the meeting would be adjourned at 9:10 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:

National Pacific Real Estate Services Inc.

#210 - 1575 West Georgia Street, Vancouver, B.C.

V6G 2V3

(T) 604-685-8830 or (F) 604-685-1423 email: natpac@intergate.ca

GRACE RESIDENCES

THE OWNERS, STRATA PLAN BCS 747 COUNCIL MEETING MINUTES MONDAY, SEPTEMBER 8, 2008

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday, September 8, 2008 at the Grace Residences in Suite #201 - 499 Drake Street, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:38 pm, by Albert Klychak, the President of the Strata Council.

B. CALLING OF THE ROLL

The Council Members present were Albert Klychak, Doyle Bauman and David Spurrell, with regrets from Jan Sampson. The Management Company was represented by Tiit Pikksalu. With Council Membership having been reduced to four (4), and as provided for under the Strata Property Act, Council can appoint a replacement.

Upon a MOTION duly made by Doyle Bauman and seconded by Albert Klychak, Owner Leonard Gatto was appointed as a member of the Strata Council.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by David Spurrell and seconded by Doyle Bauman, 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

Upon a MOTION duly made by Doyle Bauman and seconded by Albert Klychak, it was RESOLVED that the minutes of the previous Council Meeting held on Monday, July 21st, 2008, be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Jan Sampson, was not able to attend the meeting, however had provided an extensive review of the years finances as well as the review of a Proposed Budget for Phase I for the year September 1, 2008 to August 31, 2009.

With the Phase II occupancy of suites proceeding quickly, and the required fifty percent (50%) plus one (1) as provided for under the Strata Property Act, being met, a new Annual General Meeting is required to be called within six (6) weeks.

The combined Phase I and II Budget as presented in the Disclosure Statement will be the Budget to be reviewed, amended as needed, and approved at this Annual General Meeting. It was unanimously AGREED not to have two Annual General Meetings within weeks of each with a Phase I Budget no longer being in effect. The Treasurer's report and Financial Statement would be accepted and the Strata Council would meet to work on a Proposed Phase I plus Phase II Budget review and proposed amendments to be presented to all of the Owners at the first Annual General Meeting of combined Phases I and II. This Annual General Meeting will be held early November. The Treasurers report for Phase I will be included as part of the Invitation Package to the Annual General Meeting.

F. REPORTS

1. President's Report

The President, in reviewing the Agenda indicated that issues needing to be addressed will be covered under other Agenda items.

2. Management Report

The Management Company reported as follows:

- One of the Owners had expressed interest in reserving the common space/pool area in Phase II for a social gathering to be hosted Saturday November 1. The area in question is as yet not completed, and may not be ready for November 1. The Strata Corporation also needs to establish guidelines/rules for use of the area for private functions.
- An inquiry was made to the Strata Corporation by a purchaser in Phase II, who is considering renting one of their parking stalls to an individual, who is not a resident within the building. Due to security reasons, the Strata Corporation has not permitted access to the building by non-residents.
- An invoice incurred by Strata Corporation, for common area clean-up, on behalf of one of the Owners, was forwarded to the Owner.
- Management informed the Council, on issues of Insurance for Phase II, as it is still under construction in the recreational areas and some of the residential suites.
- Terasen Gas has announced that transport charges have increased by 16%, effective July 1, 2008 as approved by the BC Utilities Commission and the British Columbia Carbon Tax came into effect on July 1, 2008 and will continue to increase July 1st to and including July 1, 2012, by 15.5 %.

3. Caretakers Report

There was no formal report except for Council asking Management to inform the caretaking staff that their continued good work is very much appreciated.

4. Correspondence

The Strata Corporation received an invoice from one of the Owners with respect to plugging of three toilets in the suites, as well as supply and installation of piping and fittings. The Strata Property Act of BC provides that the repair and maintenance of any and all services that are wholly contained within a Strata Lot are the responsibility of the Owner, unless that service is shared by more than one Strata Lot. The Strata Corporation has informed the Owner that the expenses requested for reimbursement fall under the Owner's responsibility.

G. UNFINISHED BUSINESS

1. Building Security Issues

- As agreed to, at the last Strata Council Meeting in July, a Security Service was hired to provide onsite services, concentrating on the lane side of the building, between the hours of 11:00 pm and 7:00 am. The Security Guard was asked to provide feedback to the Security Company asking that except for occasional tours on the south and the west side of the building, the effort should be fully concentrated on the lane side of the building.

2. Landscaping

- Management was asked to follow up with the landscaper to ensure that the replacement plants for the ivy, which has been removed, is in progress and will be completed to allow for proper growth prior to dormancy. Albert Klychak has been working closely with the landscaper, and will keep Council informed of the costs involved.
- David Spurrell has been investigating the possible replacement of the landscape lighting in the planters on the south and west side of the building. The construction electrician on Phase II has reviewed the installation and has recommended replacement of the fixtures, by another model of fixture, as rainwater has made all but one or two of the fixtures inoperable. It was unanimously agreed that with the \$2,000.00 having been allocated, David should proceed with the installation.

3. Coach Lights

Council Member, David Spurrell informed Council as follows.

- Four of the five timers have been installed in the Townhouse suites controlling the exterior coach lighting. However it appears that the timers need an electronic adjustment as they are not functioning as they should. David is proceeding with the purchase of the necessary piece in an effort to ensure that the coach lights operate in an automatic mode.

Coach lights for Phase II along the Richard's street side have been installed as part of the common lighting, as should have been the case for Phase I, where the exterior

coach lights are wired to the electrical circuitry in each of the townhouses and without a timer requires that the lights be operated manually.

4. Townhouse Fencing/Gates

- This project is on hold as a coordination is required between Phases I and II, if the gate and fencing is to proceed. A budget item needs to be set up under a new 2008/2009 Budget for the combined Phases I and II.

