

MINUTES OF A STRATA COUNCIL MEETING, SIENA OF PORTICO, STRATA PLAN BCS207

DATE: WEDNESDAY, JANUARY 27, 2009

LOCATION: MEETING ROOM, BUILDING ADDRESS, VANCOUVER, B.C.

PRESENT: Christopher Lee President
Sandy Crawford Treasurer
Valerie York Vice President
Stephen Tredwell
Don Kennett

REGRETS: Jennifer Torrance

Also attending: Mikhail Ratchkovski, Property Manager, from Colliers Macaulay Nicolls Inc. Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:15 p.m.

ADMINISTRATIVE AND FINANCIAL ITEMS

Review of Receivables: Arrears were discussed and the amounts were noted. CMN was directed to register liens against the strata lots in arrears of over three months.

Financial Statements: November and December 2008 financial statements were tabled and will be further discussed at the next Council meeting.

INVOICES APPROVAL

Council reviewed an invoice in the amount of \$2,310.00 from D&L Plumbing for the gas fitting emergency repair related to Strata's equipment on the Hemlock street. It was noted that all repairs have been completed and the invoice will be expensed from the repairs and maintenance account. CMN will confirm with D&L if a bypass system was installed at the time of repair.

It was also noted that due to the emergency repair all units had to be accessed in order to reignite the fireplaces and two units had to be opened by a locksmith due to this emergency. The Owners are suggested to provide their emergency contact information to CMN and make necessary arrangements if they are leaving the building for a prolonged period of time such as vacation or a holiday.

An invoice from Fire-Pro for the yearly fire inspection services was tabled, pending completion of services. It was noted that the townhomes were not inspected at the time of the scheduled service due to an elevator system reset occurring at the time of the townhouse fire control equipment testing. Fire Pro has been requested to obtain proper keys for elevator resetting and the new inspection will be scheduled in the next few weeks at no additional cost to the Strata.

An invoice from Latham's in the amount of \$1,551.00 for the repairs of the failed motor in the air makeup unit in the lobby has been reviewed and approved noting that all future expenditures of such matters must be prior approved by the Strata Council and issued an appropriate Purchase Order by CMN.

An invoice from WSI for the waste removal services in the amount of \$1,575.55 was reviewed and approved.

CORRESPONDENCE

Form K: Council reviewed a form K received from a unit noting that a lease agreement outlined in the form is shorter than prescribed by the Strata Bylaws (**minimum one year leases**). CMN was directed to issue a \$50 fine and contact the owner in this regard.

Security Guard: Council reviewed a letter from an owner in follow up of an issue with the security guard. It was noted that the Strata has met with the Security provider and discussed this matter with the contractor. It was also noted that the owner was invited to meet with the Strata Council and bring forward any outstanding issues in regards of this matter, however the owner declined. At this time, the Strata Council is under the opinion that all available options to resolve any outstanding issues have been exhausted and this matter is now concluded. CMN was directed to send a letter to the Owner advising in this regard.

NEW BUSINESS

General Security Issues Audit: As part of Siena's efforts to implement a Best Practices model for security, the Strata Council plans to conduct an audit of resident's fobs and access cards, several dates and times will be announced shortly. Siena has not conducted an audit before and this procedure is common for many Stratas.

Garage Security: Please ensure that the garage gates substantially close behind you before proceeding to the next gate or your stall. When entering or exiting, kindly confirm that the vehicle behind you or facing you, trying to enter, has a valid fob or access card (confirm with a "beep"). It is not considered rude to request this conformation; we would prefer to protect each other's security.

Gym Security: When exiting or entering from the courtyard, please confirm the door to the gym is firmly closed.

Landscaping Contract: A newly proposed landscaping contract from Para Space has been tabled and will be discussed at the next Council meeting.

Open House: The date for the open house has been discussed and finalized noting that it will commence on the February 25, 2009 from 4:30 p.m. – 7:00 p.m.

Insurance and Property Appraisal: Council was informed that as a part of the yearly appraisal program the newly appraised value of the Strata's property is standing at \$39,996,000 and it was noted that the last year's appraised value was \$34,839,700. The new appraised value has now been reflected in the Strata's insurance policy and the increase caused an additional \$1,765 endorsement.

Cleaning of Fireplaces: Council discussed cleaning and services of fireplaces, and directed CMN to research a quotation from a contractor in this regard. The quotation must indicate a minimum amount of participating units that would be required for a group rate discount. CMN will also research a quote for installation of fans in the fireplaces.

Fire Inspection: Discussion centered regarding a yearly fire inspection. CMN will research with the contractor if the inspection of the Town Houses can be done on a Saturday. Notices regarding the date of services will be posted on site at least one week in advance of the inspection taking place.

Enterphone System and Elevator Access: It was noted that one of the units is experienced difficulties related to the enterphone/elevators cooperation where the time of buzzing guests into the building the elevator would not allow the guests to access to the appropriate floor of the calling unit. Enterphone maintenance contractor was requested to inspect the system and repair the problem.

NEXT MEETING DATE

The next meeting is scheduled for Wednesday, March 4, 2009 at 7:00 p.m. in the Strata's meeting room.

ADJOURNMENT

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

**MINUTES OF A STRATA COUNCIL MEETING
SIENA OF PORTICO, STRATA PLAN BCS207
DATE: WEDNESDAY, MARCH 4, 2009
LOCATION: MEETING ROOM, 1428 WEST 6TH AVENUE, VANCOUVER, B.C.**

Important, please translate
S'il vous plait Traduire
請翻譯
翻訳してください
번역하십시오
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Xin vui lòng phiên dịch
رجاء الترجمة
अनुवाद कृपया
Proszę Przetłumacz
Προσβα παραφραστει

PRESENT: Christopher Lee President
Sandy Crawford Treasurer
Valerie York Vice President
Stephen Tredwell
Jennifer Torrance

REGRETS: Don Kennett

GUESTS: Strata Lot Owner

PROPERTY MANAGEMENT: Mikhail Ratchkovski, Property Manager, from Colliers Macaulay Nicolls Inc. Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

2. GUEST BUSINESS

An owner spoke in front of the Council inquiring on the enforcement of the Strata Bylaws in regards of the Rentals, Move-Ins and Form K. The owner noted that there have been a few different tenants moving to the same units in the short period of time noting that current Strata Bylaws require a 12 months lease as a condition of unit rental approvals.

3. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: Following a review, it was **MOVED** and **SECONDED** to adopt the January 27, 2009 Council meeting with the following amendments.

- **Present:** (at Council Meeting on the January 27, 2009) Stephen Tredwell was absent from the meeting
- **Invoices Approval:** Invoice from Latham's in the amount of \$1,551 for the repairs of the failed motor in the air makeup unit in the common area hallway has been reviewed and approved noting that such expenditures are usually approved in advance and an appropriate Purchase Order provided by CMN.

MOTION CARRIED

Review of Receivables: Arrears were discussed and the amounts were noted CMN was directed to register liens against the strata lots in arrears of over three months.

