

**STRATA CORPORATION VR 2001  
MINUTES FOR STRATA COUNCIL MEETING  
Held Thursday, March 13, 2008 at 7:00 PM  
403 - 2125 West 2<sup>nd</sup> Ave  
Vancouver, B.C.**

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**PRESENT:**                    George Hamilton - President                    #403  
                                 Bonnie-Lynn Holter – Treasurer                #407  
                                 Sue Prock    #306  
                                 Kevin Boothroyd                                   Visitor (excluding rental discussion)  
                                 Terry Wright                                        Peak Property Management

**REGRETS:**                    None

**ACTION**

1. **CALL TO ORDER:**  
The meeting was called to order at 7:45pm.
2. **APPROVAL OF THE AGENDA:**  
The agenda was approved as distributed.
3. **APPROVAL OF THE PREVIOUS MINUTES:**  
Minutes of the Council meeting of November 13, 2007 were approved as distributed.
4. **COMMITTEE REPORT**  
**Garden Committee**  
None
5. **MANAGEMENT REPORTING**
- 5.1 **Monthly Financial Reports**  
Council is requesting a meeting with the bookkeeper to answer questions regarding the financials. Council also questioned the rent increase in 205, and whether he tenant was paying the increased rent.
6. **OLD BUSINESS**
- 6.2 **Previous meeting**  
There was a meeting on January 24, 2008 regarding the financial statements for the past year. Council provided several questions to take back to the accounting staff at Peak. There were no minutes published
7. **NEW BUSINESS**
- 7.1 **Hallway Lighting**  
2 new lights were installed (past mailboxes). The area appears much brighter now.
- 7.2 **Patio Upgrade**  
An Owner has requested information and specs as to how he can upgrade his patio, and expand it to the approved increased size, at his cost, to match the patios at the front of the building. Council agreed on the following process, based on a previous process discussed at the October 2006 Council meeting.  
  
Owners may leave the rear patios as they are; OR
  - 1) The contractor who does the work must have WCB and Liability coverage. Documentation of coverage must be provided to the Strata Council before starting work.
  - 2) An itemized quote from the contractor must be provided to the Strata Council for their review.
  - 3) Owners must obtain written approval from Council prior to proceeding with the patio improvements.
  - 4) Before starting work, an Assumption of Responsibility letter, must be signed, binding the

Owner as well as subsequent Owners. This would protect the Strata Corporation from any further expense caused by the Owner's enhancement.

- 5) Install pavers and short basalt stonewalls using identical materials to those at the South side of the building. This option is seen as economical as well as fitting in with the overall landscaping design.
- 6) Any required changes to sprinkler connections must be carried out by the Strata irrigation contractor at the Owner's cost.
- 7) Drainage is the responsibility of the Owner.
- 8) All expenses are to be paid by the Owner.

**7.3 Repair to 310 flooring**

This unit sustained damage to the floor around the patio door a couple of years ago. The patio door leakage has now been corrected. The Owner has asked that the floor be repaired.

The Owner is requested to get a quote just to repair the damaged area, and provide it to the Strata Council for review and approval. This portion of the repair could potentially be funded by the Strata Corporation when other renovations are done.

**7.4 AGM**

AGM is being planned after the financials are approved. If there are any resolutions that Owners wish to bring forward, please contact the Property Manager or the Strata Council.

**Property  
Manager**

**7.5 Rental request based on hardship**

Council has received 2 requests to rent their suites based on hardship. If hardship is demonstrated to the satisfaction of the Strata Council, an exception can be made regarding the number of rentals allowed in the building.

In both cases, Council agreed that there was not enough evidence provided to warrant a hardship ruling. If more evidence is provided, Council is open to reconsideration of the decision.

**7.6 Elevator**

Council reported that the elevator was "bumping" more, the safety door barrier was not working, and that the doors opened randomly without the buttons being pressed. The Property Manager was asked to have the elevator company investigate.

**Property  
Manager**

**7.7 Roof Maintenance**

Council reported that there were plants growing on the roof on top of the T+G roofing. The Property Manager was asked to contact the roof inspectors for attention on their next visit..

**Property  
Manager**

**8 Correspondence**

See 7.3 and 7.5 above.

**9. ADJOURNMENT**

The meeting was adjourned at approximately 9:15.

**10. NEXT MEETING**

The next meeting TBA.

Terry Wright, Property Manager  
Strata Plan VR 2001

**Peak Property Management**  
#208-1046 Austin Ave, Coquitlam, BC V3K 3P3  
Tel: (604) 931-8666; Fax: (604) 931-8686  
E – mail: [Terry.Peak@telus.net](mailto:Terry.Peak@telus.net)

Please keep a copy of these minutes for future reference. They will be required at the time of sale. A charge in accordance with the Strata Property Act will be assessed for replacement copies.

**STRATA CORPORATION VR 2001**  
**MINUTES FOR STRATA COUNCIL MEETING**  
**Held Tuesday, June 11, 2008 at 6:30 PM**  
**403 - 2125 West 2<sup>nd</sup> Ave**  
**Vancouver, B.C.**

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<u>PRESENT:</u>	George Hamilton - President	#403
	Bonnie-Lynn Holter – Treasurer	#407
	Sue Prock	#306
<u>REGRETS:</u>	Paul Stapley	Peak Property Management
	Randy Book	Assistant to Mr. Stapley
	None	

**ACTION**

1. **CALL TO ORDER:**  
The meeting was called to order at 6:35 pm.
2. **APPROVAL OF THE AGENDA:**  
The agenda was approved with additions
3. **APPROVAL OF THE PREVIOUS MINUTES:**  
Minutes of the Council meeting of March 13, 2008 were approved.
4. **MANAGEMENT REPORTING**
  - 4.1 Financial statements to be approved at a later date
  - 4.2 Peak Property Management has hired a new CGA to ensure accurate financial reporting in a timely manner moving ahead.
5. **Invoices**  
Invoices were reviewed and approved for payment.
6. **OLD BUSINESS**
  - 6.1 George Hamilton reported that Hallway lighting repairs have been completed.
  - 6.2 Council and Owner have come to an agreement for a Patio upgrade regarding a ground floor unit.
  - 6.3 The flooring in unit #310 has now been repaired
  - 6.4 The upcoming AGM will be scheduled once the financial reports are complete. Council asked Peak Property Management what their plan is to provide accurate Financial reports in order to move forward with the business of VR2001. Peak responded that the Year end December 2007 fiscal year end must be approved first, by Council before current reports can be generated. Peak promised to provide December 2007 year end financial statements to be reviewed by Bonnie by June 17<sup>th</sup> 2008
  - 6.5 Council has denied a hardship rental request and has instructed the Property Manager to have the subject Owner place their name on the Rental waiting list.
  - 6.6 George Hamilton reported that the elevator was repaired
  - 6.7 Council instructed Property Manager to locate roof report and to follow up with the recommendations
7. **NEW BUSINESS**
  - 7.1 Council to look after re- renting of Strata owned #205 as the tenant notified that they will be vacating the premises.
  - 7.2 Treasurer to send Peak Property Management their interim Budget

**Property  
Manager**

**Property  
Manager**

**Property  
Manager**

**Council**

**VR 2001 Council Minutes – June 11, 2008**

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**8. ADJOURNMENT**

The meeting was adjourned at 9:00 PM

**9. NEXT MEETING**

The next meeting TBA.

Paul Stapley, Property Manager  
Strata Plan VR 2001

**Peak Property Management**  
**#208-1046 Austin Ave, Coquitlam, BC V3K 3P3**  
**Tel: (604) 931-8666; Fax: (604) 931-8686**  
**E – mail: [rmbook@shaw.ca](mailto:rmbook@shaw.ca)**

Please keep a copy of these minutes for future reference. They will be required at the time of sale. A charge in accordance with the Strata Property Act will be assessed for replacement copies.

**STRATA CORPORATION VR 2001  
MINUTES FOR ANNUAL GENERAL MEETING  
Held Tuesday, July 29, 2008 at 7:00 PM  
In the Lobby of 2125 West 2<sup>nd</sup> Ave  
Vancouver, B.C.**

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**ATTENDEES:** The owners of Strata Plan VR 2001, as per the registration sheet

**1. CALL TO ORDER:**

The Chair, George Hamilton, called the meeting to order at 7:07pm. Sue Prock and George Hamilton took a few minutes to explain to the owners why a representative from Peak Property Management was not present at the AGM. Paul Stapley was called away at the last minute, on Monday, July 28<sup>th</sup>, for an urgent family matter, and there was no one else at Peak that was available or qualified to run the meeting, so we were left to run it ourselves.

**2. CALLING OF THE ROLL, CERTIFYING PROXIES, ISSUANCE OF VOTING CARDS:**

Two of the Strata Council members took the roll call and issued voting cards based on owners present and proxies presented.

**3. DETERMINATION OF QUORUM :**

It was reported that there were 14 (fourteen) Owners represented in person, and 7 (seven) Owners represented by proxy, for a total representation of 21 (twenty-one). The quorum required for the business of the Strata Corporation General Meeting is 15. Since a quorum of Owners was present, the meeting was properly convened.

**4. FILING PROOF OF NOTICE OF MEETING**

It was Moved and Seconded (313/202) that notice was given to Owners with regard to the Annual General Meeting. Notices were delivered under the doors of owners in the building on July 14, 2008.

Motion

Carried

**5. APPROVAL OF AGENDA**

The agenda was approved (202/313) as distributed.

Motion

Carried

**6. APPROVAL OF THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:**

It was Moved and Seconded (202/313) that the minutes of the Annual General Meeting held May 31, 2007 be approved as circulated.

Motion Carried

**7. PRESIDENT'S REPORT**

The President's Report was presented by George Hamilton. This report spoke primarily to the issue of the Management Company and the level of satisfaction that the council of VR 2001 felt was missing. Council felt that they had worked well with Terry Wright, but that since Terry's termination from Peak Property Management, there had been a lack of commitment on the part of Paul Stapley and Randy Book at Peak.

**8. TREASURER'S REPORT**

The Treasurer's Report was postponed until later in the meeting.

**9. REPORT ON INSURANCE**

All those present took a look at the Coastal Insurance Services Policy Endorsement that was attached with the AGM Notice, but since the policy was for the year ending 2007, and not for the current year of 2008, there was nothing to review. (Subsequent to the AGM meeting, a council member contacted Peak Property Management regarding this oversight, and the new policy was provided, a copy of which is attached to these minutes).

**10. 3/4 VOTE - RESOLUTION #1: It was Moved and Seconded (#313/202):**

**BE IT RESOLVED THAT THE OWNERS, STRATA PLAN VR 2001** in accordance with the Strata Property Act, hereby approves a Capital Budget item to be expensed from the operating account of

**VR 2001 Annual General Meeting Minutes – July 29, 2008**

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\$8,000 for expenditures to repair decks and exterior siding. The said expenditures will be approved at the discretion of the Council. Votes in favour: 21 Votes not in favour: 0

**Motion**

**Carried**

**11. 3/4 VOTE - RESOLUTION # 2:** It was Moved and Seconded (#313/202):

**BE IT RESOLVED THAT THE OWNERS, STRATA PLAN VR 2001** in accordance with the Strata Property Act, hereby approve the adoption of the following resolution. The Strata Council of VR 2001 may terminate the Management Contract with proper notice without calling a General Meeting to do so.

Votes in favour: 20 Votes not in favour: 1

**Motion**

**Carried**

**TREASURER'S REPORT**

The Treasurer's Report (which was deferred from earlier in the meeting) was presented by Bonnie-Lynn Holter, Treasurer:

A revised budget was verbally presented (a copy of which is attached to these minutes). Some of the information that was distributed within the budget attached to the AGM notice was inaccurate, and the revisions to the budget were reviewed at length during the meeting.

**A few highlights about the financials/budget were noted:**

- 1) The 2007 operating budget was in a surplus position
- 2) It was the Treasurer's suggestion that \$8000.00 (of unspent balcony repair money from the 2007 budget) be earmarked specifically (by placing it into a separate account) for repairs to balconies and siding. (Resolution 1). These funds will still form part of the overall contingency funding.
- 3) There will be no increase in Maintenance Fees proposed for the 2008 budget.
- 4) Approximately \$900.00 will be allocated to the garden committee to fund the removal of the tree stump (and its replacement with a new tree) on the south side of the building between Suites #206 & #207. These funds are to come from the General Repair and Maintenance line item (Exterior Repairs).
- 5) A healthy contingency amount currently exists in the Contingency bank account: \$45,795.00.

**12. 50% RESOLUTION BUDGET VOTE:** It was Moved and Seconded (#202/313):

**BE IT RESOLVED THAT THE OWNERS, STRATA PLAN VR 2001** in accordance with the Strata Property Act, hereby approve the adoption of the attached proposed budget.

There was further discussion regarding several budget items.

**It was moved** by 407 and **Seconded** by 403 to approve the revised budget with amendments, which was verbally presented within the Treasurer's Report.

**BE IT RESOLVED THAT THE OWNERS, STRATA PLAN VR 2001** in accordance with the Strata Property Act, hereby approve the adoption of the Proposed Operating Budget as amended.

Votes in favour: 16 Votes not in favour: 1 Abstentions: 4

**Motion**

**Carried**

**13. RATIFICATION AND INDEMNIFICATION OF 2007 STRATA COUNCIL**

It was moved by 202 and seconded by 313 that the Strata Council be ratified and indemnified.

**Motion**

**Carried**

**14. ELECTION OF 2008 STRATA COUNCIL**

The following owners were nominated and elected to the 2008 Council:

Michelle Porter, Kevin Boothroyd, Andrea Frisque, Kendal Bushe, Sue Prock, Bonnie-Lynn Holter, and George Hamilton. Kevin Boothroyd was unable to attend the AGM, so his acceptance is still to be confirmed. Council will confirm his acceptance when he returns. Two additional owners offered their support if extra help was needed from time to time. They are: Pam Meneilly and Justin Pethick.

15. **ADJOURNMENT**

The meeting was adjourned at approximately 9:00pm.

Strata Council  
Strata Plan VR 2001

**Peak Property Management**  
**#208-1046 Austin Ave, Coquitlam, BC V3K 3P3**  
**Tel: (604) 931-8666; Fax: (604) 931-8686**





# COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734  
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031  
 Toll Free: 1-800-665-3310 Website -www.coastalinsurance.com - e-mail: info@coastalinsurance.com

Policy No. CVR 2001

## DECLARATIONS

Replacing Policy No. -

Name of Insured:	The Owners of Strata Plan VR 2001 Sunny Lodge
Location Address:	2125 West 2nd Avenue, Vancouver, BC, V6K 1H7
Additional Named Insured:	Peak Property Management Inc, 208 - 1046 Austin Avenue, Coquitlam, BC V3K 3P3
Policy Period:	12/31/07 to 12/31/08 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

## INSURING AGREEMENTS

	Deductibles (\$)	Limits (\$)
<b>PROPERTY COVERAGES - STR09/06R</b>		
All Property, All Risks, Guaranteed Replacement Cost, Bylaws		
Water Damage	1,000	4,625,000
Backup of Sewers, Sumps, Septic Tanks or Drains	2,500	Included
Earthquake Damage	2,500	Included
Flood Damage	10%	Included
Key & Lock	10,000	Included
	250	10,000
<b>BLANKET EXTERIOR GLASS INSURANCE</b> Aviva Insurance Company of Canada - Residential	100	Blanket
Form 820000 (11/98)	Commercial	250
<b>COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)</b>		
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500
Products & Completed Operations	Aggregate	500
Coverage B - Personal Injury Liability	Per Occurrence	500
Coverage C - Medical Payments	Any One Person	2,500
Coverage D - Tenants Legal Liability	Per Occurrence	25,000
		500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence	10,000,000
Contractual Liability - SEF #96	Per Occurrence	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence	10,000,000
Limited Pollution Liability Coverage	Aggregate	1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000,000
Advertising Liability - Form 000117	Per Occurrence	500,000
<b>DIRECTORS &amp; OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form</b>		
Condominium Discrimination Defense Costs	Per Occurrence	2,000,000
	Aggregate	10,000
		500 Retention
		25,000
<b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP(05/04)</b>		
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention
		1,000,000
<b>VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II</b>		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500	7 Day Waiting Period	100,000
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b>		
Form 500000 (Rev.01/2000)		
I Employee Dishonesty - Form A		10,000
II Loss Inside the Premises		5,000
III Loss Outside the Premises		5,000
IV Money Orders and Counterfeit Paper Currency		5,000
V Depositors Forgery		5,000
<b>EQUIPMENT BREAKDOWN</b>		
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)	1,000	4,625,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)	1,000	10,000
III Extra Expense - Form C780033 (02/06)	24 Hour Waiting Period	100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)	24 Hour Waiting Period	100,000

**\*\*ALL COVERAGES SUBJECT TO POLICY DEFINITIONS\*\***

This Policy contains a clause(s), which may limit the amount payable.  
 This policy shall not be valid or binding unless countersigned by a duly  
 Authorized Representative of the Insurer.