5. A/C Unit Repairs – Rooftop wiring Cover

- The cover plate required has been manufactured, however has as yet, not been installed. Management will follow up.

6. Garage Power Wash

- It was agreed by the Developer, that the power wash was completed at the Developer's cost.

7. Concierge Services

- The Concierge Services as having been agreed to by the Strata Council at the last Council Meeting and recommended to the Developer has been hired. Royal Concierge Services is in the process of hiring and training staff and the services are being contemplated as follows:

A morning Concierge – Monday to Friday - 8:00 am to 4:00 pm and a night Concierge Sunday to Thursday 12:00 pm to 8:00 am and on Friday and Saturday from 8:00 pm to 4:00 am.

Owners are being asked to provide the Strata Council with ongoing input as to any services and the hours, so that adjustments can be made as required. Service has been established on the basis of the budget allocation of \$90,000.00 per annum, as provided for in the combined Phase I/Phase II Budget in the Disclosure Statement. Based upon the Owners' requirements that budget amount may need to be adjusted as agreed to at the forthcoming Annual General Meeting.

8. Common Deck (Southeast)

- As requested by Council, the Management Company has asked the Owner of the suite for further information relating to weight bearing capacity of the area in question as well as any building permit requirements from jurisdictions having authority. The Owner will also need to sign a "Waiver of Liability" which will be registered on title for that suite and will carry with the suite.

The Owner of the suite forwarded to the Strata Council information relating to the engineering of the roof area to carry the live and dead load being imposed by the installation of the roof deck. If required, the City of Vancouver can send an inspector to help validate if the construction undertaken does or does not require a building permit.

The Owner of the suite has requested that the area in question be designated as "Limited Common Property" at a duly constituted General Meeting. The Strata Council requires that the outstanding issues, as noted, be clarified to the Strata Corporation's satisfaction prior to a Special Resolution being put to the Owners at the Annual General Meeting.

The area in question is, at present, Common Property. Any Owner in this position can not request an area such as this, as this being for the exclusive use of the Owner.

9. Staining of Patio Doors

- Prostar Painting and Restoration has completed the staining of all exterior stained patio doors. The work was completed in an efficient and satisfactory manner. Thank you to Paul Wood for the coordination effort with all of the Owners involved.

10. Dryer Duct Cleaning

- Dryer duct cleaning was undertaken by National Air Technologies, however the contractor was not familiar with the use of the roof anchors provided for exterior decent and only those suites (approximately ½) where access was able to be gained, were able to be completed. Those suites not accessed will be rescheduled.

H. NEW BUSINESS

1. Phase II Integration and first Annual General Meeting combined Phases I and II

As fifty percent (50%) of the Owners in Phase II take possession of their suites, the first combined Annual General Meeting of Phases I and II will be called, within six weeks, as required under the Strata Property Act.

2. Concrete Bumpers in Garage Stalls

- One of the stalls in the Phase II garage which had a concrete bumper in the stall, had the bumper removed, as it was broken during construction work. One of the other stalls in Phase I, requires a bumper in order to allow for proper parking of the vehicle in that stall. Management was asked to follow up with the developer.

3. Completion of Wall on Lane

- The concrete wall on the lane for Phase I has as yet not been completed, the Developer will be asked to proceed, with the surface finishing. The planters immediately above the wall are however leaking onto the wall and causing staining. It will be recommended that a flashing with a drip edge be installed to divert water from the weep holes in the planter so that the newly, to be finished wall, does not stain as at present.
- The planter irrigation system does not appear to be functioning as it should, Management will have the garden sprinkler contractor check out the system.

I. NEXT MEETING

Upon a MOTION duly made by David Spurrell and seconded by Doyle Bauman it was RESOLVED that a Council Meeting be held to review the combined Phase I/Phase II Budget as in the Disclosure Statement and to come up with recommendations for the Owners for the first Annual General Meeting of the combined Phases I and II. This meeting will be held on

**Tuesday, October 7th, 2008
@ 6:30 p.m.
in Suite 201**

J. ADJOURNMENT

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

National Pacific Real Estate Services Inc.

#210 - 1575 West Georgia Street, Vancouver, B.C.

V6G 2V3

(T) 604-685-8830 or (F) 604-685-1423 email: natpac@intergate.ca

GRACE RESIDENCES

THE OWNERS, STRATA PLAN BCS 747 COUNCIL MEETING MINUTES TUESDAY, OCTOBER 7, 2008

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Tuesday, October 7, 2008 at the Grace Residences in Suite #201 - 499 Drake Street, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:47 pm, by Albert Klychak, the President of the Strata Council.

B. CALLING OF THE ROLL

The Council Members present were Albert Klychak, Doyle Bauman, David Spurrell, and Leonard Gatto, with regrets from Jan Sampson. The Management Company was represented by Tiit Pikksalu.

Council Member Doyle Bauman tendered his resignation to Council, effective as of the end of this meeting, due to personal time commitments, which would not longer permit him to continue as a Strata Council Member.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Leonard Gatto, and seconded by David Spurrell, it was RESOLVED that the Agenda be APPROVED as presented, for use at the meeting.

D. APPROVAL OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING

Upon a MOTION duly made by David Spurrell and seconded by Albert Klychak, it was RESOLVED that the minutes of the previous Council Meeting held on Monday, September 8th, 2008, be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Jan Sampson, was not able to attend the meeting, however, had advised the Strata Council that, as provided for in Section 102 of the Strata Property Act of BC, the fiscal year-end of the Strata Corporation, which is presently July 31, should be changed to November 30, 2008. This can be done by way of a Special Resolution, passed by a $\frac{3}{4}$ vote at the Annual General Meeting, Section 102 provides that the fiscal year-end can be extended to 18 months. With the requirement to call an Annual General Meeting of the combined Phases I and II, within the next six weeks, it is not practical to close off the year and have a separate Annual General Meeting.