The owners are reminded that a Pre Authorized Payment option is available to all owners as a method of electronic payment of monthly Strata fees. This form is attached to this set of minutes for easy use and reference.

Financial Statements: The Strata's Treasurer advised that he has reviewed the November 2008, December 2008 and January 2009 financial statements found them to be in order and recommended acceptance. Following further discussion it was decided that a workshop meeting with the Accounting department of CMN, Strata's President and Treasurer will be set up in order to institute advanced understanding and fine tune the accounting system for the Strata. It was then **MOVED** and **SECONDED** to accept the above noted financial statements as presented.

MOTION CARRIED

Invoice Approval: Council reviewed and approved for payment an invoice from Blue Mountain in the amount of \$341 for the replacement of the security cameras.

Council reviewed and approved for payment an invoice from Style Pro painting in the amount of \$1,050 for the services related to leaf collection.

Council reviewed and approved for payment an invoice from Circle Repairs in the amount of \$999.60 for the repairs related to the drywall repairs in a unit.

4. BUILDING SECURITY

Key Codes Termination: Council discussed building security noting that continue maintenance of the panel codes for building access is undermining the policy created by the Strata with the fob's distribution procedure and is creating a potential security problem for the Strata allowing the codes to be verbally passed to the third parties. Council decided that all existing individual key codes for the access to the Strata be terminated immediately. Future access to the property will only be possible through use of the assigned fob keys. It was noted that this decision does not affect the individual fobs issued to the units and systems will continue operating without interruption. Council also noted that a fob inventory project would further benefit security of the Strata and this issue will be discussed at future meetings.

Emergency Keys Lockbox: Council discussed the need of a lockbox for storage of access keys to the strata by the fire department emergency personnel. CMN will arrange with a contractor for the installation of an approved lockbox for the Strata.

5. BUSINESS ARISING

Landscaping Contract Renewal: Council further reviewed and finalized the landscaping proposal from Para Space Landscaping, after discussion it was **MOVED** and **SECONDED** to award the contract at a yearly cost of \$19,963 to Para Space Landscaping

MOTION CARRIED

Insurance Renewal: Council discussed Strata Insurance noting that under CMN's Master Policy a potential for substantial savings may be available to the Strata if the insurance carrier is changed from BFL to AON, after discussion it was **MOVED** and **SECONDED** for CMN to instruct BFL to lapse the insurance policy at the end of March. A firm quote from AON will be forwarded to the Strata Council for immediate review upon availability and decision on the insurance carrier will be made before the month's end.

MOTION CARRIED

Fireplaces Cleaning: Discussion centered regarding cleaning of individual fireplaces, Council reviewed quotes from two different contractors and instructed CMN to obtain additional information regarding possible installation (as an option) of a fan blower in the fireplaces and inquire on the costs associated with the service done on a Saturday in order to have the best Owner participation in this project. A sign up sheet with the date of service will be posted on site requesting input from interested owners once completed the unit roster will be forwarded to the contractor and scheduled for service. (Condition to meeting a minimum number of participating units required for a group rate of \$55 per unit)

Fire Inspection: It was noted that fire re-inspection of missed has been scheduled for March 6, 2009 notices in this regard posted on site advising affected units.

6. NEW BUSINESS

Exterior Water Tap Leak: Council discussed a water tap leak at a unit noting that it was damaged by freezing water and caused drywall damages inside a unit. It was also noted that all plumbing and

interior repairs have been completed and the issue is related to a single unit only. Understanding that this problem could have been averted by disconnection of a hose from the water tap the Residents are reminded to detach the hoses after use as it is still possible for the freezing temperatures to set in and cause damages. Council will consider establishing a policy related to loss due to water escape in order to make a uniform decision related to similar cases in the future.

7. NEXT MEETING DATE

The next meeting is scheduled for Wednesday, April 8, 2009 at 7:00 p.m. in the Strata's meeting room.

8. ADJOURNMENT

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

MINUTES OF A STRATA COUNCIL MEETING. SIENA OF PORTICO, STRATA PLAN BCS207

DATE: WEDNESDAY, APRIL 8, 2009

LOCATION: MEETING ROOM, 1428 WEST 6TH AVENUE, VANCOUVER, B.C.

Important, please translate
S'il vous plait Traduire
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Xin vui lòng phiên dịch
مهم جداً
अनुवाद कृपया
Proszę Przetłumaczyć
Просьба перевести

Present: Christopher Lee President
Don Kennett
Valerie York Vice President
Stephen Tredwell
Jennifer Torrance

Regrets: Sandy Crawford Treasurer

Guests: John Perchall Maintenance Committee

Property Management: Mikhail Ratchkovski Property Manager from Colliers Macaulay Nicolls Inc
Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:05 p.m.

1. Committee Reports

Maintenance Committee Report: John Perchall reported to the Strata Council on completion of the building envelope maintenance project. Further details of the report and additional discussion noted in the minutes under the corresponding maintenance items.

2. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: Following review, it was **MOVED** and **SECONDED** to adopt the March 4, 2009 Council meeting as circulated

MOTION CARRIED

*The owners are reminded that a Pre Authorized Payment option is available to all owners as a method of electronic payment of monthly Strata fees.
This form is attached to this set of minutes for easy use and reference.*

Financial Statements: The February 2009 financial statements were tabled in the absence of the Treasurer.

2009-2010 Draft Budget: Council tabled a draft budget prepared by CMN for the Strata's next fiscal year. Updated versions will be email to Council for further review and finalization.

3. BUSINESS ARISING

Insurance Renewal: Council discussed the Strata insurance noting that the insurance coverage contract has been awarded to AON at a yearly cost of \$31,430.00 plus GST, based on the currently appraised valuation of the property reported at \$39,996,000.00. The insurance covers period from April 1, 2009 to April 30, 2010.

Emergency Keys Lockbox: Council discussed installation of a lockbox for storage of access keys to the strata by the fire department emergency personnel. It was noted that CMN is expecting an answer from the contractor in regards of the City's exact requirements related to the key distribution. Don Kennett has contacts for the core drilling contractor that would be able to provide the service once the key distribution commitment with the City has been outlined. It was noted that the City may not take any of the Strata's keys for building access therefore making installation of the lockbox unnecessary.

Fireplaces Cleaning: Discussion centered regarding cleaning of individual fireplaces, Council instructed CMN to secure a date of the fireplace cleaning for a Saturday available three weeks or later from the date of the Council meeting. A Notice will be posted at the property advising all residents on the date, the notice will require interested parties to sign in and this roster sheet will be forwarded to the fireplace cleaning contractor requesting services (condition to meeting a minimum number of participating units (ten units required) for a group rate of \$55.00 plus GST per unit).

Fire Inspection: It was noted that fire re-inspection of the missed units has been completed, noting that two of the units were not inspected due to no access. CMN will write letters to both units requesting completion of the yearly fire inspection on their own accord and expense.