**President**  
**Coastal Insurance Services Ltd.**



# COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734  
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031  
 Toll Free: 1-800-665-3310 Website -www.coastalinsurance.com - e-mail: info@coastalinsurance.com

## SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan VR 2001 Sunny Lodge  
 Policy # CVR 2001

Term: 12/31/07 to 12/31/08 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	1,618,750
Axa Pacific Insurance Company	Property	35	1,618,750
Royal and Sun Alliance Insurance Company of Canada	Property	30	1,387,500
Aviva Insurance Company of Canada	Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000
Aviva Insurance Company of Canada	Employee Dishonesty - Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	4,625,000
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000

**DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT**

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction

- 1 I, Donnie Mooney, am licensed as a general insurance agent by the Insurance Council of British Columbia
- 2 This transaction is between you and Aviva Insurance Company of Canada Axa Pacific Insurance Company Royal and Sun Alliance Insurance Company of Canada (Insurer) and as indicated on the policies
- 3 In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
- 4 The nature and extent of the Insurer's interest in the agency is none
- 5 Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
- 6 The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction

**Total Premium****\$9,542.00**

E&amp;OE/DM

Insured's Copy



# COASTAL INSURANCE SERVICES LTD.

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 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031  
 Toll Free: 1-800-665-3310 Website -www.coastalinsurance.com - e-mail: info@coastalinsurance.com



Policy No. CVR 2001

## POLICY ENDORSEMENT

**Reason For Endorsement - increasing All Property limit by \$210,000 to now read and cover in the amount of \$4,835,000 - All other Policy Terms and Conditions remain unchanged**

Name of Insured:	The Owners of Strata Plan VR 2001 Sunny Lodge		
Location Address:	2125 West 2nd Avenue, Vancouver, BC V6K 1H7		
Additional Named Insured:	Peak Property Management Inc., 208 - 1046 Austin Avenue, Coquitlam, BC V3K 3P3		
Policy Period:	12/31/07 to 12/31/08 (mm/dd/yy) 12:01 a.m. Standard Time	Effective Date of Change:	04/01/08 mm/dd/yy
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia		
Insurers:	As Per List of Participating Insurers on file.		

**ENDORSEMENT**- Previous declaration, is amended as shown below.

INSURING AGREEMENTS	Deductibles (\$)	Limits
<b>PROPERTY COVERAGES STR09/06R</b> All Property, All Risks, Guaranteed Replacement Cost, Bylaws		
Water Damage	1,000	4,835,000
Backup of Sewers, Sumps, Septic Tanks or Drains	2,500	Included
Earthquake Damage	2,500	Included
Flood Damage	10%	Included
Key & Lock	10,000	Included
	250	10,000
<b>BLANKET EXTERIOR GLASS INSURANCE</b> Aviva Insurance Company of Canada - Form 820000 (11/98)	Residential Commercial	Blanket
	100 250	
<b>COMMERCIAL GENERAL LIABILITY</b> - Form 000102(Rev.11/98)		
Coverage A - Bodily Injury & Property Damage Liability Products & Completed Operations	Per Occurrence Aggregate	500 10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500 10,000,000
Coverage C - Medical Payments	Any One Person	2,500
Coverage D - Tenants Legal Liability	Per Occurrence	500 500,000
Non-Owned Automobile Endorsement SPF #6 - Form 335002	Per Occurrence	10,000,000
Contractual Liability Endorsement SEF #96	Per Occurrence	50,000
Excluding Long Term Leased Vehicle Endorsement - S.E.F. No. 99	Per Occurrence	500 10,000,000
Limited Pollution Liability Coverage Endorsement	Aggregate	1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000,000
Advertising Liability - Form 000117	Per Occurrence	1,000 500,000
<b>DIRECTORS &amp; OFFICERS LIABILITY</b> - Form G/A2(04/01) Claims Made Form		2,000,000
Condominium Discrimination Defense Costs	Per Occurrence Aggregate	500 Retention 500 Retention 10,000 25,000
<b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY</b> - Form XLICL-PARL5CP(05/04)		
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention 1,000,000
<b>VOLUNTEER ACCIDENT INSURANCE PLAN</b> - Plan II		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period 100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500		
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b> Form 500000 (Rev.01/2000)		
I Employee Dishonesty - Form A		10,000
II Loss Inside the Premises		5,000
III Loss Outside the Premises		5,000
IV Money Orders and Counterfeit Paper Currency		5,000
V Depositors Forgery		5,000
<b>EQUIPMENT BREAKDOWN</b>		
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)	1,000	4,835,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)	1,000	10,000
III Extra Expense - Form C780033 (02/06)	24 Hr Waiting Period	100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)	24 Hr Waiting Period	100,000

**Additional Premium: \$ 267**

**\*\*ALL COVERAGES SUBJECT TO POLICY DEFINITIONS\*\***  
 This Policy contains a clause(s), which may limit the amount payable.  
 This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

**President**  
**Coastal Insurance Services Ltd.**

**Coastal Insurance Services Ltd**  
#104 - 2331 Marpole Avenue  
Port Coquitlam, BC V3C 2A1  
Phone : 604-944-1700 Fax : 604-944-1734

<b>INVOICE # 66411</b>		Page 1
ACCOUNT NO. VR2001-	CSR. ME	DATE 04/01/08
<b>POLICY INFORMATION</b>		
BALANCE DUE ON 04/01/08		

**VR 2001 Sunny Lodge**  
Peak Property Management Inc.  
208 - 1046 Austin Avenue  
Coquitlam, BC V3K 3P3

Eff Date	Description	Amount
04/01/08	Appraisal Update	\$ 267.00
	Invoice Balance:	\$ 267.00

Increasing Property Limit in accordance with current appraisal.

**\*\*\* PLEASE RETURN ONE COPY WITH YOUR REMITTANCE \*\*\***

**Strata Plan VR 2001 - 2008 Operating Budget**

	<b>Actual 2007</b>	<b>Proposed 2008</b>
<b>Revenues</b>		
Maintenance Fees	113,512.88	113,200.00
<b>Total Maintenance Fees</b>	<b>113,512.88</b>	<b>113,200.00</b>
Rental Income	10,800.00	13,320.00
Interest - Operating	2.69	75.00
Interest - Others	3,076.33	1,000.00
Laundry Income	2,330.00	2,400.00
Miscellaneous	2,755.00	0.00
Move in/out	150.00	300.00
Parking Income	900.00	900.00
<b>Total Other Revenue</b>	<b>20,014.02</b>	<b>17,995.00</b>
<b>Total Revenues</b>	<b>133,526.90</b>	<b>131,195.00</b>
<b>Expenses</b>		
<b>Administrative</b>		
Advertising and Promotion	-	0.00
Appraisals	240.67	240.00
Audit/Accounting Fees	227.90	250.00
Bank Charges	297.84	110.00
Insurance - Property	9,327.00	9,500.00
Insurance - Deductible	-	0.00
Leasing Commissions	-	0.00
Legal Fees	-	0.00
License Fees/ Due/Permits	196.00	400.00
Mortgage Payments	8,870.61	8,800.00
Office Expense	812.67	800.00
Property Mgmt Fees	9,194.93	9,300.00
Provisions - Reserve	18,059.08	15,000.00
Miscellaneous	167.03	500.00
<b>Total Administration</b>	<b>47,393.73</b>	<b>44,900.00</b>
<b>Utilities and Taxes</b>		
Electricity - Common	5,088.57	5,000.00
Enterphone	-	100.00
Gas/ Heating Fuel	21,462.13	24,000.00
Property Taxes	700.93	1,000.00
Recycle Levy	490.00	600.00
Waste Removal	3,182.57	3,000.00
Water/ Sewer Rates	4,435.29	7,500.00
<b>Total Utilities and Taxes</b>	<b>35,359.49</b>	<b>41,200.00</b>

**Exterior Repairs**

Door/ Lock/ Key Repairs	155.52	225.00
Electrical Repairs	-	150.00
Garage Door	817.95	1,000.00
Exterior General Repairs	2,686.59	8,000.00
Irrigation Repairs	696.78	400.00
Landscaping Contract	8,594.39	6,500.00
Landscape Improvements	2,029.90	1,600.00
Plumbing Drainage	182.32	1,500.00
Roof Repairs	1,615.00	1,500.00
Snow Removal	-	0.00
<b>Total Exterior Repairs</b>	<b>16,778.45</b>	<b>20,875.00</b>

**Interior Repairs**

Door/ Lock/ Keys	326.48	200.00
Common Carpets	625.00	500.00
Electrical Repairs	131.25	200.00
Elevator Contract	2,160.36	2,100.00
Fire Safety	2,114.83	1,150.00
General Repairs	4,761.39	300.00
HVAC	2,018.54	800.00
Janitorial Contract - Common	6,397.50	6,500.00
Laundry Equipment	2,013.66	2,200.00
Miscellaneous (Janitorial Supplies)	-	570.00
Pest Control	540.60	200.00
Interior Plumbing Repair	4,378.15	5,000.00
Suite Repair (Drywall, carpentry, paint)	1,955.40	4,000.00
Supplies - Electrical	254.15	500.00
<b>Total Interior Repairs</b>	<b>27,677.31</b>	<b>24,220.00</b>

<b>Total Expense</b>	<b>127,208.98</b>	<b>131,195.00</b>
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<b>YR Surplus/ Deficit</b>	<b>6,317.92</b>	<b>0.00</b>
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<b>Balance of Contingency</b>	<b>90,439.56</b>	<b>37,795.87</b>
<b>Exterior Capital Repair Fund (2007)</b>	<b>-</b>	<b>8,000.00</b>
<b>Expenditures</b>	<b>36,511.69</b>	<b>0.00</b>
<b>Year Total</b>	<b>53,927.87</b>	<b>45,795.87</b>

<b>Prior YR Surplus</b>	<b>(16,192.40)</b>	<b>6,317.00</b>
<b>From Monthly Fees</b>	<b>8,060.40</b>	<b>15,000.00</b>
<b>Interest</b>	<b>-</b>	<b>0.00</b>
<b>Total Trsfr to Contingency</b>	<b>(8,132.00)</b>	<b>21,317.00</b>

<b>Balance</b>	<b>45,795.87</b>	<b>67,112.87</b>
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**TIME AND LOCATION:****7:00pm**#210 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL  
2008/2009****PRESIDENT**

Michelle Porter

**TREASURER**

Bonnie-Lynn Holter

**AT-LARGE**Andrea Frisque  
Kendal Bushe  
George Hamilton  
Kevin Boothroyd  
Sue Prock**STRATA MANAGER**

George Nicolaou

Direct Line: 604-714-6386

Direct Fax: 604-592-5285

Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**STRATA ACCOUNTANT**

Cecilia Hu

Direct Line: 604-714-1533

Email: [chu@baywest.ca](mailto:chu@baywest.ca)**BAYWEST MANAGEMENT  
300 – 1770 BURRARD  
STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**Michelle Porter  
Andrea Frisque  
Kendal Bushe  
George Hamilton  
Kevin Boothroyd  
Sue Prock  
Bonnie-Lynn Holter

One owner observer

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:10pm. A quorum was established.

**NOTICE****PLEASE BE ADVISED, THIS IS THE FIRST COUNCIL MEETING WITH BAYWEST MANAGEMENT CORPORATION. PLEASE FIND ATTACHED THE OWNER INFORMATION SHEET AND FORM K – NOTICE OF TENANTS RESPONSIBILITIES. ALL OWNERS WHO HAVE NOT SUPPLIED THESE DOCUMENT(S) TO BAYWEST MANAGEMENT CORPORATION ARE KINDLY REQUESTED TO DO SO AS SOON AS POSSIBLE.****(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the Strata Council meeting minutes of June 11<sup>th</sup> 2008 as distributed. **CARRIED**Council would like to advise all owners that the building was not well represented by the previous Strata Management company. Council met informally between the last Council meeting and the January 20<sup>th</sup> Council meeting in regards to selecting a new Strata Management company.**(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 GARDENING**Since the June 11<sup>th</sup> 2008 Council meeting, various improvements have been made to the trees around the complex.**(4) FINANCIAL REPORTS****4.1 FINANCIAL STATEMENTS**

The approval of the financial statements was deferred to the next Council meeting. The Strata Manager will check when the financial statements were last approved.

All financial statements prior to January 1<sup>st</sup> 2009 would have been prepared by Peak Properties, the previous Strata Management company.

#### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager has not received a report from the previous Strata Management company. Monthly statements will be sent to owners in arrears requesting payments.

#### **(5) CORRESPONDENCE**

- Council received a letter from an owner that there is a mouse problem in their unit and possibly in the common hallways. PCO Pest Control has been contacted and has made arrangements to meet the owner. The pest control company advised the Strata Manager that mice have not been a problem in the building. The Strata Manager requested that a report be provided.

Council requested that the Strata Manager obtain a copy of the contract service agreement with PCO Pest Control.

#### **(6) NEW BUSINESS**

##### **6.1 ANNUAL GENERAL MEETING**

Council agreed that the Annual General Meeting will be held on February 26<sup>th</sup> 2009. Council will be proposing two (2) special resolutions at the upcoming AGM (amendment to pet bylaw, Contingency Reserve Fund transfer).

Further information will be provided in the AGM notice package.

##### **6.2 PROPOSED OPERATING BUDGET**

The Strata Manager will draft a proposed 2009 Operating Budget, and forward it to the Council treasurer for review. The proposed budget will be included in the Annual General Meeting package for owners' consideration.

##### **6.3 LAUNDRY ROOM RENOVATION**

Council received two (2) quotations to install marmoleum in the laundry room. After some discussion, it was moved and seconded to approve the quotation from Burritt Brothers Carpets. **CARRIED**

The installation will take place Friday, January 30<sup>th</sup> through to Monday, February 2<sup>nd</sup>.

Engs will be removing the old laundry machines on Thursday, January 29<sup>th</sup>. Phelps will be installing the new laundry machines on Tuesday, February 3<sup>rd</sup>.

A notice will be distributed to all owners.

##### **6.4 STORAGE ROOM DOOR / PARKADE EMERGENCY DOOR**

It was reported to Council that the storage room door is not latching properly, and the parkade emergency door needs to be better reinforced to prevent strangers from entering the parkade. Council requested that the Strata Manager hire a company to repair the two (2) doors.



## 6.5 PREVENTATIVE MAINTENANCE DEFICIENCIES

Milani Plumbing Drainage & Heating reported that the two (2) boilers located in the mechanical room are extremely dirty. It was moved and seconded to approve the quotation from Milani to strip and clean the boilers for \$995 (plus GST). **CARRIED**

### (7) NEXT MEETING & TERMINATION

The next meeting is the Annual General Meeting, which is scheduled for Thursday, February 26<sup>th</sup> 2009 at 7:00pm.

There being no further business, the meeting was terminated at 9:50 pm

Submitted by:  
George Nicolaou, Strata Manager

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two(2) years. There will be a charge for copies.*

**SUNNY LODGE – STRATA PLAN VR 2001****TIME & LOCATION**

7:00pm  
 Front Lobby  
 2125 West 2<sup>nd</sup> Avenue,  
 Vancouver, BC

**STRATA COUNCIL  
2008/2009****PRESIDENT**

Michelle Porter

**TREASURER**

Bonnie-Lynn Holter

**AT-LARGE**

Andrea Frisque  
 Kendal Bushe  
 George Hamilton  
 Kevin Boothroyd  
 Sue Prock

**STRATA MANAGER**

George Nicolaou  
 Direct Phone: (604) 714-6386  
 Direct Fax: (604) 592-5285  
 e-mail: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)

**Accountant**

Cecilia Hu  
 Phone: 604-714-1533  
 Fax: 604-592-3695  
 e-mail: [chu@baywest.ca](mailto:chu@baywest.ca)

**BAYWEST MANAGEMENT**

#300 – 1770 Burrard Street  
 Vancouver, B.C. V6J 3G7  
 Phone: (604) 257-0325  
 Fax: (604) 592-3950

**PRESENT:**

Twenty-seven (27) strata lots represented  
 Thirteen (13) in person  
 Fourteen (14) by proxy

George Nicolaou, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:10pm by the Strata Manager, George Nicolaou.

**(2) CALLING THE ROLL & CERTIFICATION OF PROXIES**

42 strata lots at Sunny Lodge were eligible to vote at the Annual General Meeting. As a quorum requires representation by one third of eligible strata lots, a quorum in this instance required representation by fourteen (14) strata lots. As twenty-seven (27) strata lots were represented, thirteen (13) in person and fourteen (14) by proxy, a quorum was established and the meeting was declared competent to deal with the business at hand.

**(3) PROOF OF NOTICE OF MEETING**

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

**(4) ADOPTION OF THE AGENDA**

It was moved and seconded to adopt the Agenda for the Annual General Meeting as presented. **CARRIED**

**(5) ADOPTION OF THE 2008 ANNUAL GENERAL MEETING MINUTES**

It was moved and seconded to adopt the minutes of the Annual General Meeting of July 29<sup>th</sup> 2008 as previously distributed. **CARRIED**

**(6) PRESIDENT'S REPORT**

As the Council President was absent from the Annual General Meeting, Council member Sue Prock highlighted some of the items that occurred in the last fiscal year, including the hiring of a new property management company.