The Strata Council reviewed the proposed amendments to the Budget, as suggested by the Treasurer, these will be recommended to the Owners, at the forthcoming Phase I & Phase II combined Annual General Meeting. The Budget which was presented to the Owners in the Disclosure Statement, is now approximately 5 years old, it needs to be revised to reflect 2008/2009 expenditures and the experience of the Phase I Strata Corporation as reflected in its operating expenses for Phase I.

Arrears:

The Management Company informed the Strata Council that one (1) of the Owners in Phase I is now three months behind in Strata Fees. The Owner has been informed that immediate payment is required, as Strata Fees are due and payable on the first of each month.

The Management Company is following up with the new Owners in Phase II, to ensure that Strata Fees are paid on the first of the month, as required, as most of the new Owners have, as yet, not paid their October Strata Fees, and only a few who moved-in in September, have paid the September fees.

It was unanimously agreed, in compliance with Section 230 of the Strata Property Act of BC, to hold the Annual General Meeting on Wednesday, November 5th, 2008, as 50% + 1 of Strata Lots, in the new Phase II, have now been conveyed to purchasers. Section 230 requires that an Annual General Meeting be called within the six week period, beginning when 50% + 1 of the Strata Lots have been conveyed.

F. REPORTS

1. President's Report

The President, in reviewing the Agenda indicated that issues needing to be addressed will be covered under other Agenda items.

2. Management Report

The Management Company reported as follows:

- The Strata Corporation's insurance policy is brokered by AON Reed Stenhouse and written by Zurich Insurance. It has been extended to cover the Phase II Tower, effective September 30, 2008, plus an endorsement providing "permission to complete" those portions of the tower which have yet to be completed. This endorsement is to the account of the developer.
- There was a water damage loss in the tower on Sunday, September 19th, that predates the Strata Corporation's Insurance extending to the Tower. The developer's insurance coverage was in place at the time and is handling the loss.
- There were several complaints to the Strata Corporation, with respect to loud music at 4:00 am and 5:00 am on September 21st which was audible throughout all of Phase I. This is a frequent occurrence and the Owner of the suite has been asked to please abide by the Strata Property Act and the Strata Corporation's Bylaws, which provide

that residents all live in such a manner as to not unduly disturb others. The City of Vancouver's Noise Bylaws are applicable, as are the Strata Corporation's Bylaws, which, if after warnings are issued with no effect, fines will be applied.

If there are noise issues, which require immediate attention, please call 911 and the police will attend to enforce the City of Vancouver's Noise Bylaws.

- A leak was discovered by the night security/concierge in the Tower's boiler room, at the P1 level. It was attended to by the Phase I mechanical contractor.
- One of the Owners, contacted the Management Company and asked to be provided with a copy of the Insurance Certificate, in order to inform their insurance company of the coverage provided by the Strata Corporation, so that the Owner's insurance company can dove-tail the Owner's coverage, to make sure that deductibles applicable in the Strata's policy are covered by the Owner's own insurance. If new Owners have questions, with respect to the Strata Corporation's Insurance and the application of deductibles, please call the Management Company's offices @ 604-685-8830.
- Concierge Service – The concierge service, presently in place, contracted by the developer is commensurate with the monies allocated in the disclosure statement of the Phase II and I combined budget. It was mutually agreed between the developer, the concierge service, and the Strata Corporation, that the most efficient use of the monies would be for Monday to Friday concierge service from 8:00 am to 4:00 pm, with night security/concierge service, from midnight to 8:00 am, except for Friday and Saturday night which would be from 8:00 pm to 4:00 am.

Based on input from new Owners in the Tower and from the experience so far, from the Owners in Phase I, there is a desire/need for an expanded service which would possibly cover the full 24 hours, seven days of the week. The Owners will be asked for input at the November 5th, Annual General Meeting, at which point, a decision can be made, by amending the proposed budget to meet the requirements of the Owners.

3. Caretakers Report

There was no formal report. The Management Company informed the Council, that the Strata Corporation's caretakers are in the process of a "test week", cleaning all of the common areas of Phase I and the Tower, to determine the caretaking schedule for a Monday to Friday work week and relief schedule for Saturday and Sundays.

4. Correspondence

There had been no correspondence received by the Strata Corporation, requiring Council attention.

G. UNFINISHED BUSINESS

1. Building Security Issues

- **The fingerprint and enterphone programs will need some adjustment in the new Tower. The Phase I fingerprint system is in full operation. For the information of all Owners, in the Tower, to gain access to the Phase I courtyard, on the corner of Drake and Richards, you need to have your fingerprint entered in the Phase I software system. Please contact Paul Wood (604-376-9586). If you live in Phase I and have not had your fingerprint entered in the new Tower software, to allow entry through the 1280 Richards' gate or the gate on the lane, as well as lobby and elevator entry to the Tower, you need to have your fingerprint entered in the Tower software. Please contact Ron Arnett (604-681-1030)**

It was agreed that, at the Annual General Meeting, Owners will need to discuss setting up guidelines for the fingerprint entry system, to determine access criteria, as the fingerprint entry system is a "security system" and should be viewed as such.

2. Landscaping

- **Albert Klychak has been working closely with the landscape gardener, relating to the courtyard and planters on Drake and Richards, bordering Phase I as well as the grass areas. Albert reported that the ivy ground cover had been removed from the planters and has been replaced by a much less aggressive and more attractive ground cover. The Strata Corporation is still reviewing the possibility of a partial hard surface for the area between the sidewalk and the curb. That area, for the winter months, turns to mud. The City of Vancouver has so far refused all requests to allow replacement of the grass, with concrete aggregate tiles.**

3. Coach Lights and Lights in the planters (Phase I)

The lights in the planters have not withstood the weather and are in need of replacement with more durable fixtures. Council Member, David Spurrell is working with an electrician and will use the \$2000.00 having been approved as allocated.

David Spurrell took on the project to have the coach lights, in front of the four Phase I townhouses and suite 201, designated to be on nightly. He still has one of the townhouses to be completed for the timer installation. The Phase I coach lights are not on a common system and are fed from the internal electrical circuitry of the townhouses, with a manual on/off only.