Exterior Water Tap Leak: Council further discussed the issue related to the damages caused by a leak from a frost damaged hose bib. It was noted that a hose was attached to the water tap which in turn caused this problem to occur when lower temperatures were reached causing rupture of the pipe. It was noted that notices were posted at the property reminding owners to disconnect hoses for the winter months. Council reviewed records from the Strata Council minutes of January and October of 2004 and November of 2008 noting similar occurrences taking place and expenses associated with the repairs charged to the units. Council decided that based on the existing precedence all invoices associated with the latest exterior water tap leak will also to be charged to the owner.

Building Security: Council discussed a security report noting that the gym door leading to the courtyard was left open during the night hours. Owners are reminded to make sure the door stays closed behind them after workouts. CMN will contact a door repair contractor and inquire on the installation of a heavier spring mechanism for improved security. The owners and residents are also reminded to ensure that the garage gates are closed behind them prior leaving the property. Leaving garage gates open compromises the security of the property and may lead to unnecessary expenses due to theft and property damage. Council noted that performance of the security contractor was satisfactory.

4. CORRESPONDENCE

Security Guard: Council tabled a letter from an owner regarding the security guard.

5. NEW BUSINESS

Building Envelope Maintenance (BEMCO): Discussion centered regarding completion of the building envelope maintenance reported by John Perchall. It was noted that all maintenance repairs went as expected and no problems were found or reported by the contractor (BEMCO).

Garage Doors Spring Replacements: Council discussed garage gates repairs noting that the existing springs responsible for the operations of the two out of three garage gates of the Strata have been temporarily clamped by the contractor and requires replacement. Council reviewed and approved a proposal from Ideal Door for the spring replacement on the exterior gate and the interior West gate. It was noted that the new replacement springs are of a heavy duty capacity and largest size possible that the current gates setup would be able to accommodate. It was noted that the exterior gate spring cost including installation is \$1,370.00 and the interior West gate cost is \$1,025.00 plus GST. Council also decided to install fasteners at a cost of \$330.00 plus GST for all three gates that would improve maintenance of the gates in the future. Council also decided to implement a semi annual maintenance contract with Ideal Door based on two visits per year where all three gates will be inspected and serviced at a cost of \$350.00 plus GST per visit.

Landscaping Improvements: Council noted decision to go ahead with the landscaping improvements proposal from Para Space at a total cost of \$4,502.00 plus GST. It was noted that this amount is as per previously approved yearly budget and is necessary for proper grounds maintenance.

Emergency Generator Maintenance: Discussion centered regarding recent power failure noting that the emergency generator had to be started manually. It was also noted that Simson Maxwell attended to the problem and completed temporary repairs required to the equipment. Simson Maxwell also identified that a block heater and the battery must be replaced in order for the equipment to continue working without further interruptions. CMN was directed to arrange for this repair. Council also reviewed two proposals for the yearly maintenance of the emergency generator and decided to award the quotation to Simson Maxwell at a cost of \$795.00 plus GST per year based on a two year contract.

Powerwashing: Council noted completion of the powerwashing project at a cost of \$1,450.00 plus GST. Noting no deficiencies CMN was directed to pay the invoice from the contractor upon receipt.

Dryer Vent Leak: Discussion centered regarding a leak from a dryer vent in one of the units. It was noted that Don Kennett will supply a name of the preferred epoxy injection contractor to CMN and costs associated with the repairs in this unit will be charged to the owner as Council is under the opinion (base on precedence of similar cases) that leaks from dryer vents is the responsibility of the unit's respective owners.

Electrical Vault Inspection: Council reviewed a quote in the amount of \$3,600.00 plus GST from Houle Electric for the inspection and maintenance of the Strata's Electrical Vault. It was noted that this inspection is mandatory and is currently due as be BC Hydro requires to complete such inspection every third year. CMN was directed to research an available date for the second week of May. The inspection will be done during day time starting 10:00 a.m. and will require the electrical power to be turned off for the duration. Notices on the exact dates and time will be posted in advance advising all owners in this regard.

Carpet Cleaning: Council noted completion of the carpet cleaning project at a cost of \$819.50 plus GST noting no deficiencies. CMN was directed to pay the invoice from the contractor upon receipt.

AGM Agenda: AGM agenda was discussed and will be finalized via e-mail for inclusion on the notice.

6. NEXT MEETING DATE

The next meeting is the Annual General Meeting scheduled for Tuesday, May 26, 2009 at 7:00 p.m. at the Masonic Hall. Notices to all owners will follow.

7. ADJOURNMENT

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

MINUTES OF A STRATA COUNCIL MEETING. SIENA OF PORTICO, STRATA PLAN BCS207

DATE: TUESDAY, MAY 19, 2009

LOCATION: MEETING ROOM, 1428 WEST 6TH AVENUE, VANCOUVER, B.C.

Present: Christopher Lee President
Valerie York Vice President
Jennifer Torrance

Regrets: Stephen Tredwell
Don Kennett

Property Management: Mikhail Ratchkovski Property Manager from Colliers Macaulay Nicolls Inc
Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

Important, please translate
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Proszę Przetłumaczyć
Перевести пожалуйста

The meeting was called to order at 5:05 p.m.

It was noted that this meeting was called to discuss the Draft Budget and Rules Amendments workshop, no other items were included on the agenda for discussion.

1. DRAFT BUDGET

Council reviewed the draft budget prepared by CMN after discussion it was decided that final adjustments will be made to the budget within the next few days and minor adjustments will be finalized via email and presented to the owners for approval at the upcoming Annual General Meeting. It was noted that the proposed budget is not going to have an increase in Strata fees.

2. RULES AMENDMENTS

Council discussed Strata rules and reviewed amendments presented by Valerie York. After discussion it was **MOVED** and **SECONDED** to adopt the amended rules for the Strata.

MOTION CARRIED

Copies of the amended rules are attached to this set of Strata Council Minutes

2. AGM AGENDA

AGM agenda was briefly discussed and will be finalized via e-mail for inclusion on the notice.

6. NEXT MEETING DATE

The next meeting is the Annual General Meeting scheduled for Wednesday, June 24, 2009 at 7:00 p.m. at the Masonic Hall. Notices to all owners will follow.

7. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 6:15 p.m.

Submitted by:

COLLIERS MACAULAY NICOLLS INC.