**(7) INSURANCE REPORT**

The Strata Corporation's insurance agent is Coastal Insurance. A copy of the insurance summary is attached for your records. The Strata Manager highlighted features of the insurance policy, which included coverage on:

- \$4,835,000 - All Property
- \$10,000,000 – Commercial General Liability
- \$2,000,000 – Directors & Officers Liability

Deductibles

- \$5000 – Water Damage & Sewer Backup
- \$10,000 – Flood Damage
- 10% for Earthquake Damage

**Owners are reminded that they should purchase contents and/or insurance for any in-suite upgrades they make, and for their personal effects. Owners are also encouraged to obtain insurance coverage against the Strata Corporation's insurance deductibles, to obtain sufficient liability insurance, and to ensure that their tenant's place contents insurance on their personal effects. The Strata Corporation's insurance does not cover any of these items.**

**(8) CONSIDERATION OF 2009 BUDGET**

It was moved and seconded to adopt the 2009 operating budget as presented.

The Council Treasurer highlighted some of the items on the budget. A number of questions were raised, and the Council Treasurer responded to these queries.

As there was no further discussion and there were no proposed budget changes, a vote was called to adopt the 2009 Operating Budget as presented. **CARRIED UNANIMOUSLY**

**A copy of the approved budget and the strata fee schedule for the period January 1<sup>st</sup> 2009 to December 31<sup>st</sup> 2009 is attached to the minutes.**

**Should you have any questions regarding the payment of strata fees, please contact George Nicolaou at 604-714-6386 or [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca).**

**(9) CONSIDERATION OF ¾ VOTES**

**¾ VOTE "A" – REMOVAL OF BYLAW 5 – PET RESTRICTION**

Be it resolved as a ¾ vote resolution of The Owners, Strata Plan VR 2001, Sunny Lodge, to repeal the existing bylaw 5 – Pet Restrictions which reads:

5. (1) An owner, tenant, occupant or visitor must not keep any pets on a strata lot other than one or more of the following:
  - a) a reasonable number of fish or other small aquarium animals
  - b) a reasonable number of small caged animals
  - c) up to two caged birds not heavier than 30 grams each
  - d) a self-contained, in suite indoor cat living in the strata lot at the time this bylaw is passed, which is not to be replaced when it is deceased.
  
- (2) The strata council shall maintain a register of pet cats existing within the strata property at the time this bylaw is passed, identifying each pet, its owner and the strata lot in which the pet

cat resides. Only those pets listed in the strata council's register shall be permitted to reside within the strata property.

(3) Owners of pet cats existing at the time this bylaw is passed must fill out and submit a Pet Approval Form to the strata council before December 31, 2001.

(4) Every owner hosting a visitor or pet shall be responsible to ensure that the visitor or pet complies with all bylaws, rules and regulations of the Strata Corporation. Any property damage caused by a visitor or pet will be the sole responsibility of the owner.

(5) An owner, tenant, occupant or visitor must ensure all pets are secured when on the common property or on land that is a common asset.

(6) No owner, tenant, occupant or visitor will permit a pet to foul any areas within the strata plan. An owner or guest shall ensure that any fecal dropping by his or her pet are picked up, tied in a plastic bag and deposited in the garbage. Pet litter will be properly disposed of in tied plastic bags and deposited in the garbage bins provided.

(7) If the strata council, on reasonable grounds, considers a registered pet to be a nuisance, such pet shall be removed by the owner after 15 days notice in writing to that effect is given to the strata lot owner where the pet is kept.

(8) Owners shall discourage their pets from excessive noise at all time. Persistent, prolonged or continuous noise shall constitute an offence under this bylaw.

(9) No strata lot owner shall feed pigeons, gulls or other wild birds, squirrels, rodents, raccoons or other animals form his or her strata lot or anywhere in close proximity to the strata plan.

(10) Any owner or occupant who contravenes this bylaw or allows it to be contravened by his or her visitors will be subject to a \$50.00 fine for the first infraction of the bylaw, \$100.00 for the second infraction, and thereafter \$200.00 for additional infractions.

It was moved and seconded to present  $\frac{3}{4}$  Vote "A" as presented.

Following questions from owners on the item, a vote was called to adopt  $\frac{3}{4}$  Vote "A" as presented.

**21 In Favour, 5 Opposed and 1 abstained**

**CARRIED**

### **$\frac{3}{4}$ VOTE "B" – ADDITION OF BYLAW 5 – PET RESTRICTION**

Be it resolved as a  $\frac{3}{4}$  vote resolution of The Owners, Strata Plan VR 2001, Sunny Lodge, that the following bylaw be added to the Strata Corporation bylaws:

#### **PET RESTRICTION**

6. (1) An owner, tenant, occupant or visitor must not keep any pets on a strata lot other than one or more of the following:
  - a) a reasonable number of fish or other small aquarium animals
  - b) a reasonable number of small caged animals
  - c) up to two caged birds not heavier than 30 grams each
  - d) a self-contained, in suite indoor cat living in the strata lot at the time this bylaw is passed, which is not to be replaced when it is deceased.

(2) The strata council shall maintain a register of pet cats existing within the strata property at the time this bylaw is passed, identifying each pet, its owner and the strata lot in which the pet cat resides. Only those pets listed in the strata council's register shall be permitted to reside within the strata property.

**(3) Owners with existing pets are exempt from bylaw 5 (1). All owners, including those that are exempt, must complete and submit a Pet Registration Form to the Strata Council within 2 weeks after adoption of the pet restriction amendment.**

(4) Every owner hosting a visitor or pet shall be responsible to ensure that the visitor or pet complies with all bylaws, rules and regulations of the Strata Corporation. Any property damage caused by a visitor or pet will be the sole responsibility of the owner.

(5) An owner, tenant, occupant or visitor must ensure all pets are secured when on the common property or on land that is a common asset.

(6) No owner, tenant, occupant or visitor will permit a pet to foul any areas within the strata plan. An owner or guest shall ensure that any fecal dropping by his or her pet are picked up, tied in a plastic bag and deposited in the garbage. Pet litter will be properly disposed of in tied plastic bags and deposited in the garbage bins provided.

(7) If the strata council, on reasonable grounds, considers a registered pet to be a nuisance, such pet shall be removed by the owner after 15 days notice in writing to that effect is given to the strata lot owner where the pet is kept.

(8) Owners shall discourage their pets from excessive noise at all time. Persistent, prolonged or continuous noise shall constitute an offence under this bylaw.

(9) No strata lot owner shall feed pigeons, gulls or other wild birds, squirrels, rodents, raccoons or other animals from his or her strata lot or anywhere in close proximity to the strata plan.

(10) Any owner or occupant who contravenes this bylaw or allows it to be contravened by his or her visitors will be subject to a \$50.00 fine for the first infraction of the bylaw, \$100.00 for the second infraction, and thereafter \$200.00 for additional infractions.

It was moved and seconded to present  $\frac{3}{4}$  Vote "B" as presented.

Following questions from owners on the proposed bylaw, a vote was called to adopt  $\frac{3}{4}$  Vote "B" as presented.

**8 In Favour, 18 Opposed, 1 Abstained**

**DEFEATED**

### **$\frac{3}{4}$ VOTE "C" – ADDITION OF BYLAW 5 – PET RESTRICTION**

Be it resolved as a  $\frac{3}{4}$  vote resolution of The Owners, Strata Plan VR 2001, Sunny Lodge, that the following Pet Restriction bylaw be added to the Strata Corporation bylaws.

#### **PET RESTRICTION**

5. (1) An owner, tenant or occupant shall be entitled to keep one domestic pet in a strata lot unless another pet is otherwise approved in writing by the strata council. An owner, tenant or occupant that keeps a pet must comply with these bylaws and any rules enacted by the strata council on behalf of the strata corporation pursuant to bylaw 5 with respect to the keeping of

pets. Unless specifically approved by the strata council, the combined weight of any pets will not exceed 10 kilograms (22 lbs.).

(2) An owner, tenant or occupant that keeps a pet in a strata lot, either permanently or temporarily, shall register that pet with the strata council by providing to the strata council a Pet Registration Form, signed by the owner, tenant or occupant setting out the name, breed and colour of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the license number of the pet (when the pet is required to be licensed).

(3) An owner of a pet shall not permit the pet to urinate or defecate on the common property, and if any pet does urinate or defecate on the common property, the owner shall immediately and completely remove all of the pet's waste from the common property and dispose of it in a waste container or by some other sanitary means.

(4) An owner, tenant or occupant whose guest or invitee brings an animal or pet onto the common property shall ensure that the guest or invitee complies with all requirements of these bylaws as they relate to animals and shall perform all of the duties and obligations with respect to that animal or pet as set out in these bylaws.

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

(6) The strata council may, from time to time on behalf of the strata corporation, enact such rules with respect to the keeping of pets as the strata council, acting reasonably, deems necessary or desirable, provided that, in the event of any conflict between these bylaws and any such rule, the provisions of these bylaws will prevail.

(7) If any owner, tenant or occupant violates any provision of these bylaws or if the strata council on reasonable grounds considers a pet to be a nuisance the strata council may, by written notice to such owner, tenant or occupant cause such owner, tenant or occupant to have the pet removed from the strata lot within thirty days of receiving such notice.

It was moved and seconded to present  $\frac{3}{4}$  Vote "C" as presented.

Following questions from owners on the proposed bylaw, a vote was called to adopt  $\frac{3}{4}$  Vote "C" as presented.

**3 In Favour, 23 Opposed, 1 Abstained**

**DEFEATED**

### **$\frac{3}{4}$ VOTE "D" – ADDITION OF BYLAW 5 – PET RESTRICTION**

Be it resolved as a  $\frac{3}{4}$  vote resolution of The Owners, Strata Plan VR 2001, Sunny Lodge, that the following Pet Restriction bylaw be added to the Strata Corporation bylaws.

### **PET RESTRICTION**

5. (1) An owner, tenant or occupant that keeps a pet in a strata lot, either permanently or temporarily, shall register that pet with the strata council by providing to the strata council a Pet Registration Form, signed by the owner, tenant or occupant setting out the name, breed and colour of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the license number of the pet (when the pet is required to be licensed).

(2) An owner of a pet shall not permit the pet to urinate or defecate on the common property, and if any pet does urinate or defecate on the common property, the owner shall immediately and completely remove all of the pet's waste from the common property and dispose of it in a waste container or by some other sanitary means.

(3) An owner, tenant or occupant whose guest or invitee brings an animal or pet onto the common property shall ensure that the guest or invitee complies with all requirements of these bylaws as they relate to animals and shall perform all of the duties and obligations with respect to that animal or pet as set out in these bylaws.

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

(5) The strata council may, from time to time on behalf of the strata corporation, enact such rules with respect to the keeping of pets as the strata council, acting reasonably, deems necessary or desirable, provided that, in the event of any conflict between these bylaws and any such rule, the provisions of these bylaws will prevail.

(6) If any owner, tenant or occupant violates any provision of these bylaws or if the strata council on reasonable grounds considers a pet to be a nuisance the strata council may, by written notice to such owner, tenant or occupant cause such owner, tenant or occupant to have the pet removed from the strata lot within thirty days of receiving such notice.

It was moved and seconded to present  $\frac{3}{4}$  Vote "D" as presented.

Following questions from owners on the proposed bylaw, a vote was called to adopt  $\frac{3}{4}$  Vote "D" as presented.

**20 In Favour, 7 Opposed, 0 Abstained**

**CARRIED**

#### **$\frac{3}{4}$ VOTE "E" – TRANSFER SURPLUS TO EXTERIOR CAPITAL REPAIRS RESERVE FUND**

Be it resolved by the Owners of Strata Plan VR 2001 – Sunny Lodge, that in the event of a surplus at the conclusion of the 2008 fiscal year, the surplus be transferred to the Exterior Capital Repairs Reserve Fund to be used for decks and exterior siding repairs. The expenditures will be approved at the discretion of the Council.

It was moved and seconded to present  $\frac{3}{4}$  Vote "E" as presented.

Following questions from owners on the proposed resolution, a vote was called to adopt  $\frac{3}{4}$  Vote "E" as presented.

**25 In Favour, 0 Opposed, 2 Abstained**

**CARRIED**

Council established a fund, as voted by the owners at the 2008 Annual General Meeting, specifically for expenditures to repair decks and exterior siding. Any surplus from the 2008 fiscal year will be transferred to this fund, and used at the discretion of Council.

The final year surplus/deficit is contingent on the final year end financial statements prepared by the previous management company.

#### **(10) ELECTION OF 2009/2010 STRATA COUNCIL**

As per the bylaws, a maximum of seven (7) Strata Council members could be elected. Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions.

The following owners volunteered or were nominated and agreed to stand for office for the 2009/2010 term.

Michelle Porter	#203	Kendal Bushe	#202
Tracey Carter	#101	Andrea Frisque	#210
Justin Pethick	#201	Robyn Fenton	#214
Angela Semeniuk	#307		

As no further volunteers/nominations came forward, the above noted owners were elected to Council by acclamation.

#### **(11) GENERAL DISCUSSION & QUESTIONS**

The floor was then opened for general discussion. During the general discussion and question period the following issues were raised:

- In regards the new laundry units, Council will monitor them and discuss if any changes need to be made. There was a suggestion from an owner to install a folding table
- There was a suggestion from an owner for Council to look into lowering the utility costs
- There was a request for Council to discuss the topic of rentals during the 2010 Winter Olympics.
- A number of owners have requested to rent one (1) of the three (3) parking stalls. An owner believed that after an initial lottery draw for parking stalls that was done a few years ago, those owners would continue to have use of the stalls, until another requested one. It was requested that Council discuss the issue at their first Council meeting.

#### **(12) TERMINATION**

There being no further business, the meeting was terminated at 9:45pm.

### **COUNCIL MEETING**

Following the Annual General Meeting, the new Strata Council met briefly and agreed to hold their first Council Meeting on Wednesday, April 8<sup>th</sup> 2009 at 6:30pm.

Council also elected the following persons to Council positions:

President:	Michelle Porter
Vice President:	Kendal Bushe
Treasurer:	Angela Semeniuk
Secretary:	Robyn Fenton

Council discussed the following issues:

- PCO Pest Control submitted a report stating that there was no pest activity when they inspected a number of units and various common areas of the building. They noted areas that they recommended needed to be sealed. It was moved and seconded that a company be hired to seal those areas. **CARRIED**

The Strata Manager will contact a contractor and schedule a date and time.



- During the last annual inspection of the building, Vancouver Fire & Security noted a number of deficiencies, and that a number of units need to be inspected. It was moved and seconded to approve the quotation. **CARRIED**

The Strata Manager will contact Vancouver Fire & Security, and contact the individual strata lots where access is needed.

Submitted by:  
George Nicolaou  
Strata Manager  
Baywest Management

**An Owner Information sheet is attached to these minutes for those owners who have not submitted their form to Baywest Management.**

**In addition, a Form K is attached for those owners who are renting their units.**

**If you wish to have your strata fees automatically deducted, please submit the attached form and submit to Baywest Management.**

**Feel free to contact the Strata Manager if you have any questions. Thank you!**

**REMINDER**

**Council wishes to send a friendly reminder that noise does travel through the wood frame building, and to kindly consider your neighbours.**

**This includes keeping noise to a minimum in all the common areas of the building, including the patio and in the front lobby.**

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.*

**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**#307 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL  
2009/2010****VICE-PRESIDENT**

Kendal Bushe

**TREASURER**

Angela Semeniuk

**SECRETARY**

Robyn Fenton

**AT-LARGE**Andrea Frisque  
Tracey Carter  
Justin Pethick**STRATA MANAGER**

George Nicolaou

Direct Line: 604-714-6386

Direct Fax: 604-592-5285

Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**STRATA ACCOUNTANT**

Cecilia Hu

Direct Line: 604-714-1533

Email: [chu@baywest.ca](mailto:chu@baywest.ca)**BAYWEST MANAGEMENT****300 – 1770 BURRARD  
STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**Kendal Bushe  
Robyn Fenton  
Tracey Carter  
Justin Pethick  
Angela Semeniuk**REGRETS:**

Andrea Frisque

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

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

**1.1 COUNCIL MEMBER**

At the Annual General Meeting, Michelle Porter was elected to Council. Council requested that the Strata Manager contact Ms. Porter and find out if she intended to serve on the Strata Council.