The common area lights, in and around the courtyard, in Phase I are controlled by a photoelectric cell which needed adjustment.

4. TH-2 A/C Unit duct cover

- **The mechanical contractor will be installing a metal duct cover, to prevent damage to the units' A/C cabling.**

5. Common Deck (Southeast)

- As requested by Council, the Management Company had sent a letter to the Owner of the suite, asking that a certified professional provide the Strata Corporation with a letter of assurance, indicating that the area in question was designed to accept the loads being imposed by way of pots and planters. The letter also requested that a Waiver of Liability be signed and returned, accepting liability associated with the use of the roof-deck, as well as any responsibility for repair and maintenance, due to the installation on the roof-deck. The Management Company is following up.

The Owner of the suite has requested that the area in question, be designated as limited common property, at a duly constituted General Meeting. The Strata Corporation requires that the outstanding paperwork be completed, prior to the Resolution being put to the Owners at the Annual General Meeting.

6. Dryer Duct Cleaning

- Eight units were not accessible during the dryer duct-cleaning visit. Paul Woods will attempt to organize a second visit to complete these suites.

H. NEW BUSINESS

1. Phase I & Phase II Integration

The Grace Residences is a phased Strata Corporation; both Phase I and Phase II are part of Strata Plan BCS 747. The affairs of a Strata Corporation are managed by the Strata Council. At the November 5th, 2008, Annual General Meeting, additional Members of Council will be elected from Owners of Strata Lots in Phase II, to hold office until the next Annual General Meeting, at which time all Council Members, as per the Strata Property Act of BC, are required to resign and a new Strata Council will be elected. Owners are encouraged to come to the Annual General Meeting, to seek election to Council.

An invitation package, including information to be voted upon, will be sent to all Owners, under separate cover, the required 20 days prior to the November 5th Meeting. The Meeting site will be noted on the invitation. As an Owner, if you cannot attend, please make sure that you fill out the proxy, which is attached to the invitation package, and return it to the Management Company, so that your vote can be counted.

I. NEXT MEETING

The date of the next meeting of the Strata Council to take place after the Annual General Meeting will be decided by the newly expanded Council.

J. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made by David Spurrell, it was RESOLVED that the meeting would be adjourned at 9:15 pm.

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V6G 2V3

(T) 604-685-8830 or (F) 604-685-1423 email: natpac@intergate.ca

**GRACE
RESIDENCES
THE OWNERS, STRATA PLAN BCS 747
ANNUAL GENERAL MEETING MINUTES
SATURDAY, NOVEMBER 8, 2008**

The following are the Minutes of the Annual General Meeting, Strata Plan BCS 747, held on Saturday, November 8, 2008 in the Multi-Media Room, Roundhouse Community Arts & Recreation Center, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 1:53 pm, by Albert Klychak, the President of the Strata Council.

The President welcomed all of the attendees to the Annual General Meeting of the Strata Corporation with the inclusion of Phase II. The fifty-two (52) suites in the Tower portion of the project are now part of the Strata Corporation BCS 747. Although the Tower may still be referred to as "Phase II", all 71 units are part of the same Strata Corporation which has been in operation since May 1, 2004.

B. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

Council Members present were: Albert Klychak, Jan Sampson, and Leonard Gatto, with regrets from David Spurrell. The Management Company, National Pacific, was represented by Tiit Pikksalu.

The Management Company confirmed that there were thirty-two votes (32) votes present, twenty-eight (28) in person and four (4) by Proxy. The four (4) 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. With twenty-four (24) votes, being the number required, with thirty-two (32) votes registered, the meeting was declared competent to proceed.

D. PROOF OF NOTICE OF MEETING

Under *the Strata Property Act of BC*, twenty (20) days advance notice is required, if the notices are delivered by mail. The Invitation Packages were sent out on October 20, 2008, meeting the requirements under *the Act*.

E. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Ernest Malone, and seconded by Leanne Brothers, it was RESOLVED that the Agenda as having been presented be APPROVED.

F. APPROVAL OF THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

Upon a MOTION duly made by Jan Sampson, and seconded by Leonard Gatto, it was RESOLVED that the Minutes of the previous Annual General Meeting held on Monday, October 15, 2007 be APPROVED as distributed.

G. TRESURER'S REPORT/BUDGET APPROVAL

The Chair gave the floor to the Treasurer of the Strata Corporation, Jan Sampson.

The Treasurer explained that the year-end of the Strata Corporation has been July 31st. Under the provisions of the *Strata Property Act* it is permitted to extend the year-end to coordinate it with the occupancy in Phase II and to establish a new year-end of November 30th, creating a sixteen (16) month fiscal period. This will allow a new Budget to be passed by all of the Owners, and for Strata Fees to be based on the new Budget, rather than Phase I Owners paying Strata Fees on the existing Budget and Phase II paying Strata Fees on the basis of the Budget in the Disclosure Statement. The Treasurer read the Special Resolution changing the fiscal year-end as follows:

SPECIAL RESOLUTION

WHEREAS Phase II is being added to the Strata Corporation, and a new combined PH I and PH 2 Budget will go into effect and;

WHEREAS the Strata Corporation's Fiscal Year End is July 31, 2008.

BE IT RESOLVED, as provided for under Section 102 of the Strata Property Act, to change the date of the fiscal year end from July 31, 2008 to November 30, 2008, to allow for the Strata Corporation to begin a new fiscal year on December 1st, 2008, based on the Budget to be approved at the Annual General Meeting held on Saturday, November 8th, 2008.

A MOTION was duly made by Jan Sampson, and seconded by Klaus Roethel, that the Special Resolution be APPROVED.