15th Floor, 200 Granville Square

Vancouver, B.C. V6C 2R6

Tel: (604) 681- 4111 / Fax: (604) 681- 2911

mikhail.ratchkovski@colliers.com

RULES FOR BOOKING THE MEETING ROOM

1. The Meeting Room (excluding the spa and exercise room) may be booked and used for private functions by the Owner of the Strata Lot only. A Tenant may use the Meeting Room if it is booked in person by the Registered Owner.
2. The room is available for use from the hours of 6:00 a.m. and must be vacated by 11:00 p.m.
3. All bookings are to be made through the Caretaker with a minimum of 48 hours notice.
4. No smoking or alcohol is permitted in the Meeting Room, Exercise room and outdoor patio area.
5. Guests of the owner who has booked the Meeting Room shall not interrupt the residents who are using the exercise and spa area. Children are not to play in the exercise area and must be under supervision at all times while in this room.
6. A damage deposit of **\$250.00** will be required at the time the room is booked which will be refunded if the room and contents are left in a clean and undamaged condition. The payment is to be made by cheque or cash and paid to the Strata Corporation (BCS 0690) in care of the Caretaker. A letter acknowledging the booking (lease), cleaning and damage responsibility must also be signed.
7. The Meeting Room is to be left in the same condition as was given.
 - Facility is to be vacuumed and kitchen area is free and clear of debris.
 - Residents will be required to provide their own supplies, dishes, and cutlery.
 - Garbage is to be emptied and deposited in the Strata Corporation garbage bins.
 - Furniture is to be dusted clean, moved, and placed in their original location.
8. Owner of the Strata Lot signing this lease is personally liable for the guests during the leased period.
9. Persons using this facility do so at their own risk and release and indemnify the Strata Corporation and the Management Company from any and all claims from the use of this facility. The owner of the Strata Lot accepts all responsibility for any and all damage that is done to the premises. An assessment will be made and a deduction for any such damages will be deducted from the refundable security deposit.
10. Meeting room key is to be returned to the Caretaker the following day of the lease. A final walkthrough will be conducted to check for any damages.
11. Any contravention of the above rules will result in a \$50 fine.

PLEASE REMEMBER THE AMENITY AND MEETING ROOM FACILITIES BELONG TO ALL OWNERS. YOUR COOPERATION IN ADHERING TO THE ABOVE RULES AND REGULATIONS IS REQUESTED AND APPRECIATED.

RULES FOR MOVING IN AND OUT

1. Moving in or out will be permitted during the following hours only:

- (i) Monday to Friday 9:00 am to 6:00 pm
- (ii) Saturday, Sunday, and Statutory Holidays 8:00 am to 6:00 pm

These hours are strictly enforced and a \$200 fine will be charged for any contraventions. Elevator #1 is designated for moving. Elevator mats and pads will be installed to protect the common walls and floors. Elevator #2 cannot be used for moving under any circumstances as it is for passenger use only.

- 2. A minimum of 48 hours notice must be made with the Caretaker for setting up an appointment for moving in or out. One cheque in the amount of **\$100.00** (non-refundable) is payable for a Security Agent and a second refundable cheque of **\$250.00** is for a damage deposit. These cheques must be paid to the Caretaker 48 hours prior to the move. Any contraventions of this policy will result in the charge being levied against the Owner of the Strata Lot.
- 3. The Caretaker/Security Agent, on behalf of the Strata Council, and the moving party will make a before and after inspection of the areas through which the move is taking place. If damage has occurred as a result of that move, the cost of repairs related shall be assessed and charged to the Strata Lot if the damage deposit is not sufficient enough to cover the costs of the repair.
- 4. An elevator service key is to be used for all moving activities. Elevator doors are not to be held by any devices or persons.
- 5. Any contravention of the above rules will result in a charge of \$200.00 to the Owner of the Strata Lot. Congruently, if any damage occurs during an unauthorized move, the Owner of the Strata Lot will be charged for the cost of the repairs in addition to the charge for the contravention of the rules.
- 6. In the event that the appointment cannot be kept by the mover, the appointment can be rescheduled provided that the Caretaker receives sufficient notice.

DELIVERIES

One-time deliveries such as a couch, mattress, or appliance deliveries require only a damage deposit of \$250.00 and no security fee. We ask that you contact the Caretaker with 48 hours notice to ensure our elevators are protected with mats and pads. Once the delivery is complete and no damages are incurred, your deposit will be refunded to you.

Thank you for your cooperation.
- Your Strata Council

**MINUTES OF AN ANNUAL GENERAL MEETING
SEINA OF PORTICO, STRATA PLAN BCS207**

DATE: WEDNESDAY, JUNE 24, 2009

LOCATION: 4TH FLOOR, MASONIC HALL, 1495 WEST 8TH AVENUE, VANCOUVER, BC

The council president called the meeting to order at 7:10 p.m.

It was noted by the council president that CMN would assist in facilitating the meeting.

MEETING PROCEDURES

In accordance with requirements of the *Strata Property Act*, CMN reported on the following procedures:

ROLL CALL

At the conclusion of registering attendance, CMN reported that there were 26 strata lots represented in person and 30 strata lots represented by proxy, for a total representation of 56 strata lots.

As the necessary quorum had been achieved, the meeting was duly constituted and authorized to proceed with the transaction of business as outlined in the notice of meeting.

CERTIFICATION OF PROXIES

CMN certified that the proxies received were correctly completed by strata lot owners not in attendance and that the proxies provided appropriate authority for the proxy holders to vote on the owner's behalf.

ISSUANCE OF VOTE CARDS AND BALLOTS

CMN issued appropriate vote cards and ballots to those owners in attendance on their own behalf and on behalf of their proxies. There were no owners indicating they did not have appropriate vote cards or ballots.

FILING PROOF OF NOTICE OF MEETING

It was noted that the notice of meeting dated June 4, 2009 was circulated to all owners and is in compliance as prescribed by the *Strata Property Act*.

APPROVAL OF THE AGENDA

There were no amendments requested to the meeting's agenda and it was Moved by #306, Seconded by #704 to approve it as presented

MOTION CARRIED UNANIMOUSLY

APPROVAL OF GENERAL MEETING MINUTES

It was **Moved** by #407, **Seconded** by #1104 that the annual general meeting minutes of June 4, 2008 be approved as circulated to the owners.

MOTION CARRIED UNANIMOUSLY

PRESIDENT'S REPORT

Christopher R. Lee, Council President thanked everyone for attending the Siena's Annual General Meeting. He thanked all members of council for their hard work and effort during the year and outlined many completed tasks that the Strata Corporation had attended to in the past year, specifically noting completion of the Building Envelope Maintenance by BEMCO who reported that the building envelope remains in good condition; transition to the new Property Management – Colliers International; and completion of a gas leak repair that required access to all units - special thanks goes to all owners for timely completion of this project as everyone's cooperation was the key to have this done as quickly as possible. A more detailed report from the President is attached to the minutes.

REPORT ON INSURANCE

CMN reviewed the strata corporation's insurance coverage. The information attached with the AGM package indicated coverage with AON Reed Stenhouse Inc. from April 30, 2009 to April 30, 2010. The cover note indicated the building was insured for a replacement cost amount of \$39,996,000.00. It was noted the insurance broker has been changed from BFL Canada Insurance Services Inc. to AON Reed Stenhouse Inc. to realize the benefits where CMN has a master insurance program through AON Reed Stenhouse Inc. In placing insurance coverage on the master program, the Strata Corporation realized a premium saving of approximately \$8,000.00.

The strata corporation insurance reflects the replacement value of the building in accordance with an appraisal provided by Normac Appraisals Ltd. Replacement value does not include the land and does not reflect market value.

Owners are requested to check with their own insurance broker to ensure they have appropriate coverage for improvements and betterments required for any upgrades to the suite, coverage for any costs that the strata corporation may assess for an owner's responsibility in causing damage to the property and coverage for additional living expenses in the event damage is extensive enough to require that the owner seek other accommodation.