**\*\*\*Subsequent to the Council meeting, Ms. Porter advised that she had no intention of serving on Council. A new Council President will be elected at the next Council meeting. There is one (1) available Council position available for the remainder of the fiscal year. Any owners who are interested in becoming a Council member are asked to contact the Strata Council or the Strata Manager.****1.2 STANDARD OPERATING PROCEDURES**The Strata Manager distributed copies of the "Operating Procedures" to all Council members, which outline the policies and procedures to ensure the smooth operation of the Strata Corporation. The Strata Manager went through the Operating Procedures with Council. After reviewing the document, it was moved and seconded to adopt the operating procedures for the 2009/2010 Council term. **CARRIED****1.3 CREATION OF COUNCIL COMMITTEES**

Council established the following Committees for 2009/10:

- Building Remediation
- Landscaping

**(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the Strata Council meeting minutes of January 20<sup>th</sup> 2009 as distributed.**CARRIED**

**(3) BUSINESS ARISING FROM PREVIOUS MINUTES**

**3.1 PARKING SPACE LOTTERY**

Council discussed the allocation of parking spots. It was moved and seconded to allow those owners currently renting a parking stall, to continue to rent them until the next Annual General Meeting. As there was confusion with regards to the initial draw, a lottery will take place at the next Annual General Meeting if there are more than three (3) requests for a parking stall. Owners will be notified to apply in writing prior to the Annual General Meeting. **CARRIED**

**3.2 PEST CONTROL**

PCO Services reported that there are some areas in the building that need to be sealed. A contractor will be going through the building in April and repair those areas that were noted by PCO. The Strata Manager will also review the current contract with PCO and report back to Council.

**3.3 LAUNDRY INCOME**

Council requested that the Strata Manager contact Phelps to lower the drying time for the machines to thirty (30) minutes. Council also requested that the Strata Manager ask Phelps to exchange two (2) machines to units that have the same panel as the middle machine (6 button panel).

**3.4 IRRIGATION**

The Strata Manager will contact University Sprinklers to re-commission the sprinklers for the summer.

**3.5 LIGHTS IN COMMON HALLWAYS**

There are a number of areas in the building that do not get enough light. It was moved and seconded to replace a number of fixtures in the common hallways with lighting similar to what is installed by the mailboxes. **CARRIED**

The Strata Manager will obtain a quotation and report back to Council.

**(4) FINANCIAL REPORTS**

**4.1 FINANCIAL STATEMENTS**

The approval of the financial statements was deferred to the next Council meeting, as there are a number of items for 2008 that are still pending by Peak Properties, the previous management company.

**4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the date of the meeting, \$7,276.01 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

**(5) CORRESPONDENCE**

- Council received a letter from an owner requesting that \$2,500 applied to their account in 2007 be removed. The \$2,500 is in relation to patio repairs that were done to prevent water from leaking into the unit through the bottom of the patio door which, according to the January 10<sup>th</sup>

2007 minutes, was caused by a combination of a defective door seal, the elevation of the patio surface being too high, and the absence of drainage.

As per the January 10<sup>th</sup> 2007 Council meeting minutes and correspondence sent to the owner, it was stated that the costs would be covered by the Strata. The owner agreed to pay \$125 as per their conversation with the previous Strata Manager.

After discussing the issue, it was moved and seconded to approve the request. **CARRIED**

- Council received a letter from an owner with regards to their balcony needing repairs. Council requested that the Strata Manager obtain two (2) quotations.

**All owners are asked to contact the Strata Manager by May 15<sup>th</sup> 2009 if there are any deficiencies with your balcony. Council will review each request at the next meeting, and obtain quotations to repair the balconies on the list.**

## **(6) NEW BUSINESS**

### **6.1 ELEVATOR REPAIRS**

Richmond Elevators attended to two (2) incidents. Milani was called to one (1) of the incidents to repair a blown fuse that caused the elevator to stop working.

### **6.2 BOILER STRIP AND CLEAN**

Milani Plumbing Drainage & Heating stripped and cleaned the boilers in February.

### **6.3 GARBAGE COLLECTION**

Smithrite Disposal reported to the Strata Manager that there was green waste in the garbage bins. The Strata Manager will inquire with Neighbourhood Lawn Care if they have been placing green waste in the bins.

**All owners are advised to not put any green waste into the bins, as Smithrite has advised that they will not collect the garbage if they find green waste in the bins.**

### **6.4 APPRAISAL RENEWAL**

2008 was year 3 of the 3-year contract with Ocean Province Appraisal Co. Ltd. for an appraisal to ensure the building is not under insured. It was moved and seconded to approve the quotation from Ocean Province for \$700 plus GST for a new 3-year appraisal contract. **CARRIED**

### **6.5 STRATA CORPORATION RULES**

It was moved and seconded to delete the following from rule 28:

“No owner shall keep or harbour in the building any animal, bird, domestic or household pet heavier than 30 grams (about 1 oz).” **CARRIED**

A copy of the Strata Corporation rules are attached.

### **6.6 EXHAUST IN PARKING GARAGE**

Council is concerned that there may be an issue with the level of exhaust in the parkade. Council requested that the Strata Manager contact Milani to assess the concern.

## **6.7 LANDSCAPING**

Council requested that the Strata Manager contact a member of the landscaping committee, and inquire if they are willing to attend the Council meetings to provide a verbal report.

### **(7) NEXT MEETING & TERMINATION**

The next Council meeting is scheduled for Thursday, June 4<sup>th</sup> 2009 at 6:30pm.

There being no further business, the meeting was terminated at 8:45pm.

Submitted by:

George Nicolaou, Strata Manager

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two(2) years. There will be a charge for copies.*

**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**#307 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL  
2009/2010****PRESIDENT**  
Robyn Fenton**VICE-PRESIDENT**  
Kendal Bushe**TREASURER**  
Angela Semeniuk**SECRETARY**  
Robyn Fenton**AT-LARGE**  
Andrea Frisque  
Tracey Carter  
Val Edwards**STRATA MANAGER**George Nicolaou  
Direct Line: 604-714-6386  
Direct Fax: 604-592-5285  
Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**ACCOUNTS RECEIVABLE  
CALL CENTRE**  
1-877-585-4411  
AR@baywest.ca**BAYWEST MANAGEMENT**  
**300 – 1770 BURRARD  
STREET**  
**VANCOUVER, BC V6J 3G7**  
24 Hr: 604-257-0325**PRESENT:**Robyn Fenton  
Tracey Carter (left at 8:10pm)  
Angela Semeniuk  
Val Edwards (arrived at 8:10pm)**REGRETS:**Andrea Frisque  
Kendal Bushe

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

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

**1.1 COUNCIL MEMBER RESIGNATION**

Notice was received that Justin Pethick will no longer serve on the Strata Council. Council would like to thank Justin for volunteering as a Council member.

**1.2 COUNCIL PRESIDENT**It was moved and seconded to elect Robyn Fenton as the new Council President for VR 2001. **CARRIED****(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the Strata Council meeting minutes of April 8<sup>th</sup> 2009 as distributed. **CARRIED****(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 PATIO REPAIRS**

Council received and reviewed two (2) quotations to repair one (1) balcony. Five (5) other unit owners notified the Strata Manager since the last Council meeting that their balconies are in need of repairs. Council decided to have Nicons Enterprises assess all the balconies on the list and provide a quotation and report. Council will review the quotation at the next Council meeting and determine how many balconies can be repaired this fiscal year, taking into account the urgency of having certain balconies repaired.

The balconies that will be assessed: 106, 305, 307, 310, 311, 404

**3.2 REPLACEMENT OF LIGHTS IN COMMON HALLWAYS**

Council received one (1) quotation to replace a number of lights in the common hallways. For budgetary reasons, Council decided to defer this item towards the end of the fiscal year, as there are other important items to attend to.

### **3.3 LAUNDRY MACHINES**

Phelps lowered the drying time for the machines to thirty (30) minutes as requested.

## **(4) FINANCIAL REPORTS**

### **4.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial Statements up to April 30<sup>th</sup> 2009 as distributed.

**CARRIED**

The Strata Manager informed the Council that the Baywest accounting department is working on an issue involving the CRF reconciliation that stems back to when Amex was the management company. The accounting department is working with Peak and Amex to rectify the issue, and will be updating the Council Treasurer in the process. Any changes to the financials will be made in the current month when the issue is rectified.

### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the date of the meeting, \$2,416.52 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

## **(5) CORRESPONDENCE**

- Council received a request from an owner to renovate their bathroom, which includes installing a shower. The owner stated that the necessary permits will be obtained, and a licensed, insured, WCB registered contractor will be hired. It was moved and seconded to approve the request.

**CARRIED**

The Strata Manager will send a letter to the owner, including an Assumption of Liability which will need to be signed prior to any work starting.

- Council received a letter from an owner in regards to an incident in 2008 where a burst pipe caused damage in their bathroom. The owners' bathroom is still not fixed. The Strata Manager requested information from SCM Adjusters, including an estimate from Belfor Restoration for \$1,952.76 to repair the floor coverings, insulation and drywall, paint, and plumbing. As the estimate was below the insurance deductible, the claim was closed.

The owner requested that they be reimbursed by the Strata for \$1,952.76 to carry out the repairs to their bathroom. It was moved and seconded to reimburse the owners for the amount requested.

**CARRIED**

The Strata Manager will write a settlement letter to the owner which will need to be signed prior to the funds being released.

- Council received two (2) letters from owners in regards to the laundry machines. Details of the letters involved the drying times being too short and the machines eating quarters.

Council decided that the drying times will remain at thirty (30) minutes. A number of owners find that thirty (30) minutes is enough time, so the drying times were reduced to conserve energy. Owners can put more quarters into the machine for a longer drying time.

Council requested that the Strata Manager contact Phelps in regards to the machines eating quarters.

- Council received a letter from an owner in regards to Council's decision on removing \$2,375 from their account. This issue is in relation to patio repairs that were done to prevent water from leaking into the unit through the bottom of the patio door.  
The owner requested copies of all the correspondence to and from Strata regarding the matter.

As the patio repairs were done to an owner's unit who is currently on Council, the matter was discussed after the Council member was requested to leave the meeting.

Council discussed the issue and requested that the Strata Manager send a letter to the owner explaining the decision, and attach the correspondence pertaining to the issue.

- Council received a letter from an owner in regards to a hole in the wall on the west side of the building. The Strata Manager will contact a contractor to repair the wall.

## **(6) NEW BUSINESS**

### **6.1 RE-PIPING THE BUILDING**

This item was deferred to the next Council meeting. The Strata Manager informed the Council that a representative from Brighter Mechanical has offered to make a brief presentation at the next Council meeting.

### **6.2 BOILER REPAIRS**

Council received two (2) quotations to repair one (1) of the boilers, as it is currently not working. It was moved and seconded to approve the quotation from Lazar Plumbing & Heating. **CARRIED**

### **6.3 PREVENTATIVE MAINTENANCE**

As Council have been unhappy with the work that Milani has been providing to the building, it was moved and seconded to terminate the contract with Milani Plumbing Heating & Drainage. **CARRIED**

Ninety (90) days written notice will be given to Milani as per the contract agreement.

Council received and reviewed two (2) quotations from Lathams, and Lazar Heating and Plumbing for preventative maintenance. It was moved and seconded to approve the quotation from Lazar Heating & Plumbing for quarterly preventative maintenance at \$490 plus GST per visit. **CARRIED**

### **6.4 GREEN WASTE BIN**

A waste bin has been provided to the building for green waste. **All owners are reminded to not dispose of any green waste in the garbage bins.**

### **6.5 PARKING GARAGE EXHAUST**

The timer for the exhaust fan in the parkade was switched back on. No problems were found.

### **6.6 NO POWER IN A UNIT**

An owner reported that there was no power in their unit. The Strata Manager contacted Milani to service the problem.

### **6.7 PARKING STALLS**

**All owners are reminded of Strata bylaw 6(3):**



**“No owner shall permit any Item, except for bicycles, car tires and the owner's vehicle, to be stored in any parking space at any time, in accordance with City of Vancouver Fire Regulations and bylaws.”**

**All owners are also reminded that any vehicles that are unlicensed or unregistered, the owner must provide proof of storage liability insurance for fire, theft, and public liability.**

**6.8 MORTGAGE RENEWAL**

The mortgage for the Strata owned unit was renewed at a five (5) year fixed term at 4%.

**6.9 NEW COUNCIL MEMBER**

It was moved and seconded to appoint Val Edwards as a council member for the remainder of the term. **CARRIED**

**(7) NEXT MEETING & TERMINATION**

A date for the next Council meeting will be scheduled when Council receives the quotation(s) for the balcony repairs.

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

Submitted by:  
George Nicolaou, Strata Manager

**BOILER ROOM**

**It was noted during a recent walk-thru that there are a number of items in the boiler room that need to be removed. If you have stored items in the boiler room, please remove them by June 30<sup>th</sup> 2009. With the exception of the two (2) ladders, all unnecessary items in the boiler room will be removed.**

**It has been brought to the Council's attention that there are a number of owners who have a key to the boiler room. Please note that only the Strata Manager, Council, or people authorized by Council are allowed to have a key to the boiler room. Owners are kindly asked to submit their boiler room key to the Strata Manager.**

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.*

**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**Roof – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL  
2009/2010****PRESIDENT**

Robyn Fenton

**VICE-PRESIDENT**

Kendal Bushe

**TREASURER**

Val Edwards

**SECRETARY**

Robyn Fenton

**AT-LARGE**

Andrea Frisque

Tracey Carter

Val Edwards

**STRATA MANAGER**

George Nicolaou

Direct Line: 604-714-6386

Direct Fax: 604-592-5285

Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**ACCOUNTS RECEIVABLE****CALL CENTRE**

1-877-585-4411

AR@baywest.ca

**BAYWEST MANAGEMENT****300 – 1770 BURRARD****STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**

Robyn Fenton

Tracey Carter

Val Edwards

Kendal Bushe

Angela Frisque

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 6:30pm. A quorum was established.

**1.1 COUNCIL MEMBER RESIGNATION**

Notice was received that Angela Semaniuk will no longer serve on the Strata Council. Council would like to thank Angela for volunteering as a Council member.

**1.2 COUNCIL TREASURER**

Val Edwards volunteered to serve as Council Treasurer for the remainder of the term.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Strata Council meeting minutes of June 4<sup>th</sup> 2009 as distributed. **CARRIED**

**(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 PATIO REPAIRS**

Council received and reviewed two (2) quotations to repair six (6) balconies. As per the report from Columbus Construction & Restoration, units #305, #307 and #404 should be done as soon as possible., while the remaining units could be done in the next 1-2 years. Columbus was unable to gain access to 310.

It was moved and seconded to approve the quotation from Columbus Construction & Restoration to repair the balconies for #305, #307 and #404. Columbus will be asked to assess the balcony of #310 and report back to Council. **CARRIED**

The cost for the balcony repairs for the three (3) units will be approximately \$10,695 plus GST. The contractor will inform the Strata Manager and Council if any structural rot repairs are needed. The total in the Exterior Capital Repairs Reserve Fund is \$11,635.62.

### **3.2 RE-PIPING THE BUILDING**

The Strata Manager informed the Council that a representative from Brighter Mechanical has offered to make a brief presentation at the next Council meeting. Council requested that the Strata Manager contact Brighter Mechanical and ask that they attend the Council meeting in September.

### **3.3 BOILER REPAIRS**

In reference to item 6.2 from the last Council minutes, Lazar Heating & Plumbing will be servicing the boilers in August.

### **3.4 BOILER ROOM**

With the exception of the two (2) ladders, the janitor will be removing all unnecessary items in the boiler room.

### **3.5 LAUNDRY MACHINES**

There are reports that the laundry machines are still eating quarters. The Strata Manager will contact Phelps about this issue, and to also request that a couple of washing machines are changed to six-button option machines.

### **3.6 ITEMS IN PARKING STALLS**

As per the Strata Corporation bylaws, tires and bicycles are allowed in parking stalls. Please be advised that the Council was informed that as per Vancouver City Bylaws, nothing can be stored in parking stalls. The storage of tires and bicycles are at an owners' risk. The Council will be re-assessing the issue, and if necessary will be discussing this with owners at the next Annual General Meeting.

Council requested that the Strata Manager write a letter to an owner in regards to firewood and tarps being stored in a parking stall, and the front of their vehicle being parked past the concrete columns making it difficult for others to park.

### **3.7 HEARING REQUEST**

An owner requested a hearing in regards to Council's decision on removing the charge to an owner in relation to patio repairs completed in 2007. As the owner was unavailable for the July 23<sup>rd</sup> Council meeting, Council agreed to meet with the owner in August for one(1) hour. The Strata Manager will write a letter to the owner.

The following is an explanation of how the current Council reached their decision to remove the charge to an owner in relation to the patio repairs in 2007:

As stated in the January 10<sup>th</sup> 2007 Council meeting minutes:

“...water has been leaking into unit ... through the bottom of the patio door, caused by a combination of lack of door seal, the patio surface elevation being too high, and absence of drainage. Also during the recent windstorm, a tree toppled and broke the unit ... brick patio wall. Council decided to proceed with repair, with the cost to be covered by the Strata. The repair will include reconstruction of the damaged patio, provision of drainage to prevent further leaking, and remediation of the interior mold caused by water ingress.”

The 2009 Council's decision was based on the fact that the Strata Corporation on January 10<sup>th</sup> 2007, prior to the repairs being made, committed to paying for all the repairs minus \$125 which the owner agreed to pay. This was the arrangement made between the Strata Corporation and the owner of the unit.