Discussion:

- In response to the question, "is there a downside in changing the fiscal yearend", the Treasurer replied that it was the cleanest cut and the best way to put all Owners on the same level playing field effective December 1, 2008.
- In response to the question, "what will the new Strata Fees be effective December 1", the Treasurer replied that the Budget which will be approved by the Owners at this meeting will be the basis for calculating the Monthly Strata Fees for each unit, based on unit entitlement as filed with the Strata Plan.

- One of the Owners wondered, if it would not be possible to hold the Annual General Meeting at an earlier date, as with the approval of this Resolution, the Annual General Meeting will end up being in the latter part of January, a time where many Owners may not be in Vancouver. The Treasurer explained that the Strata Property Act requires that the Annual General Meeting be held within the first sixty (60) days after the fiscal year end, that would be towards the end of the month of January.

Upon the vote being taken, there was one (1) vote opposed, no votes abstaining, and thirty-one (31) votes in favor. A Special Resolution requires a 75% approval to pass, the Special Resolution passes with the new fiscal year-end being November 30.

Estimated Statement of Operations for the sixteen (16) months ending November 30, 2008.

The Treasurer confirmed that the Estimated Statement of Operations was attached to the Invitation Package. The Report is also available to all Owners, from the Management Company.

Proposed Budget year December 1, 2008 to November 30, 2009

The Proposed Budget which was included in the Disclosure Statement, was prepared approximately five (5) years ago and the Strata Council is proposing a new Budget and a Schedule of Strata Fees be approved for the combined Phases I and II. A revised Proposed Budget for the fiscal year December 1, 2008 through to November 30, 2009, has been prepared to reflect Expenditures based on extrapolation of the Phase I Budget and reflecting the cost of Operation and Maintenance in 2009 terms. The Council has reviewed the Proposed Budget which represents an eighteen percent (18%) increase over that presented in the original Disclosure Statement or approximately 3.6% per year.

There is one Budget item where Owners have already identified a need to discuss the amount budgeted, that being the \$90,000.00 for "Concierge/Security". This amount reflects the present service of a Concierge from 8:00 am to 4:00 pm Monday to Friday and a Concierge/Security from 8:00 pm to 4:00 am on Friday and Saturday and from 12:00 pm to 8:00 am Monday to Thursday. To increase this service to 24/7 Concierge/Security service would mean an approximate increase of \$100.00 per month per unit, (higher for larger units, less for smaller units, as the amount is calculated on unit entitlement, which is based on the habitable area per unit).

A MOTION was made by Jan Sampson, and seconded by James Schouw, that the Budget as being proposed, be passed.

Discussion:

- In response to the question, "which items are significantly up from the Disclosure Statement Budget", the Treasurer explained that the mechanical maintenance had been budgeted at \$1,500.00, it is being recommended at \$11,500.00 to ensure that the insuite heat pumps are maintained annually. The plumbing, heating, parking lot care and maintenance have been increased. Window cleaning scheduled for two (2) cleanings a year, is up from \$4,000.00 to \$14,000.00, as the Tower window cleaning is quite complex and labour intensive. Insurance has been increased from \$40,000.00 to \$55,000.00 based on increased insurance costs and

loss experience. The Contingency is as required under the *Strata Property Act* ten percent (10%) of the total Operating/Maintenance Budget. The proposed \$40,659.00 in the Budget will be added to the Contingency Reserve Account in the coming year. The ending balance of the Contingency Reserve as of November 30, 2008 is \$68,703.00. It is the Treasurer's opinion that the Strata Corporation's Contingency should aim for a reserve equal to at least the full annual Operating Budget.

- In response to the question, "how do the monthly Strata Fees compare to other buildings", the Council responded that the fees were quite favorable, considering that in many buildings heating is by electric baseboard, while at the Grace, heating and air conditioning is included in the monthly Strata Fee. It is also difficult to compare the Grace's 71 unit complex versus buildings with much larger number of units, where the basic monthly costs are being spread over a much larger number.
- Enhanced security by way of fencing or security gates for ground floor townhouses or patio decks has not been included in the Proposed Budget.
- After a lengthy discussion on the subject of Concierge/Security, it was concluded that the \$90,000.00 proposed in the Budget, should be maintained and with ongoing input from Owners, the service could be tailored to more closely reflect the day to day Owner's needs. There are presently teething problems with the enterphone, which are being resolved, as parcel and courier service needs to be enhanced.

Upon a vote being taken all thirty-two (32) votes present, were in favor of passing the Proposed Budget.

Please see the attached Schedule of Strata Fees, which will come into effect December 1, 2008. For those on the pre-authorized payment system, the new amount will be deducted on December 1, for those who pay by cheque, please make sure to include the new correct amount, as per the attached Schedule.

H. 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.

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, delivered to the Owner. The Strata Corporation's insurance policy does not cover upgrades, this must be covered under the Owner's own insurance policy. 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 the individual Owner for their own suite.

Please also be reminded that the Strata Corporation has a By-Law making the Owner of each suite responsible for the Water Damage Deductible in the Strata Corporation's Insurance Policy (\$2,500.00 except Phase I – 499 Drake Street the water damage deductible is \$10,000.00). Your insurance company should be aware and should confirm to you, that you are covered for the deductible portion under the Strata Corporation's policy. If you need more information please contact the Management Company's offices 604-685-8830 or at natpac1@intergate.ca.

I. OTHER BUSINESS

The Chair, Albert Klychak opened the floor for discussion with the following issues being brought forward.

▪ Security

- **Garage gate procedure.** It is a must that every resident using the garage gate, stops at the gate both on entering and leaving, allowing for the gate to fully close behind them before they proceed. The Strata Corporation has been very fortunate in that there have not been any garage break-ins, due to the very rigorous adherence to this policy. Newer residents to the building have been noticed proceeding rapidly through the gate without stopping for the gate to close fully. Please it is important that every garage user follow this procedure.

It was agreed that a Notice will be circulated to all Owners emphasizing the need to exercise this procedure at every entry and exit through the garage gate.