It is important for Owners to realize that the Strata insurance covers Strata property, but it also covers items that are not owned by the Strata, but are part of the Strata Lot and/or property of an Owner, such as cabinetry, carpets, flooring, etc. These items, while the property of the Owner, are an insurable interest of the Strata Corporation. With this in mind, it is very important for Owners to have appropriate home owner insurance. Typically this type of insurance would cover all additional contents, such as couches, televisions, computers and other items that are the property of the Owner and/or tenant and are not covered under the Strata's insurance policy. Owners were encouraged to have their home policies reviewed and if necessary, they are welcome to contact AON, who is the broker for the Strata's insurance; they would be more than happy to review their program and advise on the sort of coverage a home owner would need to adequately protect their belongings.

APPROVAL OF THE APRIL 1, 2009 – MARCH 31, 2010 OPERATING BUDGET

It was **MOVED** by #1502, **SECONDED** by #703 that the Owners of Siena of Portico, Strata Plan BCS207 approve the Operating Budget for April 1, 2009 to March 31, 2010 as circulated in the notice of meeting package.

Strata's President presented the budget, and provided an explanation of the adjustments in the next fiscal year's budget and why they are necessary. It was noted that the presented budget has no increase in strata fees.

It was noted that the budget has been designed to encompass all costs necessary to operate the business of the Strata Corporation and the adjustments are necessary to ensure the complex is properly maintained and repaired as necessary.

After questions and answers period a vote was taken.

MOTION CARRIED (UNANIMOUSLY)

APPROVAL OF ¾ VOTE RESOLUTION #1

WHEREAS the Strata Council proposes to prepare a depreciation report study (contingency reserve fund study).

THEREFORE BE IT RESOLVED by a ¾ vote resolution of the owners of Strata Corporation BCS207 – The Siena of Portico (the strata corporation) at this Annual General Meeting held on June 24, 2009 to authorize expenditure of up to \$10,000.00 from the contingency reserve fund for the preparation of a depreciation study report related to the contingency reserve fund.

This resolution is for the sole purpose of funding the expenses associated with the preparation of the depreciation report study, of Strata Corporation BCS207 the Siena of Portico as outlined above.

After questions and answers period it was **MOVED** by #902, **SECONDED** by #602 to adopt the resolution as presented

MOTION CARRIED (UNANIMOUSLY)

APPROVAL OF ¾ VOTE RESOLUTION #2

WHEREAS the operating budget of strata corporation BCS207 has an anticipated surplus at the end of the 2008/2009 fiscal year.

THEREFORE BE IT RESOLVED by a ¾ vote resolution of the owners of Strata Corporation BCS207 – The Siena of Portico (the strata corporation) at this annual general meeting held on June 24, 2009 to approve the transfer of funds between accounts for the end of the 2008-2009 financial year of the strata corporation,

- The year end balance in excess of 14,457.00 in the operating account will be transferred to the contingency reserve fund

At the discussion period it was proposed to amend the resolution where a dollar sign (\$) is added in front of the 14,457.00.

It was then **MOVED** by #306, **SECONDED** by #703 to amend the resolution as proposed

MOTION CARRIED

The amended resolution was then read again to the owners

THEREFORE BE IT RESOLVED by a ¾ vote resolution of the owners of Strata Corporation BCS207 – The Siena of Portico (the strata corporation) at this annual general meeting held on June 24, 2009 to approve the transfer of funds between accounts for the end of the 2008-2009 financial year of the strata corporation,

- The year end balance in excess of \$14,457.00 in the operating account will be transferred to the contingency reserve fund

It was then **MOVED** by #1502, **SECONDED** by #306 to adopt the resolution as amended

MOTION CARRIED

APPROVAL OF ¾ VOTE RESOLUTION #3

WHEREAS the strata corporation has reviewed both the standard bylaws and the existing bylaws of the strata corporation, and wishes to add the following additions and amendments.

THEREFORE BE IT RESOLVED by ¾ vote resolution of the Owners, Strata Plan BCS207 that the following bylaw be added and amended to the existing bylaws of the Owners, Strata Plan BCS207.

2. Repair and Maintenance of Property by Owner

Add.....

- (2) Water Damage - The owner of a strata lot will be responsible for the cost of repairing all water and other damage that results, both inside and outside the owner's strata lot, from any of the following: (a) the perforation or piercing by the owner, or the owner's tenants, contractors, licensees or invitees, of the building envelope or any water line, sprinkler line, sewer line or other conduit of water or other liquid;
- (b) the overflow of sinks, bath tubs, toilets or other similar fixtures caused by the owner, tenants, licensees or invitees;
- (c) the flooding, due to malfunctioning refrigerators, freezers, dishwashers, clothes washers or other similar appliances;
- (d) or the failure of the owner, or the owner's tenants, licensees or invitees, to properly use or maintain plumbing and exhaust facilities, including, without limitation, failing to comply with sprinkler system guidelines, failing to clean dryer vents or failing to detach hoses from external hose bibs during the winter months..

3. Use of Property

- (5) Parking Stalls
- (a) A resident must not store unlicensed, uninsured or inoperative vehicles on the common property, limited common property or land that is a common asset
- (b) An owner must not sell, lease or license parking stalls to any other person than another owner..
- (c) An owner and or resident must not rent or lease a parking stall to any other person than a current resident.
- (d) A resident or visitor must not use any parking area (including guest parking stalls) as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs.
- (e) An owner and or resident must not park or store any vehicle that drips oil or gasoline: and, in the event of an inadvertent spillage, an owner and or resident must immediately clean up any oil, gasoline or other automotive residue and, on failure to do so following seven day's notice from councilor management, all costs associated with any clean up undertaken will be charged to the owner to whom the parking stall is assigned.

Change (5) Parking Stalls to

- (5) Strata Lot Assigned Parking Stalls
- (a) An owner, tenant or occupant shall not use any space to park in the common/limited common property except the parking space which has been specifically assigned to his/her Strata Lot
- (b) An owner, tenant or occupant shall not park any vehicle in a manner which reduces the width of the garage vehicle aisle or ramp of the common/limited common property

- (c) A Strata Lot owner shall be the only person eligible to rent or lease a parking stall assigned to him/her and only to another Strata Lot owner.
- (d) A Strata Lot owner shall not lease the parking space assigned to his/her Strata Lot to, or otherwise permit that parking space to be regularly used by, anyone who is not a resident of the building
- (e) An owner, tenant or occupant shall not carry out any oil changes or major repairs to motor vehicles or other mechanical equipment in the assigned parking stalls or on common/limited common property
- (f) An owner, tenant or occupant shall be responsible for the immediate clean up of oil, gasoline or other vehicle fluid, which leaks from his/her vehicle. Failure to do so within seven (7) days of receipt of notice from the Property Manager, all costs associated therewith will be charged to the owner of the parking stall
- (g) An, owner, tenant or occupant shall not use any parking stall or common/limited common property as a work area for carpentry, renovations, repairs or construction projects
- (h) An owner, tenant or occupant shall not store unlicensed, uninsured or inoperative vehicles or trailers in his/her assigned parking stall or on the common/limited common property
- (i) An owner, tenant or occupant, when not in residence and wishing to leave his/her unlicensed vehicle in the assigned parking stall, must provide notice to the Property Manager along with proof of third party liability insurance. The insurance documents must be clearly displayed inside the front or back window of the vehicle
- (j) An owner, tenant or occupant whose vehicle requires periodic or regular charging by a battery charger must limit the connection time to forty eight (48) hours per seven (7) day period. When the vehicle is not being charged, the charger shall be removed from the parking stall and stored