After the repairs were completed, the new Council on June 20<sup>th</sup> 2007 "agreed on the cost sharing with the owner for the repairs and the upgrading of the patio." Based on the correspondence on file, the owner was not present at the meeting and the owner did not consent to modifying the original arrangement. In the opinion of the 2009 Council, such consent would clearly be needed to modify the commitment of the Strata Corporation made on January 10<sup>th</sup> 2007.

In addition, the repairs were needed to prevent further damage to the building. As stated in the minutes, some damage had already occurred, but much more would have occurred if the repairs were not done promptly. As stated in Strata Bylaw 11:

11. *The strata corporation must repair and maintain all of the following:*

- (a) common assets of the strata corporation;*
- (b) common property that has not been designated as limited common property;*
- (c) limited common property, but the duty to repair and maintain it is restricted to
  - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and*
  - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
    - (a) the structure of a building;*
    - (b) the exterior of a building;*
    - (c) chimneys, stairs, balconies, patios and other things attached to the exterior of the building;*
    - (d) doors, windows and skylights on the exterior of a building or that front on the common property;*
    - (e) fences, railings and similar structures that enclose patios, balconies or yards;***

Costs in excess of the original quotation associated with the patio repair, which appear to be the reason for the 2007 Council's attempt to unilaterally modify the Strata Corporation's agreement with the owner, should have been managed as they occurred. Had these been in any substantial part caused by the choice to restore the patio to the new building standard – for which the owner had committed to paying the additional \$125 based on the original estimate from the contractor, then this issue should have been brought to the attention of the owner prior to further work being done, so that the owner could re-assess the decision to proceed with using the new standard at which time a new cost-sharing arrangement could then have been considered. By taking sole responsibility for management of the project (repairs and extension), the Strata Corporation also took responsibility for any cost over-runs that might have occurred.

#### **(4) FINANCIAL REPORTS**

##### **4.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial Statements for the period ending May 31<sup>st</sup> 2009 as distributed. **CARRIED**

The Council Treasurer will be meeting with the Baywest accounting department in regards to the CRF reconciliation. Any changes to the financials will be made in the current month when the issue is rectified.

## **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the date of the meeting, \$1,607.71 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

### **(5) CORRESPONDENCE**

- Council received a letter in regards to ants. **Any owners who are experiencing problems with ants are asked to contact the Strata Manager.**
- Council received letters from two (2) owners in regards to another owners' pets. Details of the complaint include the pets wandering in the common areas unleashed, and defecating and/or urinating on the lawn and plants. Council requested that the Strata Manager write a notification letter to the pet owner.

Any correspondence that was received by the Strata Manager or Council was efficiently dealt with by the management company and/or Council.

### **(6) NEW BUSINESS**

#### **6.1 IRRIGATION SYSTEM**

University Sprinklers reported that the irrigation system at the Northeast corner of the property has very low pressure and is not operating properly. Lots of water can be heard running through the master valve when the zone is activated. It was moved and seconded for University Sprinklers to assess and repair the problem.

**CARRIED**

#### **6.2 LANDSCAPING**

Council discussed the landscaping around the complex, and will be inviting a representative from the landscaping committee to attend the next Council meeting.

#### **6.3 HORNETS NEST**

There were two (2) reports from owners in regards to hornets nests. PCO Pest Control attended to both calls.

#### **6.4 DRY SPRINKLER FULL TRIP TEST**

The dry sprinkler system is due for a full trip test. This service is required by fire code every three (3) years. The Strata Manager will contact Vancouver Fire and Security to schedule a date and time.

#### **6.5 DOOR STOPPERS**

A number of door stoppers were installed throughout the building.

#### **6.6 ELEVATOR LIGHT**

An electrician was called to service the light in the elevator.

## 6.7 SIDING REPAIRS

Council received and reviewed one (1) quotation for \$12,750 plus GST from Columbus Construction and Restoration to repair the siding at the Northeast side of the building. The contractor advised that these walls are in the later stages of rotting and are posing a risk of damaging the building framing. The contractor recommended that the walls are fully restored with new siding with flashings and blueskin details.

Council requested that the Strata Manager obtain two (2) additional proposals and quotations as soon as possible. Council will review all three (3) proposals as soon as they are available.

### (7) NEXT MEETING & TERMINATION

The next Council Meeting with the Strata Manager will be held on Tuesday, September 22<sup>nd</sup> 2009 at 6:30pm.

Council will be meeting with an owner in August that requested a hearing. Council will also be scheduling a meeting to review the proposals for the siding repairs once they are submitted. A notice will be posted informing owners of the date(s).

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

Submitted by:  
George Nicolaou, Strata Manager

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.*

**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**#210 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL****2009/2010****PRESIDENT**

Robyn Fenton

**VICE-PRESIDENT**

Kendal Bushe

**TREASURER**

Val Edwards

**SECRETARY**

Robyn Fenton

**AT-LARGE**

Andrea Frisque

Tracey Carter

Val Edwards

**STRATA MANAGER**

George Nicolaou

Direct Line: 604-714-6386

Direct Fax: 604-592-5285

Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**ACCOUNTS RECEIVABLE****CALL CENTRE**

1-877-585-4411

AR@baywest.ca

**BAYWEST MANAGEMENT****300 – 1770 BURRARD****STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**

Robyn Fenton

Val Edwards

Kendal Bushe

Angela Frisque

**REGRETS:**

Tracey Carter

Mike Pearson – Brighter Mechanical (left at 7:30pm)

Rosa Cozza – Gardening committee (arrived at 8:00, left at 8:15pm)

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 6:30pm. A quorum was established.

**1.1 BRIGHTER MECHANICAL – DOMESTIC WATER PIPE REPLACEMENT**

Council invited Brighter Mechanical to the Council meeting to make a presentation and provide information in regards to a domestic water pipe replacement. Mike Pearson answered a number of questions from Council including the possible costs involved, the timeframe of the pipe replacement, and the work involved. Council decided to discuss this item at the next meeting in further detail.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Strata Council meeting minutes of July 23<sup>rd</sup> 2009 as distributed. **CARRIED**

**(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 PATIO REPAIRS / SIDING REPAIRS**

Columbus Construction & Restoration has completed the repairs to the balconies.

Council had approved the quotation from Columbus Construction and Restoration to repair the siding at the Northeast side of the building. As of the date of the meeting, the siding repairs are nearing completion.

**3.2 BOILER REPAIRS**

Lazar Plumbing and Heating completed the boiler repairs and both are now operational.

### **3.3 LAUNDRY MACHINES**

Phelps has not replaced two (2) machines to six-button option machines. Council requested that the Strata Manager contact Phelps to inquire.

### **3.4 ITEMS IN PARKING STALLS**

Council would like to thank all residents for removing items from their parking stalls. As mentioned in the previous minutes, Council was informed that as per Vancouver City Bylaws, nothing can be stored in parking stalls. A number of residents informed the Council about allowing tires and bicycles as per the Strata Corporation bylaws. The Vancouver City Bylaws overrule our building bylaws, therefore no items can be stored in the garage. Council will be proposing a change to our bylaws at the next Annual General Meeting so they align with city requirements.

### **3.5 HEARING REQUEST**

Attached are the details of a hearing held on August 20<sup>th</sup> 2009 in regards to Council's decision on removing the charge to an owner in relation to patio repairs completed in 2007.

## **(4) FINANCIAL REPORTS**

### **4.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial Statements for the period ending July 31<sup>st</sup> 2009 as distributed. **CARRIED**

The Council Treasurer met with the Baywest accounting department in regards to the financials. Baywest found a number of accounting errors done by the previous management companies for Sunny Lodge. The Council Treasurer reported that no funds are missing and will be working with Baywest to rectify the accounting errors.

Council requested that a Milani invoice to repair a circuit breaker for a strata lot be charged back to the owner. The circuit breaker was an in-suite problem.

### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the date of the meeting, \$1,163.97 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

## **(5) CORRESPONDENCE**

- Council received two (2) more letters from owners in regards to another owners' pets. Details of the complaint include the pets wandering in the common areas unleashed, and defecating and/or urinating on the lawn and plants. It was moved and seconded to fine the owner(s) \$50 for violation of the pet bylaw. **CARRIED**

Council discussed the pet bylaw. It was moved and seconded to add the following to the Strata Corporation rules:

**“All pets must be on a leash or in a carrier box when on the common property.”**

**CARRIED**

- Council also received the following correspondence from owners in regards to:



- water being found in the storage room (discussed in new business)
- the Vancouver City bylaw on items stored in parking stalls
- cigarette butts being thrown on the roof deck
- fire torches on a balcony of one (1) strata lot
- revisiting the pet bylaw at the next Annual General Meeting

Any correspondence that was received by the Strata Manager or Council was efficiently dealt with by the management company and/or Council.

## **(6) NEW BUSINESS**

### **6.1 PIPE IN PARKADE / LOWER STORAGE ROOM**

Lazar Heating and Plumbing was called to service a pipe in the parkade that had burst and was causing a minor leak. Lazar recommended that the entire pipe be replaced as it was found that it had been clamped in a number of spots and could potentially cause more problems

Some water ingress was discovered in the lower storage room by the parkade, and it was reported that the defective pipe may be causing it.

The Strata Manager will obtain a quotation from Lazar to replace the pipe in the parkade, and will forward it to Council.

### **6.2 WINTERIZATION**

University Sprinklers will be shutting down and winterizing the irrigation system in October.

### **6.3 DRAIN CLEANING**

Lazar Heating and Plumbing will be providing a quotation for cleaning the drains in the building.

### **6.4 LANDSCAPING**

A member of the gardening committee attended the Council meeting in regards to the landscaping. It was reported that quotations are being obtained for improvements to the landscaping, as well as regular maintenance.

The Council discussed the topic after the gardening committee member left the meeting. As a number of owners have requested landscaping improvements to the north-side of the building, Council requested that the Strata Manager write a letter to the gardening committee advising that the remaining \$1070 in the Landscaping Improvements budget be spent to improve the landscaping on the north-side. In addition, Council will request to see a plan for the improvements to the north-side.

### **6.5 SNOW REMOVAL**

The Strata Manager will order a few bags of ice melt in preparation for the winter months.

### **6.6 POSSIBLE RENTAL**

It was brought to Council's attention that an owner might be renting their unit. Council requested that the Strata Manager send a letter to the owner.

## **6.7 ANNUAL FIRE INSPECTION**

The Annual Fire Inspection will be scheduled for January 2010. A notice will be sent to all owners advising of the date(s) and time(s).

## **6.8 GARBAGE BIN**

It was reported to Council that there has been unauthorized access to the dumpsters. Council will inquire with the disposal company about locking the bins.

## **(7) NEXT MEETING & TERMINATION**

The next Council Meeting will be held on Tuesday, November 24<sup>th</sup> 2009 at 6:30pm.

There being no further business, the meeting was terminated at 9:20pm.

Submitted by:  
George Nicolaou, Strata Manager

### **MECHANICAL CONTRACTOR**

**A FRIENDLY REMINDER TO ALL RESIDENTS THAT LAZAR HEATING AND PLUMBING IS THE BUILDING'S NEW MECHANICAL CONTRACTOR. THEY WILL BE PERFORMING THE QUARTERLY PREVENTATIVE MAINTENANCE IN THE BUILDING AS WELL AS ATTEND TO ANY DEFICIENCIES THAT MAY ARISE.**

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.

**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**#210 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL  
2009/2010****PRESIDENT**

Robyn Fenton

**VICE-PRESIDENT**

Kendal Bushe

**TREASURER**

Val Edwards

**SECRETARY**

Robyn Fenton

**AT-LARGE**

Andrea Frisque

Tracey Carter

**STRATA MANAGER**

George Nicolaou

Direct Line: 604-714-6386

Direct Fax: 604-592-5285

Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**ACCOUNTS RECEIVABLE  
CALL CENTRE**

1-877-585-4411

AR@baywest.ca

**BAYWEST MANAGEMENT  
300 – 1770 BURREARD  
STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**

Robyn Fenton

Val Edwards

Kendal Bushe

Andrea Frisque

Tracey Carter (left at 9:00pm)

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

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

**(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the Strata Council meeting minutes of September 22<sup>nd</sup> 2009 as distributed. **CARRIED****(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 SIDING REPAIRS**

Columbus Construction &amp; Restoration has completed the siding repairs on the northeast side of the building.

**3.2 LAUNDRY MACHINES**

Phelps replaced all the laundry machines with new units in October. No further problems have been reported to the Strata Manager.

It was reported by an owner that someone had posted a note to not lock the door to the laundry room. After some discussion, it was moved and seconded to install a door handle without a lock. **CARRIED****3.3 ALLEY PARKING**A reminder to all owners to contact the Strata Manager if you are interested in entering the lottery draw for a parking spot in the back alley. The draw will occur at the Annual General Meeting. It was moved and seconded that as of July 1<sup>st</sup> 2010, the new cost for a parking spot will be \$35/month. **CARRIED****3.4 PIPE REPLACEMENT**

Lazar Heating and Plumbing reported that there is a 140-foot galvanized pipe in need of replacement in the parkade. The pipe is a domestic water line to the building and currently has a number of pin-holes and build up of rusting bacteria. Council was advised that if the pipe blows, there will be no heat in the building. For safety and security reasons, it was moved and seconded to replace the pipe as soon as possible. **CARRIED**

Lazar submitted a quotation for \$5,940 (plus GST) to replace it with proper copper piping. Council requested that the Strata Manager obtain two (2) additional quotations. The Strata Manager will forward the quotations to Council as soon as the quotations are submitted.

### **3.5 WINTERIZATION**

University Sprinklers winterized the irrigation system on November 20<sup>th</sup>.

### **3.6 DRAIN CLEANING**

Council requested that the Strata Manager obtain two (2) quotations to flush all the drains in the building. The cost will be proposed in the next fiscal year budget.

### **3.7 DOMESTIC WATER PIPE REPLACEMENT**

Council decided that they will be proposing a  $\frac{3}{4}$  Vote Resolution at the next Annual General Meeting to replace the domestic water pipes in the building. Council received one (1) quotation from Brighter Mechanical for approximately \$275,000. Council requested that the Strata Manager obtain two (2) additional quotations, including one (1) for epoxy coating the piping.

Council also requested that the Strata Manager inquire with Vancity about refinancing the mortgage on the strata owned unit for part of the project.

## **(4) FINANCIAL REPORTS**

### **4.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial Statements for the periods ending August 31<sup>st</sup> and September 30<sup>th</sup> 2009 as distributed. **CARRIED**

### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the date of the meeting, \$914.93 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

Council requested that the Strata Manager write-off a total of \$32.99 in late fees that was charged to two (2) former owners, due to Peak Properties not collecting a one (1) late fee when they were the managing agents for the Strata, while the other was due to Baywest receiving the Accounts Receivable report fairly late from Peak.

## **(5) CORRESPONDENCE**

- Council received a letter from an owner stating that they have an immediate family member living in their unit as per the Rental Bylaw 4 (20).
- Council received a letter from an owner in regards to having tiki torches on their patio. The owner stated that they will not be using them anymore and requested that they remain for decorative purposes.
- Council received additional complaints in regards to another owners' pets. Council requested that the Strata Manager write a letter to the pet owner inviting them to a hearing on December 15<sup>th</sup> to discuss the complaints.
- Council received a noise complaint letter pertaining to one (1) strata lot. The Strata Manager sent a notice letter to the strata lot owner.

- Council received a letter from an owner requesting that an invoice charge-back be reversed, Milani had told the owner that the circuit breaker that was changed was in the electrical room, not in the unit. It was moved and seconded to reverse the invoice charge-back. **CARRIED**

- Council received a letter from an owner inquiring on when their patio will be repaired to its original state. It was reported to Council that the patio is not posing a safety concern to the building. Council also viewed the August 2003 meeting minutes where it references that the unit owner was authorized to proceed with the installation of interlocking brick pavers.

Council decided that any patio alteration on that unit is an owner's responsibility. Council requested that the Strata Manager write a letter to the owner referencing the August 2003 meeting minutes, and any repairs that the owner would like to do must be approved by Council prior to proceeding.

- Council received a request to rent a parking spot in the back alley.
- Council received a request from an owner to perform upgrades in their unit. The Strata Manager will send an Assumption of Liability to the owner prior to any renovations taking place.
- Council received a letter from an owner reporting a hot water issue in their unit, and a concern about a tree above the front entrance. The Strata Manager reported the problem to Lazar Heating and Plumbing who determined that it is a shower cartridge issue. The owner was advised that it is a unit's responsibility.

Any correspondence that was received by the Strata Manager or Council was efficiently dealt with by the management company and/or Council.

## **(6) NEW BUSINESS**

### **6.1 ANNUAL GENERAL MEETING**

The next Annual General Meeting is scheduled for Tuesday, February 9<sup>th</sup> 2010. Council will be proposing two (2)  $\frac{3}{4}$  Vote Resolutions to replace the domestic water pipes in the building, and to amend the rental restriction bylaw.