- **Concierge/Security Service.** It was agreed that the nighttime service is in essence a security service, much more so than a Concierge service. The nighttime individual has been asked to continually circulate throughout the open common areas as well as regular perimeter tours, and to not hesitate to call 911, if there is a need to have itinerants removed from any portion of the area surrounding the building.

The Concierge/Security Service carries a cell phone the number is 778-317-9840. This number will be included in the Security Notice to be delivered to all residents.

Suggestions. Any residents who have suggestions, thoughts or ideas on Security, please forward these to the Management Company at 604-685-8830 or natpac1@intergate.ca , Management will forward these to the Strata Council for the Council's consideration.

▪ Emergency Contact Information

- Please, if you have not provided the Management Company an Emergency Contact Information sheet, do so immediately, this is extremely important if you are traveling or spend a considerable amount away from your suite, as entry may be required due to emergencies such as water damage etc. Under the Strata

Property Act, in any emergency the Strata Corporation may force entry and the cost is to the account of the Owner.

- **Storage Lockers**

- Please check with Ron Arnett 604-681-1030 to make sure that you are in the right locker.

- **Pool/Exercise Area Completion?**

- The developer indicated that the work to complete is ongoing, however no specific dates for completion are being promised, it is a matter of weeks not months.

The equipment which is scheduled to be installed consists of a universal gym, a spinner, a treadmill, and two or three other pieces of equipment. For those who are avid users, please contact the developer with your thoughts and ideas.

- **Landscaping**

- The trees on the boulevard have as yet not been planted as the City of Vancouver requires a specific species, which has not been available. The grass between the sidewalk and the curb, is a City requirement and unfortunately does not do well in the rainy Vancouver weather. The Strata Corporation has been trying to get the City to approve a hard surface or alternately exposed aggregate concrete tiles, however the City has turned down any suggestions or requests, insisting that the boulevard be grass, notwithstanding the impossible task of maintaining it through the rainy season.

- **Air makeup in the halls**

- It appears that the air makeup unit supplying the hallways, are not as yet properly balanced, this is being followed up by the developer.

- Several Owners reported that the fire alarm speakers in their suites have an ongoing “static” noise. The developer will investigate.

- Several Owners are wondering if parking stalls could be closed off, as private garages. The developer reminded all residents that the Strata Corporation would need to review a proposal of this nature, and all residents should be aware that storage is not permitted in parking stalls, under the City of Vancouver Fire Code, thus even with the private garage, storage is not an option. Storage can only be maintained in designated storage lockers.

- **Completing elevators**

- The developer explained that the elevators will be completed when the majority of residents have moved in to prevent expensive damage.

- **Cleaning**

- Several Owners enquired about cleaning. Council explained that there is cleaning staff on duty five (5) days a week and for a short period on Saturday and Sunday. Any cleaning issues should be brought to the attention of the Management Company, who can address it with the cleaning staff. It is to be remembered there are still construction related trades in the building. Hallways and the lobby may get dirty immediately after having been cleaned.

- **Recycling**

- The developer was wondering if there was a resident or residence who would be interested in tackling the whole subject of recycling in order to ensure that Grace as a building is practicing recycling on all its levels.

- **Developer Obligations at Annual General Meeting**

- As required under the Strata Property Act, the developer placed before the meeting and gave the Strata Corporation copies of plans required to obtain a building permit, as built plans including issued building permits as well as all other documentation as required under Section 20 of the Act.

J. ELECTION OF ADDITIONAL STRATA COUNCIL MEMEBERS FROM PHASE II

As required under the Section 13.5 of the Regulations under the Strata Property Act, at an Annual General Meeting held as per Section 230 of the Act to include a new Phase, which has been deposited, two (2) additional Members of Council must be elected from the Owners of the Strata Lots in the new Phase, to hold Office until the next Annual General Meeting of the Strata Corporation. To meet this requirement, two (2) Owners were nominated, with both nominations being seconded. Both nominated Owners agreed to serve.

Upon the vote being taken, it was unanimously agreed to elect James Schouw and Leanne Brothers as Council Members.

Three of the other new Owners in Phase II volunteered to be available as an appointee if the Strata Council required to appoint a replacement Council Members.

K ADJOURNMENT

There being no further business to transact, the Chair, Albert Klychak adjourned the meeting at 3:45 pm.

**The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.
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Minutes Prepared by:
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#210 - 1575 West Georgia Street, Vancouver, B.C.
V6G 2V3
(T) 604-685-8830 or (F) 604-685-1423
natpac@intergate.ca

GRACE RESIDENCES

**THE OWNERS, STRATA PLAN BCS 747
COUNCIL MEETING MINUTES
MONDAY, DECEMBER 15, 2008**

The following are the Minutes of the Council Meeting, Strata Plan BCS 747, held on Monday, December 15th, 2008 at the Grace Residences in the Meeting Room, 1280 Richards Street, Vancouver, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:10 pm, by Albert Klychak, the President of the Strata Council.

B. CALLING OF THE ROLL

The Council Members present were Albert Klychak, Jan Sampson, David Spurrell, Leonard Gatto, James Schouw and Leanne Brothers. The Management Company was represented by Tiit Pikksalu.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Leonard Gatto, and seconded by Leanne Brothers, it was RESOLVED that the Agenda, as having been amended, be APPROVED for use at the meeting.

**D. APPROVAL OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING
HELD ON TUESDAY, OCTOBER 7, 2008**

Upon a MOTION duly made by Len Gatto and seconded by David Spurrell, it was RESOLVED that the minutes of the previous Council Meeting held on Tuesday, October 7th, 2008, be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Jan Sampson, informed Council that the year-end, as voted upon at the Annual General Meeting, is November 30, and she will be preparing the Year-End Financial Statements for review by the Council.

It was confirmed that the capital item of replacing the planters/garden lights in Phase I, at \$5,000.00, be carried over to the next fiscal year as that project has, as yet, not been completed.