Add

(33) Move in/ Move out

- (a) An owner or tenant must notify the Property Manager of his/her intention or the intention of an occupant to move into or out of the Strata Lot at least seven (7) days prior to the move in order that moves can be scheduled in a coordinated manner and with respect for the residents' use of the elevator and common property
- (b) All moves shall occur between the hours of 9:00 a.m. and 7:00 p.m. only
- (c) Upon receipt of: 1) FORM K if a tenant is moving in, 2) copy of the lease agreement if a tenant is moving in, and 3) the moving fee, the Property Manager will confirm the date and time, make arrangements for hiring the security guard, and prepare and lock off of the elevator
- (d) Moving fees for non-owner move: A non-refundable moving fee of five hundred (\$500.00) dollars shall be charged to the owner in advance to cover both the move into and out of the building by their tenants to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (di) Moving fees for resident owner move: A non-refundable moving fee of two hundred and fifty (\$250.00) dollars shall be charged to the owner in advance to cover the move into the building and a moving fee of two hundred and fifty (\$250.00) upon moving out to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (dii) If the moves take longer than four (4) hours, the owner shall be charged for the additional cost of the security guard

- (e) Clause b. above applies to the moving of large furniture or major appliances to or from the Strata Lot. Notice of two (2) days of the date and time of the delivery must be given to the Property Manager
- (f) Clauses a., b., c., and di., dii., apply to moves from one Strata Lot to another Strata Lot within the building. The moving fee will be reduced by the cost of the security guard
- (g) In order for none of the above points to apply to moves from the Town Houses, the owner or tenant must remove possessions from their unit garages and lockers through their units or make arrangements with the Property Manager to move through the tower exits for which moving fees will apply
- (h) Violation of this Bylaw will result in a fine of two hundred (\$200.00) dollars to the owner of the Strata Lot, in addition to the moving fee

Renumbering of clauses required

Strata Lot Types

33. For the purposes of allocating common expenses among the strata lots, strata lots 1 to 14 and 17 shall be considered to be a different unit type than strata lots 15, 16, 18 to 92.

Renumber above to 34.

Roof Deck

34. Unless otherwise approved by the council, the roof deck on the top of the tower building must not be used for any purpose other than for access by window washers, mechanical, electrical, or other maintenance staff.

Renumber above to 35

After an extensive questions and answers period, minor amendments to the bylaws were proposed and it was then **MOVED** by #703, **SECONDED** by #704 to adopt the amendments.

MOTION CARRIED (54 IN FAVOUR/1 OPOSED/1 ABSTAINED)

The amended resolution was then reviewed and discussed by the owners

WHEREAS the strata corporation has reviewed both the standard bylaws and the existing bylaws of the strata corporation, and wishes to add the following additions and amendments.

THEREFORE BE IT RESOLVED by $\frac{3}{4}$ vote resolution of the Owners, Strata Plan BCS207 that the following bylaw be added and amended to the existing bylaws of the Owners, Strata Plan BCS207.

2. Repair and Maintenance of Property by Owner

Add.....

- (2) Water Damage – In the event of any water damage to the building in excess of the deductible amount payable under the strata corporation's insurance policy which is caused by any of the following:
 - (a) the perforation or piercing by the owner, or the owner's tenants, contractors, licensees or invitees, of the building envelope or any water line, sprinkler line, sewer line or other conduit of water or other liquid;
 - (b) the overflow of sinks, bath tubs, toilets or other similar fixtures caused by the owner, tenants, licensees or invitees;

- (c) the flooding, due to malfunctioning refrigerators, freezers, dishwashers, clothes washers or other similar appliances or;
- (d) the failure of the owner, or the owner's tenants, licensees or invitees, to properly use or maintain plumbing and exhaust facilities, including, without limitation, failing to comply with sprinkler system guidelines, failing to clean dryer vents or failing to detach hoses from external hose bibs during the winter months.

The strata corporation will submit a claim under the strata corporation's insurance policy to recover the cost of repairing and restoring such damage. The owner of the strata lot from which the damage originated will be responsible for the cost of the insurance deductible payable to the strata corporation's insurers as well as any repair and restoration costs which are not covered by the strata corporation's insurers.

3. Use of Property

(5) Parking Stalls

- (a) A resident must not store unlicensed, uninsured or inoperative vehicles on the common property, limited common property or land that is a common asset.
- (b) An owner must not sell; lease or license parking stalls to any other person than another owner.
- (c) An owner and or resident must not rent or lease a parking stall to any other person than a current resident.
- (d) A resident or visitor must not use any parking area (including guest parking stalls) as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs.
- (e) An owner and or resident must not park or store any vehicle that drips oil or gasoline: and, in the event of an inadvertent spillage, an owner and or resident must immediately clean up any oil, gasoline or other automotive residue and, on failure to do so following seven day's notice from councilor management, all costs associated with any clean up undertaken will be charged to the owner to whom the parking stall is assigned.

Change (5) Parking Stalls to

(5) Strata Lot Assigned Parking Stalls

- (a) An owner, tenant or occupant shall not use any space to park in the common/limited common property except the parking space which has been specifically assigned to his/her Strata Lot
- (b) An owner, tenant or occupant shall not park any vehicle in a manner which reduces the width of the garage vehicle aisle or ramp of the common/limited common property
- (c) A Strata Lot owner shall be the only person eligible to rent or lease a parking stall assigned to him/her and only to another Strata Lot owner or resident
- (d) A Strata Lot owner shall not lease the parking space assigned to his/her Strata Lot to, or otherwise permit that parking space to be regularly used by, anyone who is not a resident of the building
- (e) An owner, tenant or occupant shall not carry out any oil changes or major repairs to motor vehicles or other mechanical equipment in the assigned parking stalls or on common/limited common property
- (f) An owner, tenant or occupant shall be responsible for the immediate clean up of oil, gasoline or other vehicle fluid, which leaks from his/her vehicle. Failure to do so within seven (7) days of receipt of notice from the Property Manager, all costs associated therewith will be charged to the owner of the parking stall
- (g) An, owner, tenant or occupant shall not use any parking stall or common/limited common property as a work area for carpentry, renovations, repairs or construction projects

- (h) An owner, tenant or occupant shall not store unlicensed, uninsured or inoperative vehicles or trailers in his/her assigned parking stall or on the common/limited common property
- (i) An owner, tenant or occupant, when not in residence and wishing to leave his/her unlicensed vehicle in the assigned parking stall, must provide notice to the Property Manager along with proof of third party liability insurance. The insurance documents must be clearly displayed inside the front or back window of the vehicle
- (j) An owner, tenant or occupant whose vehicle requires periodic or regular charging by a battery charger must limit the connection time to forty eight (48) hours per seven (7) day period. When the vehicle is not being charged, the charger shall be removed from the parking stall and stored