A notice package will be sent in advance of the meeting to all owners.

### **6.2 RENTAL**

A rental spot has become available as a previous owner who was allowed to rent, sold their unit. The Strata Manager will write a letter to the next owner on the rental waiting list. As per Bylaw 4, the owner will have 90 days from the date of acceptance to enter into a tenancy agreement.

### **6.3 ANNUAL FIRE INSPECTION**

A date in January will be scheduled for the next Annual Fire Inspection.

### **6.4 BANGING NOISE**

A resident reported to the Strata Manager that they are hearing loud banging noises occurring intermittently in the wall. Lazar Heating and Plumbing were called to investigate the problem.

**Subsequent to the Council meeting, Lazar reported that they attended on three occasions and could not locate the problem. Lazar recommends that all residents check their toilets to ensure it is functioning properly. The company advised that a defective toilet fill valve and flapper can cause abnormal noises up to and including a loud banging noise.**

All residents are asked to lift the top over of their toilet tank and flush the toilet. If the little flapper on the bottom is not sealing completely, the fill valve will keep trying to fill the tank as the water is being released.

If there is a problem with your toilet, please contact a plumber to repair your toilet as soon as possible, or contact the Strata Manager to make the necessary arrangements.

## **6.5 myBAYWEST**

The Strata Manager informed the Council that Baywest Management has launched myBaywest, an opportunity for strata's to have their own website which will include a public website and a secure information portal for owners and Council members.

Council requested the Strata Manager to provide the information at the next Annual General Meeting, and include the proposed cost in the next fiscal year budget.

## **6.6 HEARING REQUEST REGARDING PATIO REPAIRS**

Council discussed the issue regarding the removal of a charge to an owner in relation to patio repairs completed in 2007.

The Council obtained the past invoices and estimates from Nu-Tech Roofing and Colin Varner for the patio repairs completed, and also requested a quotation from a contractor to strictly return a patio to its original state.

After extensive research, along with the January 10<sup>th</sup> 2007 Council meeting minutes reflecting "Council decided to proceed with the repair, with the cost to be covered by the Strata," Council has decided that they stand behind their decision on removing the charge to the owner in relation to patio repairs completed in 2007, and that the installation of the basalt rock wall was a cost savings to the Strata Corporation.

Council requested to write a letter to an owner in regards to their decision on removing the charge.

## **(7) NEXT MEETING & TERMINATION**

The next meeting is the Annual General Meeting scheduled for Tuesday, February 9<sup>th</sup> 2010 at 7:00pm.

There being no further business, the meeting was terminated at 9:35pm.

Submitted by:  
George Nicolaou, Strata Manager

### **MECHANICAL CONTRACTOR**

**A FRIENDLY REMINDER TO ALL RESIDENTS THAT LAZAR HEATING AND PLUMBING IS THE BUILDING'S NEW MECHANICAL CONTRACTOR. THEY WILL BE PERFORMING THE QUARTERLY PREVENTATIVE MAINTENANCE IN THE BUILDING AS WELL AS ATTEND TO ANY DEFICIENCIES THAT MAY ARISE.**

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.

**SUNNY LODGE – STRATA PLAN VR 2001****TIME & LOCATION**

7:00pm  
 Front Lobby  
 2125 West 2<sup>nd</sup> Avenue,  
 Vancouver, BC

**STRATA MANAGER**

George Nicolaou  
 Direct Phone: (604) 714-6386  
 Direct Fax: (604) 592-5285  
 e-mail: gnicolaou@baywest.ca

**ACCOUNTS RECEIVABLE  
 CALL CENTRE**

1-877-585-4411  
 AR@baywest.ca

**BAYWEST MANAGEMENT**

#300 – 1770 Burrard Street  
 Vancouver, B.C. V6J 3G7  
 24 Hr Phone: (604) 257-0325

**PRESENT:**

Twenty-nine (29) strata lots represented  
 Nineteen (19) in person  
 Ten (10) by proxy

George Nicolaou, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:00pm by the Strata Manager, George Nicolaou.

**(2) CALLING THE ROLL & CERTIFICATION OF PROXIES**

Forty-Two (42) strata lots at Sunny Lodge were eligible to vote at the Annual General Meeting. As a quorum requires representation by one third of eligible strata lots, a quorum in this instance required representation by fourteen (14) strata lots. As twenty-nine (29) strata lots were represented, nineteen (19) in person and ten (10) by proxy, a quorum was established and the meeting was declared competent to deal with the business at hand.

**(3) PROOF OF NOTICE OF MEETING**

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the Strata Property Act.

**CARRIED**

**(4) ADOPTION OF THE AGENDA**

It was moved and seconded to adopt the Agenda for the Annual General Meeting as presented.

**CARRIED**

**(5) ADOPTION OF THE 2009 ANNUAL GENERAL MEETING MINUTES**

It was moved and seconded to adopt the minutes of the Annual General Meeting of February 9<sup>th</sup> 2010 as previously distributed.

**CARRIED**

**(6) PRESIDENT'S REPORT**

The Council President thanked all the Council members and the Strata Manager for their work in the last year. She also thanked all owners and residents for cleaning up the garage. The Council President highlighted some of the items that occurred in the last fiscal year:

- a number of balconies were repaired in 2009
- the siding was repaired on the north-east side of the building
- the Strata terminated the mechanical services of Milani Plumbing and Heating and entered into a new contract with Lazar Plumbing and Heating
- maintenance items such as drain cleaning and regular carpet cleaning will be looked at in the next fiscal year
- Baywest has a new service called myBaywest – a website for the Strata Corporation that will include features such as viewing minutes and other building information online, as well as the ability to check your strata lot account information online.
- Council has created a list of house rules pertaining to the patios

**(7) RULES FOR RATIFICATION**

It was moved and seconded to ratify the rules as presented.

**51. All pets must be on a leash or in a carrier box when on the common property**

A vote was called following questions on the proposed rule.

**29 in Favour, 0 Against, 0 Abstentions**

**CARRIED**

**(8) INSURANCE REPORT**

The Strata Corporation's insurance agent is Coastal Insurance. A copy of the insurance summary is attached for your records. The Strata Manager highlighted features of the insurance policy, which included coverage on:

- \$4,930,000 - All Property
- \$10,000,000 – Commercial General Liability
- \$2,000,000 – Directors & Officers Liability

Deductibles

- \$5000 – Water Damage & Sewer Backup
- \$10,000 – Flood Damage
- 10% for Earthquake Damage

**Owners are reminded that they should purchase contents and/or insurance for any in-suite upgrades they make, and for their personal effects. Owners are also encouraged to obtain insurance coverage against the Strata Corporation's insurance deductibles, to obtain sufficient liability insurance, and to ensure that their tenant's place contents insurance on their personal effects. The Strata Corporation's insurance does not cover any of these items.**

**(9) CONSIDERATION OF 2010 OPERATING BUDGET**

It was moved and seconded to adopt the 2010 operating budget as presented.

It was moved and seconded to increase line item 7100-Landscaping to \$7500.

**CARRIED**

It was moved and seconded to decrease line item 7720-Lighting to \$2500.

**CARRIED**

As there was no further discussion, a vote was called to adopt the 2009 Operating Budget as amended

**28 in Favour, 1 Against, 0 Abstentions**

**CARRIED**

**A copy of the approved budget and the strata fee schedule for the period January 1<sup>st</sup> 2010 to December 31<sup>st</sup> 2010 is attached to the minutes. PLEASE NOTE THAT THERE IS AN INCREASE IN STRATA FEES RETROACTIVE TO JANUARY 1<sup>st</sup> 2010.**

**Owners who previously made payment by automatic withdrawals from their bank accounts need not take any action as Baywest will automatically adjust the amount withdrawn, including the retroactive adjustment.**

**If you are not already on the pre-authorized payment plan and would like to have your fees deducted automatically, download the form from the Baywest Management website and return it along with a copy of a void cheque.**

**For owners who provide post-dated cheques, please forward a series of ten (10) cheques beginning March 1<sup>st</sup> 2010 to December 31<sup>st</sup> 2010. You will also need to provide a separate cheque for the difference in Strata fees for the months of January and February because the fee increase is**



effective January 1<sup>st</sup> 2010. Cheques should be made payable to "Strata Plan VR 2001" and dated for the first of each month.

**(10) CONSIDERATION OF ¾ VOTES**

**¾ VOTE "A" – REAR STEPS**

Be it resolved, as a three-quarter (3/4) vote of the Owners of Strata Plan VR 2001, Sunny Lodge, that an amount not to exceed thirteen- thousand (\$13,000) be withdrawn from the Strata Corporation's Contingency Reserve Fund (CRF) for the purpose of replacing/repairing the steps on the north, alley side entrance. Should the actual expenditure be less than the amount indicated in this resolution, the remaining funds will be returned to the Contingency Reserve Fund.

It was moved and seconded to adopt ¾ Vote "A" as presented.

Following discussion on the item, a vote was called to adopt ¾ Vote "A" as presented.

**19 In Favour, 9 Opposed and 1 Abstention**

**DEFEATED**

**¾ VOTE "B" – BYLAW AMENDMENT – RENTAL LIMITATIONS BYLAW**

Be it Resolved by a ¾ vote of the Owners, Strata Plan VR2001 Sunny Lodge, that Bylaw 4 – Rental Limitations Bylaw, be amended as follows:

Replacing 4 (1) with the following:

**The number of strata lots (including part strata lots) within the strata corporation that may be leased at any one time is limited to eight (8).**

By adding:

**4 (5) The period of time for which a residential strata lot may be rented is limited to a maximum of one (1) year. Owners will need to reapply upon the conclusion of the one (1) year rental. If the number of strata lots leased at the time an owner applies for permission to lease has reached the limit stated in bylaw 4(1), excluding exempt strata lots pursuant to sections 143 or 144 of the Act, the Council must refuse permission and notify the owner of the same in writing, as soon as possible stating that the limit has been reached or exceeded, as the case may be, and place the owner of the strata lot on a waiting list to be administered by the Council based upon the date of the request for permission to rent.**

It was moved and seconded to adopt ¾ Vote "B" as presented.

Following questions and discussion on the item, a vote was called to adopt ¾ Vote "B" as presented.

**2 in Favour, 22 Opposed and 5 Abstentions**

**DEFEATED**

**(11) ELECTION OF 2010/2011 STRATA COUNCIL**

As per the bylaws, a maximum of seven (7) Strata Council members could be elected. Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following owners volunteered or were nominated and agreed to stand for office for the 2010/2011 term.

Val Edwards	#103	Tracey Carter	#101
Andrea Frisque	#210	Kevin Boothroyd	#305
Robyn Fenton	#214	Bonnie-Lynn Holter	#407
Geoff Watkins	#209	Maria Leale	#405

The Strata Manager called for further volunteers/nominations from the floor on a number of occasions. The Strata Manager then requested two volunteers to assist in tallying the ballots, after which the following owners were elected as the 2010/2011 Strata Council:

Val Edwards	#103	Tracey Carter	#101
Andrea Frisque	#210	Kevin Boothroyd	#305
Robyn Fenton	#214	Maria Leale	#405
Geoff Watkins	#209		

**(12) GENERAL DISCUSSION & PARKING SPACE LOTTERY**

It was decided to defer the parking space lottery until the Special General Meeting due to the wording of the strata bylaw. The Strata Manager will review and discuss with the Strata Council at the next meeting.

The floor was then opened for general discussion. During the general discussion and question period the following issues were raised:

- Council will propose the repairs to the rear steps at a Special General Meeting, and ensure that the scope of work includes the landing, stairs and retaining walls.
- An owner requested that Council inquire on pressure washing and painting the main roof deck
- An owner requested that Council look at restricting the hours of the patio on the 4<sup>th</sup> floor, and also look at installing a timer so it locks automatically.
- An owner advised that they were not notified about the requirements for putting forward a resolution. The Strata Manager explained that he did email the requirements to the owner.
- An owner submitted a petition, collecting signatures from 20% of the Strata Corporation's votes, to include a ¾ Vote Resolution at a general meeting pertaining to pet restrictions.

**(13) TERMINATION**

There being no further business, the meeting was terminated at 10:22pm.

**COUNCIL MEETING**

Following the Annual General Meeting, the new Strata Council met briefly and agreed to hold their first Council Meeting on Thursday, March 11<sup>th</sup> 2010 at 6:30pm.

Submitted by:  
George Nicolaou  
Strata Manager  
Baywest Management

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.*



# COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734  
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031  
 Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



1983-2008

Policy No. CVR 2001

## DECLARATIONS

Name of Insured:	The Owners of Strata Plan VR 2001 Sunny Lodge
Location Address:	2125 West 2nd Avenue, Vancouver, BC, V6K 1H7
Additional Named Insured:	Baywest Management Corporation, 300 - 1770 Burrard Street, Vancouver, BC V6J 3G7
Policy Period:	12/31/09 to 10/01/10 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

INSURING AGREEMENTS		Deductibles (\$)	Limits (\$)
<b>PROPERTY COVERAGES - STR (06/08)</b>			
All Property, All Risks, Guaranteed Replacement Cost, Bylaws		1,000	4,930,000
Water Damage		5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		5,000	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
<b>BLANKET EXTERIOR GLASS INSURANCE</b> Aviva Insurance Company of Canada - Form 820000 (02/06)	Residential	100	Blanket
	Commercial	250	
<b>COMMERCIAL GENERAL LIABILITY - Form 000102 (06/06)</b>			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
Coverage C - Medical Payments	Any One Person		2,500
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
<b>DIRECTORS &amp; OFFICERS LIABILITY - Form G/A2 (05/08) Claims Made Form</b>			
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	10,000
	Aggregate	500 Retention	25,000
<b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP (05/04)</b>			
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
<b>VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344 (05/09) - Plan II</b>			
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$10,000 (see policy wording) Dental Expense - \$2,500			
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b>			
Form 500000 (01/00)			
I Employee Dishonesty - Form A			10,000
II Loss Inside the Premises			5,000
III Loss Outside the Premises			5,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
<b>EQUIPMENT BREAKDOWN</b>			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016 (02/06)		1,000	4,930,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)		1,000	10,000
III Extra Expense - Form C780033 (02/06)		24 Hour Waiting Period	100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)		24 Hour Waiting Period	100,000

**\*\*ALL COVERAGES SUBJECT TO POLICY DEFINITIONS\*\***

This Policy contains a clause(s), which may limit the amount payable.

This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

**President**

**Coastal Insurance Services Ltd.**



# COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734  
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031  
Toll Free: 1-800-665-3310 Website -www.coastalinsurance.com - e-mail: info@coastalinsurance.com



## SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan VR 2001 Sunny Lodge  
Policy # CVR 2001

Term: 12/31/09 to 10/01/10 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	1,725,500
Axa Pacific Insurance Company	Property	35	1,725,500
Royal and Sun Alliance Insurance Company of Canada	Property	30	1,479,000
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000
Aviva Insurance Company of Canada	Employee Dishonesty - Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	4,930,000
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000

### DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions Act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

1. I, Mike Valiquette, am licensed as a general insurance agent by the Insurance Council of British Columbia
2. This transaction is between you and Aviva Insurance Company of Canada Axa Pacific Insurance Company Royal and Sun Alliance Insurance Company of Canada (Insurer) and as indicated on the policies.
3. In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
4. The nature and extent of the Insurer's interest in the agency is none.
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
6. The Financial Institutions Act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

**Total Premium**

**\$7,953**

E&O/DP

Insured's Copy

## APPROVED NEW STRATA FEE SCHEDULE

Strata Plan VR 2001 - January 1st 2010-December 31st 2010

Unit#	SL#	U/E	Operating Portion	CRF/Reserves Portion	New Strata Fee
101	5	487	174.46	32.24	206.70
102	6	622	222.82	41.17	263.99
103	1	628	224.97	41.57	266.54
104	2	586	209.92	38.79	248.71
105	3	592	212.07	39.19	251.26
106	4	400	143.29	26.48	169.77
201	12	459	164.43	30.39	194.82
202	13	635	227.47	42.04	269.51
203	14	527	188.78	34.89	223.67
204	15	665	238.22	44.02	282.24
206	17	594	212.79	39.32	252.11
207	18	586	209.92	38.79	248.71
208	19	598	214.22	39.59	253.81
209	20	941	337.09	62.30	399.39
210	7	846	303.06	56.00	359.06
211	8	475	170.16	31.44	201.60
212	9	586	209.92	38.79	248.71
213	10	592	212.07	39.19	251.26
214	11	400	143.29	26.48	169.77
301	26	487	174.46	32.24	206.70
302	27	635	227.47	42.04	269.51
303	28	528	189.14	34.96	224.10
304	29	676	242.16	44.75	286.91
305	30	586	209.92	38.79	248.71
306	31	438	156.91	28.99	185.90
307	32	594	212.79	39.32	252.11
308	33	586	209.92	38.79	248.71
309	34	598	214.22	39.59	253.81
310	35	941	337.09	62.30	399.39
311	21	846	303.06	56.00	359.06
312	22	475	170.16	31.44	201.60
313	23	586	209.92	38.79	248.71
314	24	592	212.07	39.19	251.26
315	25	400	143.29	26.48	169.77
401	36	528	189.14	34.96	224.10
402	37	676	242.16	44.75	286.91
403	38	586	209.92	38.79	248.71
404	39	438	156.91	28.99	185.90
405	40	594	212.79	39.32	252.11
406	41	586	209.92	38.79	248.71
407	42	598	214.22	39.59	253.81
408	43	983	352.14	65.08	417.22
		<b>25,176</b>	<b>9,018.73</b>	<b>1,666.62</b>	<b>10,685.35</b>