The garage gate operator, which had been budgeted at \$3,500.00, has been installed, however has not yet been invoiced.

A quotation had been received for the installation of a drip-type irrigation system for all of the potted plants in the courtyard and at the front of the Tower. Upon a MOTION duly made by Len Gatto and seconded by Jan Sampson, it was RESOLVED that this project should proceed.

The addition of Phase II to the Strata Corporation's Insurance Program has been billed at \$22,593.00 (pro-rated to the anniversary date of April 19, 2009). The Treasurer will review, with the Management Company, the payment schedule, in order to retain needed cash flow and to minimize potential financing costs.

The Management Company informed the Strata Council that four electrical meters, which are the responsibility of the Strata Corporation, in Phase II, are in the process of being turned over for payment by the Strata Corporation, effective the date of amalgamation of Phase II, with the Strata Corporation. The Management Company informed Council that the \$2,500.00 deductible, related to one of the water damage losses in Phase I, earlier in 2008, has now been paid.

Arrears:

The Management Company informed the Strata Council that there were (31) thirty-one Owners in arrears in Strata Fees. Some of these Owners have been paying Strata Fees at the previous year's rate and not as per the Strata Fee increase, having been voted upon at the Annual General Meeting, and as provided to the Owners, by way of attachment to the Annual General Meeting Minutes. The balance is Owners who have not paid Strata Fees since moving in.

The Strata Council asked that the Management Company write to each of the Owners with outstanding fees, asking that fees be paid immediately, as the Strata Property Act of BC, requires that all Strata Fees be paid on the first of the month and if not paid, a 10% interest charge is applicable on all outstanding amounts. The Strata Property Act also provides that if fees are not paid, the Strata Corporation can file a lien against the Strata Lot and if outstanding amounts become serious enough, the Strata Corporation can ask for a court ordered sale of the strata lot, to collect the outstanding fees, which are required by the Strata Corporation to pay for ongoing operating expenses.

Payment of Strata Fees is not an option. Not paying Strata Fees, due to deficiencies or other issues, which are the responsibility of the Developer, does not alleviate responsibility for payment. The Strata Fees are required to pay for the ongoing operating expenses of the Strata Corporation and are an obligation of each Owner under the Strata Property Act of BC, the applicable legislation.

F. REPORTS

1. President's Report

The President, Albert Klychak, in reviewing the Agenda, indicated that issues needing to be addressed, will be covered under other Agenda items.

2. Management Report

The Management Company reported as follows:

- Both the south and north elevators in Phase I are damaged and need repair, of approximately \$500.00 each. The responsibility for one of the damages was accepted by one of the Owners, who agreed to reimburse the Strata Corporation.
- The four telephone lines, which service the elevator emergency phones, the enterphone and the fire lines, have been transferred from the Developer to the Strata Corporation for responsibility and payment.
- The Management Company informed the Strata Council that there are now several light bulbs which need replacement, however, because of the location of the light bulbs and accessibility, a ladder cannot be used. The Management Company was asked to source possible mechanical/electrical lifts and provide cost options to the Strata Council.
- For the information of all residents: If you are parking your car in the garage for any length of time, without insurance for road use, you must purchase storage insurance to protect yourself and the Strata Corporation.
- The parking stalls are for residents and temporary guests ONLY. It has been brought to Strata's attention that a resident is leasing one of their parking spots on a monthly basis to a non-resident. This is not permitted by the Strata for security reasons and any such noted vehicles may be towed from the premises.
- For those Owners who have noticed that the fans in the Phase II garage have been working full time rather than intermittently, there are adjustments being made to the timer, which run the fans.
- The Management Company sent a letter to one of the residents in the Tower, asking that boxes, cardboard and other material not be stored in the hallway. All hallways are designated fire exits under the City of Vancouver Fire Code. Storage of any material in the hallways is not permitted. When disposing of cardboard, please flatten the boxes and place them in the cardboard recycling bin in the recycling room.
- The emergency generator maintenance contract will be provided to the Strata Corporation from Cullen Diesel Power Ltd, the installers of the diesel generator. Twice yearly maintenance visits are performed and the diesel is started once per month by the Strata Corporation's caretaking staff to insure proper operation. The diesel generator provides power for the elevators, emergency lights, fire alarm systems, fingerprint system, etc, during power outages.
- The elevator installation company is apologizing to the Owners for the inconvenience, having been caused for users of the Tower elevators, due to electrical wiring adjustments and the finish polishing of the doors.
- It was unanimously agreed by the Strata Council to extend the mechanical maintenance contract presently in place in Phase I, to cover the Phase II requirements.

The Management Company was asked to forward the contract to Haakon Industries, the maintenance company. Prices quoted by Haakon are as per the approved budget.

- **All Owners should be aware that if they are renting their suite, they are required, under the Strata Property Act of BC, to supply the Strata Corporation with a form 'K' (NOTICE OF TENANT'S RESPONSIBILITIES) so that the Strata Corporation has the proper contact information for the tenants in the suite. This will also ensure that the tenants have signed the form acknowledging that they have been provided with the Strata Corporation's Bylaws and Rules & Regulations. This is not an option, but a requirement under the Strata Property Act of BC. It is critical information in case of an emergency.**

Please also note written authorization is required from the Owner of the suite to allow for fingerprinting. The Strata Corporation cannot allow or accept fingerprinting of any unauthorized individuals. Ron and Paul have been asked not to fingerprint without authorization.

- The Strata Corporation is addressing warranty issues, with respect to some of the mechanical equipment, with the Developer/Contractor, as there have been repairs required on hot water re-circulating pumps.
- The Strata Corporation agreed to take over the cell phone, presently being used by the Concierge, which has been on loan from the Developer. The Concierge's phone number will stay the same at 778-317-9840.

3. Caretakers Report

There was no formal report. If there are caretaking issues, please immediately contact the Management Company.

4. Correspondence

There had been no correspondence received by the Strata Corporation, requiring Council attention.