Add

(33) Move in/ Move out

- (a) An owner or tenant must notify the Property Manager of his/her intention or the intention of an occupant to move into or out of the Strata Lot at least seven (7) days prior to the move in order that moves can be scheduled in a coordinated manner and with respect for the residents' use of the elevator and common property
- (b) All moves shall occur between the hours of 9:00 a.m. and 7:00 p.m. only
- (c) Upon receipt of: 1) FORM K if a tenant is moving in, 2) copy of the lease agreement if a tenant is moving in, and 3) the moving fee, the Property Manager will confirm the date and time, make arrangements for hiring the security guard, and prepare and lock off of the elevator
- (d) Moving fees for non-owner move: A non-refundable moving fee of five hundred (\$500.00) dollars shall be charged to the owner in advance to cover both the move into and out of the building by their tenants to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (di) Moving fees for resident owner move: A non-refundable moving fee of two hundred and fifty (\$250.00) dollars shall be charged to the owner in advance to cover the move into the building and a moving fee of two hundred and fifty (\$250.00) upon moving out to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (dii) If the moves take longer than four (4) hours, the owner shall be charged for the additional cost of the security guard
- (e) Clause b. above applies to the moving of large furniture or major appliances to or from the Strata Lot. Notice of two (2) days of the date and time of the delivery must be given to the Property Manager
- (f) Clauses a., b., c., and di., dii., apply to moves from one Strata Lot to another Strata Lot within the building. The moving fee will be reduced by the cost of the security guard
- (g) In order for none of the above points to apply to moves from the Town Houses, the owner or tenant must remove possessions from their unit garages and lockers through their units or make arrangements with the Property Manager to move through the tower exits for which moving fees will apply
- (h) Violation of this Bylaw will result in a fine of two hundred (\$200.00) dollars to the owner of the Strata Lot, in addition to the moving fee

Renumbering of clauses required

33. Strata Lot Types

For the purposes of allocating common expenses among the strata lots, strata lots 1 to 14 and 17 shall be considered to be a different unit type than strata lots 15, 16, 18 to 92.

Renumber above to 34.

35. Roof Deck

Unless otherwise approved by the council, the roof deck on the top of the tower building must not be used for any purpose other than for access by window washers, mechanical, electrical, or other maintenance staff.

Renumber above to 35

It was then **Moved** by #1104 and **Seconded** by #404 to adopt the resolution as amended
MOTION CARRIED (52 IN FAVOUR/3 OPPOSED/1 ABSTAINED)

NEW BUSINESS

Parking -

Discussion regarding excess of vehicles parking on the streets around the complex took place. It was noted that most of these vehicles are left around the complex for the entire day by motorists who take skytrain downtown therefore occupying all available parking around the complex and preventing genuine visitors from finding any available spots. A letter has been sent to the City to install appropriate signage around the property in order to prevent vehicles parking around the building. The City's response was negative to have limiting signs on the street.

Security -

Discussion centered on the general security at the Strata complex noting that several break-in attempts have been prevented and one break in was reported last year. The owners were reminded to lock their property and don't leave any valuable items in the vehicles.

Left turn from 6th Street -

Discussion regarding a petition that will put forward for signing dealing with the request to the City to install a sign prohibiting a left turn from 6th Street. This petition will be left in the mail room requesting owners' signatures who agree with this request.

Dryer Vents -

Discussion centered on maintenance of dryer vents, noting that Council will conduct further study regarding cleaning and maintenance on this matter and report to the Owners with the recommendations.

Pets -

Discussion centered on roaming cats at the property and the Owners were reminded to look after their pets as per Strata Bylaws.

Fireplaces (Pilot Lights) -

Discussion regarding turning off pilot lights of the fireplaces in order to save on the gas expenses in the summer months. The Strata Council will further research this matter and will report to the owners on the available options.

ELECTION OF STRATA COUNCIL

The ownership was advised a council must be elected for the forthcoming year. The bylaws and *Strata Property Act* require that a maximum of seven (7) persons be elected.

The following owners were nominated/volunteered:

Christopher Lee
Don Kennett
Jennifer Torrance
Sandy Crawford
Stephen Tredwell
Valerie York
Jocelyn Chang

There being no further nominations, it was;

It was **MOVED** by #206 **SECONDED** by #1102 that nominations for council be closed.

MOTION CARRIED UNANIMOUSLY

The above noted (7) seven owners were declared as the new Strata Council.

There being no further business to conduct the meeting,

It was **MOVED** by #1502 and **SECONDED** by #703 that the meeting be terminated at 9:15 p.m.

MOTION CARRIED UNANIMOUSLY

Minutes of the 2009 Annual General Meeting of "The Siena of Portico BCS207" held Wednesday, June 24, 2009 at the 4th Floor, Masonic Hall, 1495 West 8th Avenue, Vancouver, BC. Subject to Ratification by the Ownership at the Next General Meeting.

Submitted by:
COLLIERS MACAULAY NICOLLS INC.
15th Floor, 200 Granville Square
Vancouver, BC V6C 2R6
Tel: (604) 681-4111 / Fax: (604) 681-2911
mikhail.ratchkovski@colliers.com

PRESIDENT'S LETTER

June 24th, 2009

Dear Siena Owners:

Welcome to the Annual General Meeting of BCS 207, Siena of Portico.

We have in attendance Council Members, Jennifer Torrance, Sandy Crawford, Stephen Tredwell, and Don Kennett, Valerie York is recovering from knee surgeries and has just returned home, we wish her well. Also with me at this table is Mikhail Ratchkovski, our Property Manager from Colliers International, Charlene Beranek from Colliers is assisting with registration at the back of the room.

Our Strata and Council is governed by The Strata Council Act, The Homeowners Act, and Siena BCS 207's Rules and By-laws.

In reviewing the year it seems to have been busy, but marked by a few significant events for the Strata Corporation.

During the past year, we completed some touch up work to the envelope that had been recommended by BEMCO, our buildings envelope contractor, Siena remains in good condition.