**APPROVED ANNUAL BUDGET**  
**Strata Plan VR 2001 - Sunny Lodge**  
**January 1st 2010 - December 31st 2010**

Account	Account Name	Nov 30, 2009 Year To Date Actual	Dec 31, 2009 Estimated Year End	2009 Annual Budget	2010 New Budget
<b>RECEIPTS / REVENUE</b>					
5140-0000	CRF Interest Income	0.00	0.00	500.00	0.00
5285-0000	Interest Income	198.10	198.10	200.00	150.00
5290-0000	Fobs/Keys/Remotes	165.00	165.00	0.00	0.00
5310-0000	Late Payment Penalty	575.00	575.00	0.00	0.00
5320-0000	Laundry Income	2,840.00	2,840.00	2,400.00	3,100.00
5385-0000	Moveln/Out Fee	150.00	150.00	0.00	0.00
5425-0000	Parking Income	850.00	900.00	900.00	1,080.00
5500-0000	Owners' Contributions	103,766.74	113,200.08	113,200.00	128,225.50
5740-0000	Strata Unit Rental	17,160.00	15,840.00	15,840.00	15,840.00
<b>TOTAL RECEIPTS / REVENUE</b>		<b>\$ 125,704.84</b>	<b>\$ 133,868.18</b>	<b>\$ 133,040.00</b>	<b>\$ 148,395.50</b>
<b>EXPENSES &amp; RESERVES</b>					
<b>ADMINISTRATIVE EXPENSES</b>					
6004-0000	Statutory Review of Books	315.00	315.00	367.00	315.00
6028-0000	Bank Charges	225.00	248.00	222.00	276.00
6068-0000	Miscellaneous	119.36	300.00	500.00	1,000.00
6076-0000	Insurance Appraisal	735.00	735.00	600.00	0.00
6080-0000	Insurance Premium	7,781.26	10,375.00	10,400.00	10,400.00
6088-0000	Legal Fees	235.39	235.39	0.00	0.00
6090-0000	Licenses & Fees	295.67	295.67	400.00	400.00
6098-0000	Management Fees	11,261.25	12,285.00	12,285.00	12,694.50
6128-0000	Postage/Copies/Office Exp.	1,498.83	1,700.00	800.00	1,400.00
6134-0000	Property Taxes	1,504.68	2,000.00	1,000.00	1,600.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>23,971.44</b>	<b>28,489.06</b>	<b>26,574.00</b>	<b>28,085.50</b>
<b>UTILITIES</b>					
6308-0000	Electricity	4,962.94	6,700.00	5,000.00	7,500.00
6316-0000	Gas	20,378.31	25,000.00	24,000.00	28,000.00
6336-0000	Water & Sewer	2,544.14	5,100.00	7,500.00	5,700.00
<b>TOTAL UTILITIES</b>		<b>27,885.39</b>	<b>36,800.00</b>	<b>36,500.00</b>	<b>41,200.00</b>
<b>CONTRACT / BLDG EXPENSES</b>					
7048-0000	Elevator & License	1,988.13	2,178.40	2,100.00	2,360.00
7058-0000	Enterphone	0.00	0.00	320.00	0.00
7069-0000	Fire Protection	62.50	62.50	1,100.00	1,100.00
7078-0000	Garbage & Recycling	0.00	0.00	0.00	3,400.00
7080-0000	Garbage Collection	2,529.69	2,777.00	3,600.00	0.00
7096-0000	Janitorial	5,381.14	6,431.00	6,500.00	6,500.00
7098-0000	Janitorial Supplies	102.98	0.00	0.00	0.00
7100-0000	Landscaping	5,754.03	6,990.00	6,500.00	7,500.00
7144-0000	Pest Control	971.25	1,105.25	800.00	850.00
7162-0000	Recycling	44.52	45.00	600.00	0.00
<b>TOTAL CONTRACT / BLDG EXPENSES</b>		<b>16,834.24</b>	<b>19,589.15</b>	<b>21,520.00</b>	<b>21,710.00</b>
<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>					
7550-0000	Carpet Cleaning	0.00	0.00	500.00	1,000.00
7580-0000	Drain Cleaning	0.00	0.00	0.00	2,000.00
7660-0000	Repairs & Maintenance	14,202.59	14,000.00	9,000.00	10,000.00
7702-0000	Irrigation	252.00	0.00	0.00	0.00
7710-0000	Landscaping Improvement - South	0.00	0.00	0.00	500.00
7712-0000	Grounds Improvements - North	527.55	650.00	1,600.00	2,000.00

**APPROVED ANNUAL BUDGET**  
**Strata Plan VR 2001 - Sunny Lodge**  
**January 1st 2010 - December 31st 2010**

<b>Account</b>	<b>Account Name</b>	<b>Nov 30, 2009 Year To Date Actual</b>	<b>Dec 31, 2009 Estimated Year End</b>	<b>2009 Annual Budget</b>	<b>2010 New Budget</b>
7716-0000	Laundry Equipment	2,268.00	2,731.68	2,600.00	2,900.00
7720-0000	Lighting	0.00	0.00	0.00	2,500.00
7738-0000	Mechanical	6,966.83	8,314.00	8,446.00	9,000.00
7826-0000	Security	715.71	780.00	500.00	800.00
7882-0000	Supplies	104.33	735.00	500.00	700.00
<b>TOTAL REPAIRS &amp; MAINTENANCE EXPENSES</b>		<b>25,037.01</b>	<b>27,210.68</b>	<b>23,146.00</b>	<b>31,400.00</b>
<b>STRATA OWNED UNIT EXPENSES</b>					
8302-0000	Mortgage	5,662.78	6,200.00	8,800.00	6,000.00
<b>TOTAL STRATA OWNED UNIT EXPENSES</b>		<b>5,662.78</b>	<b>6,200.00</b>	<b>8,800.00</b>	<b>6,000.00</b>
<b>MAJOR PROJECT EXPENSES</b>					
8456-0000	Roof Maintenance	399.00	798.00	1,500.00	1,500.00
<b>TOTAL MAJOR PROJECT EXPENSES</b>		<b>399.00</b>	<b>798.00</b>	<b>1,500.00</b>	<b>1,500.00</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>99,789.86</b>	<b>118,288.89</b>	<b>118,040.00</b>	<b>128,395.50</b>
<b>CRF &amp; OTHER BUDGETED RESERVE FUNDS</b>					
8920-0000	Contingency Reserve Fund	13,750.00	15,000.00	15,000.00	20,000.00
<b>TOTAL RESERVE FUNDS</b>		<b>13,750.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>20,000.00</b>
<b>TOTAL EXPENSES &amp; RESERVES</b>		<b>113,539.86</b>	<b>133,288.89</b>	<b>133,040.00</b>	<b>148,395.50</b>
<b>SURPLUS / (DEFICIT)</b>		<b>12,164.98</b>	<b>579.29</b>	<b>-</b>	<b>-</b>

**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**#103 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL  
2010/2011****PRESIDENT**

Robyn Fenton

**VICE-PRESIDENT**

Kevin Boothroyd

**TREASURER**

Val Edwards

**SECRETARY / PRIVACY  
OFFICER**

Tracey Carter

**AT-LARGE**Maria Leale  
Andrea Frisque**STRATA MANAGER**

George Nicolaou

Direct Line: 604-714-6386

Direct Fax: 604-592-5285

Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**ACCOUNTS RECEIVABLE  
CALL CENTRE**

1-877-585-4411

AR@baywest.ca

**BAYWEST MANAGEMENT  
300 – 1770 BURRARD  
STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**Robyn Fenton  
Val Edwards  
Kevin Boothroyd  
Andrea Frisque  
Tracey Carter  
Maria Leale

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

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

**1.1 COUNCIL MEMBER RESIGNATION**

Notice was received that Geoff Watkins will no longer serve on the Strata Council. Council accepted the resignation.

**1.2 ELECTION OF COUNCIL OFFICERS**

Council adopted their following roles for 2010/11:

President:	Robyn Fenton
Vice-President:	Kevin Boothroyd
Treasurer:	Val Edwards
Secretary/Privacy Officer:	Tracey Carter

**1.3 STANDARD OPERATING PROCEDURES**

The Strata Manager distributed copies of the "Standard Operating Procedures" to all Council members, which outline the policies and procedures to ensure the smooth operation of the Strata Corporation.

**(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to adopt the Strata Council meeting minutes of November 24<sup>th</sup> 2009 as distributed. **CARRIED****(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 RE-PIPING**

An owner expressed interest in assisting with the re-piping project. As well, the owner recommended that a third party engineer/consultant be hired to oversee the project. The owner mentioned that they have discussed the project with Team Engineering Inc. Council discussed the recommendation and requested that the Strata Manager contact the owner to obtain information and a quotation from Team Engineering Inc. The Council will also obtain information and quotations from two (2) other companies.



### **3.2 RE-FINANCING OPTIONS FOR REPIPING PROJECT**

The Strata Manager reported to the Council that Vancity is not approving the financing as the Strata Corporation's operating account is not with Vancity. The Strata Manager obtained two (2) financing options, from HSBC and 1 City Financial Ltd. As Council felt the rates are too high, a Council member volunteered to look into other financing options and will forward the information to the Strata Manager.

### **3.3 STEPS IN BACK ALLEY**

Council received and reviewed two (2) quotations to replace the steps in the back alley. Both quotations including the replacement of the steps, the landing and the retaining walls.

Council will further discuss this item at the next Council meeting. This item will be proposed at the Special General Meeting planned for later this year.

### **3.4 DRAIN CLEANING**

Council received and reviewed three (3) quotations to pressure jet and power auger the main sanitary horizontal drain lines in the parkade, as well as the main sanitary vertical stack drain lines from the roof. It was moved and seconded to approve the quotation from DMS Mechanical for \$1735 plus GST.

**CARRIED**

### **3.5 FIRE INSPECTION**

Council received and reviewed the report from Vancouver Fire and Security. Five (5) units were missed. It was moved and seconded to have Vancouver Fire and Security do a second visit to complete the testing. As indicated on the fire inspection notice, the cost will be charged-back to the unit owners.

**CARRIED**

Vancouver Fire and Security also reported that one (1) extinguisher is due for testing, one (1) emergency light needs new batteries, and the backflow in the sprinkler room needs to be serviced. It was moved and seconded to proceed with these repairs.

**CARRIED**

Vancouver Fire and Security also noted that the smoke alarms in eight (8) units are old and are recommended to be replaced. The quotation from Vancouver Fire and Security was \$652.00, including labour and material. Council decided to not proceed with this item.

Instead a Council member volunteered to purchase the eight (8) smoke alarms required and assist with the installation. The Strata Manager will write a letter to each unit owner with the necessary contact information.

## **(4) FINANCIAL REPORTS**

### **4.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial Statements for the periods ending November 30<sup>th</sup> 2009 as distributed.

**CARRIED**

### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the date of the meeting, \$6,221.03 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

(5) **CORRESPONDENCE**

- Council received a letter from an owner in regards to water damage on their ceiling. The Strata authorized Orka Property Services to investigate, and found that the drainage flange on the roof was loose and water was slowly dripping on the ceiling. The repairs have since been complete.
- Council received a letter from an owner in regards to a water stain on their ceiling. This was caused by a defective toilet in the unit above. The owner was advised to contact the unit above regarding repairs.
- Council received a letter from an owner in regards to carpenter ants on the east side of the building. PCO was dispatched and advised that they will need to come back in May/June to remove the nest during dry weather.
- Council received a request from an owner to install a bamboo screen on their balcony, extending the length and height of the metal railing. It was moved and seconded to approve the request. **CARRIED**
- Council received a letter from a tenant in regards to their vehicle being hit in the parkade, in regards to banging noises occurring intermittently in the wall, and regarding the annual fire inspection in January.

A Council member volunteered to contact the owner in regards to their parking stall. Regarding the concern with the banging noise, Lazar Plumbing and Heating attended on three (3) occasions and checked all the boiler equipment to ensure the proper operation of the heating system. No problems were reported, and no other complaints have been submitted to Council.

- Council received a letter from an owner in regards to the wooden and metal rails in the east side stairwell. Subsequent to the Council meeting, Orka Property Services repaired the rails.
- Council received a letter from an owner in regards to a barking dog. A notice letter was sent to the unit owner.
- Council received a letter from an owner in regards to patio deck noise. As mentioned at the Annual General Meeting, a sign has been posted by the rooftop patio deck with the hours that the patio may be used. Council will explore options for an automatic door. **All residents are kindly asked to please consider your neighbours when using the patio, as residents do live in the vicinity of the patio.**

It was also moved and seconded to adopt the following rule:

**Patio hours of use is restricted to 8:00am to 10:00pm Sunday to Thursday, and 8:00am to 11:00pm Friday and Saturday. Fireworks night in the summer are the exempt.**

**CARRIED**

- Council was advised that there is a vehicle in the parkade with no valid insurance displayed. Council requested that the Strata Manager send a notice letter to the owner.

**(6) NEW BUSINESS**

**6.1 UNIT #205 TENANT NOTICE**

Notice was received by the Strata that the tenant of #205 was leaving as of February 28<sup>th</sup> 2010. New tenants have since been found and a new tenancy agreement has been signed.

**6.2 CARPET ON FOURTH FLOOR**

The carpet on the fourth floor was damaged by an owner. Orka Property Services reported that a large section of the carpet needs to be replaced in order for it to match with the existing carpet. It was moved and seconded to charge-back the invoice for carpet cleaning and replacement to the owner.

**CARRIED**

**6.3 PET BYLAW**

A petition was submitted to the Council in regards to amending the pet restriction bylaw at a Special General Meeting. This item will be included in the agenda.

**6.4 SPECIAL GENERAL MEETING**

Council will schedule a date for the Special General Meeting at the next Council meeting. The following will be proposed or discussed at the Special General Meeting:

- the repiping project
- repairs to the steps in the back alley
- amendment(s) to the pet bylaw
- parking lottery

**6.5 LEAKS IN UNITS**

Three (3) different leak incidents were reported.

- The first was caused by a rusted pipe in the bathroom wall of an owner. Lazar and Angel Restoration were dispatched and an insurance claim was opened.
- The second incident involved an owner accidentally breaking the kitchen water handle causing damage to their unit and to the unit below. Lazar and Angel Restoration attended to the incident and an insurance claim was opened. The strata's insurance deductible was charged to the unit owner
- The third incident was caused by an owner's plumber during a bathroom upgrade last year. An insurance claim was not opened. The owner is seeking compensation from the original plumber and will report to council at the next meeting.

**6.6 WINTERIZATION**

University Sprinklers will be starting up the irrigation system in March.

**6.7 MAINTENANCE PROPOSAL**

Council received and reviewed a maintenance proposal from Servicemaster that includes carpet cleaning each year for \$900 and dryer vent cleaning each year for a minimum charge of \$175. The carpet cleaning will be a four (4) visit program each year that will include one (1) shampoo and hot water extraction and three (3) maintenance cleans. It was moved and seconded to proceed with the carpet cleaning and dryer vent cleaning as proposed by Servicemaster.

**CARRIED**

## **6.8 ELEVATOR**

The Strata Manager dispatched Richmond Elevators as the elevator was “jerking.” Richmond Elevators reported that they lubricated the hydraulic cylinder to resolve the “jerking” issue.

Council discussed the issues with the elevator. For safety reasons, Council requested that the Strata Manager obtain a quotation to hire a consultant and review and inspect the elevator at the building.

## **6.9 VENTILATION IN PARKADE**

Council requested that the Strata Manager obtain a quotation and recommendation regarding the ventilation in the parkade. The smell of exhaust is coming into the first floor suites. Council requests that owners DO NOT allow their vehicles to run/warm up any longer than the city by-law of 3 minutes.

## **(7) NEXT MEETING & TERMINATION**

The next meeting is scheduled for Tuesday, April 20<sup>th</sup> 2010 at 6:30pm in unit #214.

There being no further business, the meeting was terminated at 9:00pm.

Submitted by:  
George Nicolaou, Strata Manager

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.