G. UNFINISHED BUSINESS

1. Building Security Issues

- **The fingerprint and enterphone programming is still an issue. The Developer has hired a new contractor to review and make the necessary adjustments to the installation. This is presently in progress.**

If you are having fingerprinting or entry issues, please contact Ron Arnett @604-681-1030.

- The Developer has agreed to finish installing an approximately 30 foot section of wrought iron fencing on the east side of the patio, adjoining one of the ground floor suites in Phase I. A break-in attempt was thwarted by the alarm system in this suite.

- There are 16 security cameras installed in combined Phases I & II. The feed is to a digital video recorder and this will also be available to all of the suites in the building. The Concierge will have the feed from all cameras on a screen to be provided in the lobby.
- The night security person on duty, at the Concierge desk, will be touring the exterior and interior areas, approximately every 15 minutes. A sign is provided on the Concierge desk, with the phone number, if the Concierge is needed, while on his security tour. The night time Concierge Service is on site from midnight to 8:00 am Sunday through Thursday, and 8:00 pm to 4:00 am on Saturday and Saturday.

Leanne Brother volunteered and has accepted help from Len Gatto, to pursue the possibility, with several of the neighboring buildings, of a security service where costs could be shared amongst several buildings.

- There has been a delay in manufacturing the required garbage containers, the first set was not of the right size. The garbage system is now working from inside the garbage room, at the bottom of the ramp leading to Phase II. The alcoves in the back will be filled in and used as planters, eliminating a natural location for itinerants to call their own. Do not put any garbage outside please.
- **UNFORTUNATELY, MANY RESIDENTS HAVE BEEN FOUND NOT FOLLOWING THE SECURITY GARAGE GATE PROCEDURE. NOTIFICATION WAS PROVIDED TO ALL RESIDENTS, ASKING THAT ALL GARAGE GATE USERS, WHEN ENTERING OR LEAVING THE GARAGE, STOP AT THE GATE AND ALLOW THE GATE TO FULLY CLOSE BEHIND THEM BEFORE PROCEEDING.**

Upon a MOTION duly made by Jan Sampson and seconded by Albert Klychak, it was RESOLVED to institute a new rule, effective immediately, December 15, 2008.

RULE: GARAGE GATE SECURITY PROCEDURE

WHEN ENTERING OR LEAVING THE GARAGE, ALL CARS MUST STOP AT THE GATE AND ALLOW THE GATE TO FULLY CLOSE BEHIND THEM, BEFORE PROCEEDING. ANY RESIDENT FOUND NOT OBSERVING THIS RULE WILL BE FINED \$100.00 PER INCIDENT, PAYABLE ON THE FIRST OF THE NEXT MONTH, IN THE SAME FASHION AS STRATA FEES.

As explained at the Annual General Meeting, the Residents in Phase I have been very fortunate with no cars having been broken into by unwanted individuals sneaking into the garage area, through the garage gate. Unfortunately, with garage users now having almost quadrupled, many of the users are not following this procedure and the Strata Corporation feels that there is no option but to apply enforcement to insure that the procedure is followed. **THESE MINUTES ARE TO BE CONSIDERED AS THE REQUIRED WARNING UNDER THE STRATA PROPERTY ACT.**

2. Landscaping

- The Developer has confirmed that the landscaping has not yet been completed on Phase II, including the trees being planted in the boulevard and on the Strata Corporation's property in front of the Townhouses. The specified type of trees as requested by the City of Vancouver, have not been available. One of the Council Members agreed to assist in the acquisition to make sure that the landscaping/gardening effort is completed by the spring growing season.

3. Concierge Service

- As noted earlier in the meeting, the cell phone, which had been on loan from the Developer, will be taken over by the Strata Corporation. The Concierge's cell phone number is 778-317-9840.
- The Strata Council discussed the Concierge Service and the possible integration of multi-building night time security service, in order to enhance the nighttime security and provide a cost saving to the Grace.

4. Common Deck (southeast)

- The Strata Council is still in discussion with the Owner of the suite, where a request will be made to have a portion of the roof-deck area designated as limited common property.

H. NEW BUSINESS

1. Hot tub on Balcony

- The Management Company was asked by the Strata Corporation to write a letter to one of the Owners, who has installed a hot tub on the balcony of their suite. Under the Strata Property Act of BC, all Owners must have approval from the Strata Corporation before making an alteration to a Strata Lot, involving the exterior of the building, which would include balconies. As the Strata Corporation would be responsible for structural repairs and possible issues relating to water damage, the Owner of the suite has been asked to provide the Strata Corporation with certification that the structural design of the balcony can carry the type of load that the hot-tub is imposing, as well as providing the Strata Corporation with a waiver of liability due to the installation of the hot-tub, relating to any structural issues or potential damage issues.

The Owner of the suite has, as yet, not replied. The Management Company was asked to follow up.

2. Development Status

- The Developer updated the Strata Council on the following Development issues:

Pool/Exercise Area – This area is in the final stages of completion and should be available, including equipment, early in the New Year.

Trees and Plants – Lack of availability appears to have slowed up the installation as the City requires a specific species, which is presently not available locally and is in the process of being imported from the USA

Fountain in the Courtyard – This will be completed shortly, with the installation of a large urn as the centerpiece.

The Developer has agreed to provide a written update to the Strata Corporation, as it relates to all other common areas.

I. NEXT MEETING

Upon a MOTION duly made by David Spurrell and seconded by Jan Sampson, it was RESOLVED that the next meeting of the Strata Council would be held on Monday, February 16th, 2009, at 6:00 pm in the Meeting Room.

J. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made by Len Gatto, it was RESOLVED that the meeting would be adjourned at 8:45 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:

National Pacific Real Estate Services Inc.

#210 - 1575 West Georgia Street, Vancouver, B.C.

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(T) 604-685-8830 or (F) 604-685-1423 email: natpac1@intergate.ca