**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**#214 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL****2010/2011****PRESIDENT**

Robyn Fenton

**VICE-PRESIDENT**

Kevin Boothroyd

**TREASURER**

Val Edwards

**SECRETARY / PRIVACY  
OFFICER**

Tracey Carter

**AT-LARGE**Maria Leale  
Andrea Frisque**STRATA MANAGER**

George Nicolaou

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**BAYWEST MANAGEMENT****300 – 1770 BURRARD****STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**Robyn Fenton  
Val Edwards  
Kevin Boothroyd  
Andrea Frisque  
Maria Leale**REGRETS:**

Tracey Carter

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 6:50pm. A quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**It was moved and seconded to amend the March 11<sup>th</sup> 2010 Council meeting minutes by deleting the next meeting date and change to the following:“The next meeting is scheduled for Tuesday, April 20<sup>th</sup> 2010 at 6:30pm.”It was moved and seconded to adopt the Strata Council meeting minutes of March 11<sup>th</sup> 2010 as amended.**CARRIED****(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 RE-PIPING**

Council received a quotation from Quion Projects for cost management services. The Strata Manager also reported that a proposal is also expected from Team Engineering.

As a number of owners have redone the piping in their units, a Council member suggested that instead of looking at re-piping the entire building, that an engineer or consultant be hired to conduct an assessment of the piping in the building. It was moved and seconded to obtain quotations from a consulting/engineering firm to assess the piping in the building.

**CARRIED**

Council requested that the Strata Manager obtain quotations from Timberdog Construction, Morrison Hershfield and Reid Jones Christofferson. A Council member will contact Timberdog Construction to get in touch with the Property Manager George for contact information to be exchanged.

The Strata Manager will request the proposal as well from Team Engineering in order for Council to review the options at the next Council meeting.

**Subsequent to the Council meeting, two (2) information meetings were scheduled:****May 3<sup>rd</sup> – Timber Dog Construction: Hiring a consultant to assess the needs of the building****May 11<sup>th</sup> – Brighter Mechanical: Hiring a company to re-pipe the entire building**

Council received and reviewed a financing proposal from Prospera Financial. Prospera noted that rates are only guaranteed for a maximum of 30 days. Council will discuss the financing options at a later Council meeting.

### **3.2 STEPS IN BACK ALLEY**

Council will be proposing to replace the steps in the back alley. As indicated in the previous minutes, the project will include the replacement of the steps, the landing and the retaining walls.

Two (2) resolutions will be proposed at the Special General Meeting – The first proposing to replace the steps with concrete, while the second will propose to upgrade the project using stone.

### **3.3 FIRE INSPECTION**

Vancouver Fire and Security were scheduled to conduct the fire inspection to five (5) units on April 20<sup>th</sup>. These units were unavailable in January.

Vancouver Fire and Security repaired the deficiencies indicated in the previous Council meeting minutes.

A reminder to those owners who received letters regarding their smoke alarms to contact Val Edwards to arrange for a new alarm.

### **3.4 VENTILATION IN PARKADE**

The Strata Manager obtained a report from Lazar that there are no ventilation fans in the parkade. The Strata Manager will be obtaining quotations and recommendations for a new unit. Council requests that owners DO NOT allow their vehicles to run/warm up any longer than the city by-law of 3 minutes.

### **3.5 ELEVATOR CONSULTANT**

Council received and reviewed a quotation for \$550 plus GST from KJA Consultants to conduct a review of the elevator. It was moved and seconded to approve the quotation. **CARRIED**

### **3.6 CARPET CLEANING**

Carpet cleaning was completed on April 9<sup>th</sup>.

### **3.7 CARPET REPLACEMENT**

A section of the carpet on the fourth floor was replaced by Orka Property Services. This section of the carpet was damaged by a unit owner. The Strata Manager reported that the invoice has been charged-back to the unit owner.

### **3.8 LEAK IN UNIT**

The owner of a unit where a leak incident occurred causing damage to the strata lot below, requested that the Strata authorize the repairs needed. The incident was caused by the owner's plumber during a bathroom upgrade last year. As the owner is also a Council member, the owner left the meeting at this time.

As there is no damage to common property, but only to individual strata lots, it was moved and seconded to write a letter to the owner explaining that the strata corporation has no responsibility in this issue and that it should be resolved directly between the parties involved. **CARRIED**

#### **(4) FINANCIAL REPORTS**

##### **4.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial Statements for the periods ending December 31<sup>st</sup> 2009, January 31<sup>st</sup> and February 28<sup>th</sup> 2010 as distributed. **CARRIED**

##### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the date of the meeting, \$7,542.99 was owed by owners to the Strata Corporation. The Strata Manager reported that one (1) owner still owes for a \$5000 water damage insurance deductible. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

#### **(5) CORRESPONDENCE**

- Council received a written request from an owner to be on Council. As per bylaw 16(1):  
“If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of council may appoint a replacement council member for the remainder of the term.”  
It was moved and seconded to not appoint a replacement Council member for the remainder of the term.  
**Four (4) in favour, Zero (0) against, One (1) abstained** **CARRIED**
- Council received a letter regarding the HRTC statement and the \$25 Baywest charge. The owner requested for copies of the Agency Agreements which Baywest will mail to the owner.
- Council received a letter from an owner that a friend will be staying with them.
- Council received a letter from the gardening committee in regards to removing a lamium. The landscaper will be spraying the lamium with a salt/vinegar mixture, a natural way of killing the roots as opposed to “Round Up.”
- Council received a letter from an owner in regards to another owners’ pets barking. As three (3) letters have previously been sent to the owner in regards to their pets, it was moved and seconded to proceed with the procedure to have the pets removed, as per the Strata Corporation bylaws.  
**Four (4) in favour, Zero (0) against, One (1) abstained** **CARRIED**
- Council received a reply letter from an owner in regards to their dog barking. A notice letter was previously sent to the owner. Council appreciates the letter and thanks the owner for replying to the complaint.
- Council received a letter from an owner in regards to water damage in their unit caused by the unit above, and that they have authorized the repairs.  
This is related to item #3.8 where the leak was caused from the unit above, an incident caused by the owner’s plumber during a bathroom upgrade last year.

**(6) NEW BUSINESS**

**6.1 PARKING LOTTERY DRAW**

Council discussed the parking lottery bylaw, and decided to propose at the Special General Meeting that the bylaw be amended to have a draw every year, and that owners must be represented at the AGM, either in-person or by proxy, to have their name included. All units in the draw will be recorded in each Annual General Meeting minutes.

**6.2 SMELL IN HALLWAY**

It was brought to Council's attention that there is a musty/water smell in the far east hallway on the 1<sup>st</sup> floor. The proposed building assessment, as previously mentioned, to assess the state of the pipes and potential upcoming leaks should include an assessment of existing water damage.

**6.3 LAUNDRY MACHINES**

There was a report that one (1) of the laundry machines was leaking. Phelps serviced the issue and repaired a rubber boot where the water was coming from.

**(7) NEXT MEETING & TERMINATION**

The next Council meeting is scheduled for Wednesday, May 19<sup>th</sup> 2010 at 6:30pm in unit #214.

There being no further business, the meeting was terminated at 9:30pm.

Submitted by:  
George Nicolaou, Strata Manager

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.



**SUNNY LODGE – STRATA PLAN VR 2001****TIME AND LOCATION:****6:30pm**#210 – 2125 West 2<sup>nd</sup> Avenue**STRATA COUNCIL  
2010/2011****PRESIDENT**

Robyn Fenton

**VICE-PRESIDENT**

Kevin Boothroyd

**TREASURER**

Val Edwards

**SECRETARY / PRIVACY  
OFFICER**

Tracey Carter

**AT-LARGE**

Andrea Frisque

**STRATA MANAGER**

George Nicolaou

Direct Line: 604-714-6386

Direct Fax: 604-592-5285

Email: [gnicolaou@baywest.ca](mailto:gnicolaou@baywest.ca)**ACCOUNTS RECEIVABLE  
CALL CENTRE**

1-877-585-4411

AR@baywest.ca

**BAYWEST MANAGEMENT  
300 – 1770 BURRARD  
STREET****VANCOUVER, BC V6J 3G7**

24 Hr: 604-257-0325

**PRESENT:**

Robyn Fenton

Val Edwards (left at 7:40pm)

Kevin Boothroyd

Andrea Frisque

Tracey Carter

George Nicolaou, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

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

**1.1 COUNCIL MEMBER RESIGNATION**

Notice was received that Maria Leale will no longer serve on the Strata Council. Council accepted the resignation.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Strata Council meeting minutes of April 20<sup>th</sup> 2010 as distributed. **CARRIED**

**(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 PIPING ASSESSMENT**

Council received and reviewed quotations from Morrison Hershfield, Besant & Associates Engineers (referred by RJC) and Timberdog Construction.

The re-piping project will not be included in the upcoming Special General Meeting because Council has decided to spend more time discussing the project, including open discussions with all the owners.

A Town Hall meeting has been scheduled for Monday, June 7<sup>th</sup> in the front lobby to discuss the re-piping project, as well as the options for financing the project. All owners are requested to bring any information to this meeting regarding any piping work that has been done in your unit. If you are unable to attend, please send any information you may have to the Strata Manager prior to the meeting.

**3.2 ELEVATOR REVIEW**

KJA Consultants conducted an assessment of the elevator. Attached are the deficiencies that were noted in their report. The Strata Manager will submit the report to Richmond Elevators for review and action.

### 3.3 VENTILATION IN PARKADE

Professional Mechanical attended to the building and found that there is a ventilation unit for the parkade. The unit is located on the ground level on the east side of the complex. Professional Mechanical switched the unit on, tested the timers and at the time of investigation the unit was working fine. The company advised the Strata Manager that the timer may be the issue at some point in the day, or that someone is switching it off manually. To avoid any unnecessary costs, it was recommended that the Strata assess whether the ventilation fan is switching on. If it is found that the unit is not switching on, then Professional Mechanical will be called to further assess the unit and conduct any necessary repairs.

### 3.4 SPECIAL GENERAL MEETING

Council agreed to schedule the Special General Meeting for Monday, June 28<sup>th</sup> 2010 at 7:00pm. A notice package will be mailed in advance of the meeting. The following resolutions will be proposed at the meeting:

- an amendment to the pet bylaw
- to repair the steps at the north-side of the building
- an amendment to the parking lottery draw

## (4) FINANCIAL REPORTS

### 4.1 FINANCIAL STATEMENTS

It was moved and seconded to approve the Financial Statements for the period ending March 31<sup>st</sup> 2010 as distributed. **CARRIED**

### 4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the date of the meeting, \$2,276.07 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

## (5) CORRESPONDENCE

- Council received a letter from an owner that the retaining wall at the north-side of the building was damaged by an owner in the building. Council will assess the situation and discuss further action if necessary.
- Council received a letter from an owner concerning the ventilation fan. The Strata Manager previously responded to the owner explaining that there is a ventilation unit installed.
- Council received a request from an owner to have an additional recycling bin installed for mixed paper. As Council has noticed an increased amount of paper, it was moved and seconded to have an additional bin installed. **CARRIED**

**Please note that the City of Vancouver is now accepting certain compost items in the yard trimmings bin. Owners are asked to refer to the City of Vancouver website for additional information. Council will post a notice for owners in the near future.**

- Council received a request to revise the March 11<sup>th</sup> minutes regarding a leak incident that occurred in their unit. After discussing the issue, it was moved and seconded to deny the request as Council feels that sufficient information was included in the minutes. **CARRIED**

Council requested that the Strata Manager include a copy of the report from Angel Restoration for their records.

- Council received a letter from an owner regarding the financing options that is being considered for the re-piping project. As mentioned previously, Council has scheduled a Town Hall meeting for June 7<sup>th</sup> to discuss the re-piping project and options for financing the project.
- Two (2) owners reported that loud banging noises have been occurring intermittently in the wall of their units. Lazar Heating and Plumbing were called to investigate the problem. After further testing, Lazar found a problem with the zone valve and replaced the item.

Council discussed whether this item should be an owner or a strata responsibility. Council discussed the concern that if an owner does not replace a defective zone valve, that there is the potential for increased heating costs to the Strata Corporation. Therefore, it was moved and seconded that the Strata cover the cost of replacing a defective zone valve. **CARRIED**

- Council received a letter from an owner regarding a leak incident that occurred in their unit causing damage to the strata lot below. The owner reported that the leak occurred within the wall cavity and that the Strata Corporation should be responsible for the incident. A report from Lazar indicated that they found the tub spout in the bathroom stripped. At the time of the meeting, the owner indicated that further problems were found by Lazar within the wall cavity. As Council has not received these reports, the owner was requested to submit the reports to Council for further review.
- Council received a request from an owner to have a raised garden bed installed on their patio. It was moved and seconded to approve the request as long as the garden committee is satisfied with the owner's application. **CARRIED**
- Council received two (2) letters from owners regarding a social event that occurred on the roof deck. Council requested that the Strata Manager write a letter to the owner that organized the event and remind them of the rules pertaining to the roof deck. **A reminder to all owners to please respect your neighbours that live around the roof deck.** Attached is a notice pertaining to rooftop patio use.
- Council received a letter from an owner in regards to the re-piping project and Brighter Mechanical. Please note that a contract has not been signed and Brighter Mechanical was invited to an information meeting to provide more information to owners. As previously mentioned, Council has decided to spend more time discussing the project, and will be having open discussions with the owners.
- Council received a letter from an owner requesting a hearing in regards to their pet. Council agreed to meet with the owner before the end of May. The Strata Manager will contact the owner to set a date.

## (6) NEW BUSINESS

### 6.1 GARBAGE BIN

Due to the amount of garbage that is put in the bins from non-owners, as well as the weight of the lids and noise caused by homeless people going through the bins, it was moved and seconded to replace the units with new lock-able garbage containers. **CARRIED**

The 3-yard bin will have plastic lids instead of metal. The 2-yard bin will remain with metal lids (not available with plastic). Both bins will include a welded lock. The Strata Manager will have the keys cut for every owner and advise Council when they are ready for pick-up.

Each owner will receive one (1) key, which will be delivered to owners' mail slots in a small envelope prior to June 1<sup>st</sup>. Each strata lot will be responsible for cutting extra keys.

## **6.2 WATER LEAK**

Lazar reported a leak found in the boiler room. After further investigation, Lazar reported that the leak was coming from a bathroom drain and repaired the problem.

### **(7) NEXT MEETING & TERMINATION**

The next meeting is the Special General Meeting scheduled for Monday, June 28<sup>th</sup> 2010 at 7:00pm in the front lobby. An agenda package will be mailed to all owners in advance.

There being no further business, the meeting was terminated at 9:40pm.

Submitted by:  
George Nicolaou, Strata Manager

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two (2) years. There will be a charge for copies.

## ATTENTION ALL RESIDENTS

**KJA** \_\_\_\_\_ COUNCIL HAD AN AUDIT DONE ON THE ELEVATOR  
Consultants Inc. ALL REPAIRS SHOULD BE COMPLETE IN 60 DAYS

### 4. Deficiencies Noted

The items noted here should be forwarded to the maintenance contractor for action. It is reasonable to expect that they should be able to adequately rectify these issues within 60 days. An itemized written response confirming completion should be provided.

1. The door closing force exceeds the maximum force allowed by the B44 Elevator code. The door equipment should be adjusted such that the door closing force does not exceed 30 lbs.
2. The levelling operation requires improvement. The levelling was noted to be 1" off level when landing at floor 1.
3. The car and hall call dwell times are long. Please note that the times indicated in the **Performance Data** table are recommendations only. The desired dwell times should be confirmed with the Owner prior to making any changes.
4. The mechanical safety edge is not functioning properly. Activation of the safety edge will only intermittently cause a door reversal.
5. Fuse F2 in the controller is oversized. Properly rated and labelled fuses should be installed.
6. Fuses FD4 and FD5 in the controller are undersized. Properly rated and labelled fuses should be installed.
7. The gear case oil level is low and should be replenished to the appropriate levels.
8. The floor 3 indicator light on the car position indicator does not illuminate.
9. The car and hall doors disengage when the hall door is physically stalled. The door pick up assembly should be adjusted to prevent this.
10. The pick up roller at floor 2 is chipped and should be replaced.
11. The pick up roller and interlock assembly at floor 2 is loose. We noted a slight rattling noise as the cab levelled or passed floor 2 which may be attributed to the loose pick up assembly.
12. The start up of travel in the up direction is quite harsh and should be adjusted.

The following is not normally the responsibility of the maintenance contractor:

13. The machine room door is not self closing.

PLEASE BE AWARE OF THE ABOVE ITEMS  
WHILE USING THE ELEVATOR

# Rooftop Patio Etiquette

Dear Neighbours,

We all share this facility, and if we are supportive and respectful of one another it will be much more enjoyable!

## PATIO HOURS OF USE:

**SUNDAY – THURSDAY**                      **8AM-10PM**

**FRIDAY & SATURDAY**                      **8AM-11PM**

(Fireworks nights in summer are the exempt)

### **Please DO:**

- Keep the patio tidy by cleaning up after yourself
- Respect other people using the patio
- Respect your neighbours who live around to the patio
- Respect the patio furniture
- Come and go quietly in the hallways and stairwells.

### **Please DON'T:**

- Smoke on the patio
- Use your BBQ on the patio
- Drag the furniture around (it is very noisy in the unit below)
- Leave garbage behind

THANK YOU!