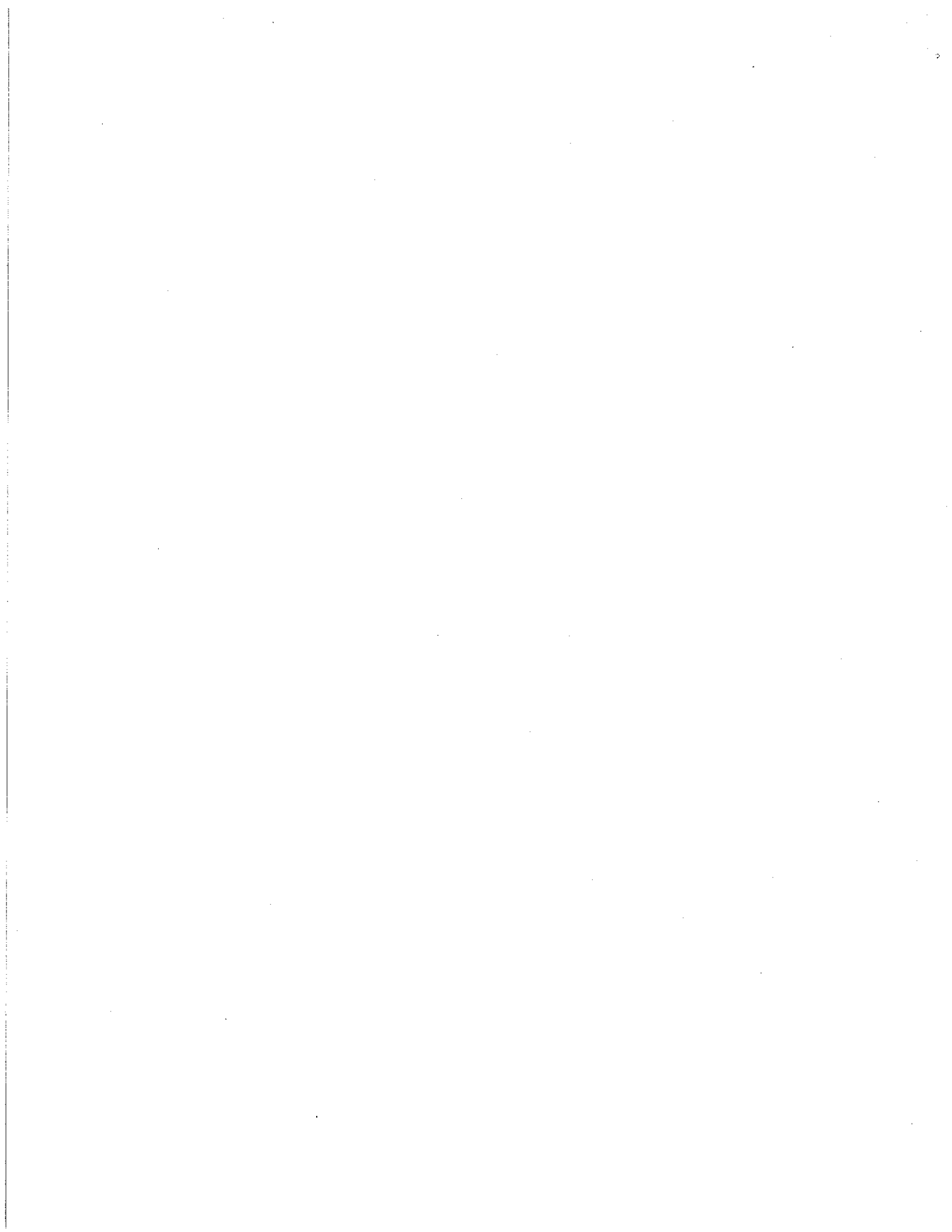
We had an opportunity to test our ability to act as a community of neighbors during the gas pipe repairs, the Strata Council is grateful for the cooperation of residents and we hope this can be extended during times of routine maintenance since it will help to facilitate more convenient and efficient access for any in-house work.

The Strata Council made a significant change last year by not renewing our property management contract with Crosby Property Management and selecting Colliers International as our new managers, we think that the transition to Colliers has been substantially smooth and any glitches have been or will be worked through, if you have any concerns, please contact. Although property management fees increased as a result of our move, this was offset by savings in the strata's insurance premiums that Colliers is able to negotiate.

I'd like to take this opportunity to thank my fellow Councilors, Stephen Tredwell, Valerie York, Don Kennett, Sandy Crawford and Jennifer Torrance for all their work on Council this year.

Special notes of thanks to the various committees John Perchall on the Maintenance Committee, Valerie York's Rules and Bylaws Review Committee comprised of Glenn Leung, Rod McLean, Stephen Tredwell and Jennifer Torrance and the Social Committee with Jennifer Torrance, Sharon Cheney and Mindy Lane.

Chris



MINUTES OF A STRATA COUNCIL MEETING

SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Wednesday, July 8, 2009

LOCATTION: Meeting Room, 1428 West 6th Avenue, Vancouver, B.C.

Present: Christopher Lee
Valerie York
Jennifer Torrance
Stephen Tredwell
Sandy Crawford
Don Kennett
Jocelyn Chang

Important, please translate
S'il vous plait Traduire
請翻譯
翻訳してください
번역하십시오
အဘိဓာန်
Xin vui lòng phiên dịch
অনুবাদ করুন
अनुवाद कृपया
Proszę Przetłumacz
Просьба перевести

Regrets: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:05 p.m.

1. COUNCIL POSITIONS

It was **MOVED** and **SECONDED** that the following nominations for council positions for the 2009/2010 term be accepted:

Christopher Lee	President
Valerie York	Vice President
Jocelyn Chang	Treasurer
Jennifer Torrance	Secretary

MOTION CARRIED

2. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to defer the approval of the April 8, 2009 and May 18, 2009 council meeting minutes until the next meeting.

MOTION CARRIED

Financial Statements: It was **MOVED** and **SECONDED** to defer the approval of the February, March, April, May and June 2009 financial statements until the next meeting

MOTION CARRIED

3. NEW BUSINESS

Individual Council members spent time discussing suggested goals for the coming year. These goals included:

- setting a structure for Council by developing a "Council communication protocol" to ensure that all members are kept informed at all times of council business
- re-visiting our understanding with Colliers to include clarification of the lines of communication by the establishment of a "communication protocol"

- re-launching of our website
- implementing inventory of keys, key fobs and cards
- implementing inventory of parking spaces and locker numbers
- reviewing Siena strata ownership to ensure all appropriate documentation regarding the status of the unit, and any changes undertaken in regards to the alteration of the Common Property and the Limited Common Property, are documented and the said documents are in order and filed against the unit
- initiating the Depreciation Report Study (CRF review)
- completing a unit water shut off valve inventory for each unit - a master copy be kept with the Property Manager
- implementing a plan for fireplace maintenance and pilot light shut off and on
- comparative bids, to a maximum of three, should be sought on all projects/expenditures of over an amount to be decided upon. These bids should be presented to Council in a timely fashion for review and vote

Landscaping committee - Valerie agreed to chair the Landscaping Committee again this year. She will be calling for interested people to join her Committee. The lilac hedge along West 7th has been replaced (after winter weather damage) and much trimming has been done. Bushes and trees will still need to be trimmed.

Maintenance committee - The painting of the blue section of Siena is expected to take place this year subject to receiving adequate bids for scaffolding and painting.

The installation of a lock box at the front door of Siena has stalled as the Vancouver Fire Department has not yet approved it.

Caretaker business - The caretakers' contract should be reviewed. Colliers to be asked to provide comparison rates of caretakers in other buildings. Comparative bids should be called once the existing contract expires and before any new agreements are made.

4. NEXT MEETING

The next meeting is tentatively scheduled for Wednesday, August 19, 2009 at 7:00 p.m. in the Strata's meeting room.

5. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:20 p.m.

MINUTES OF A STRATA COUNCIL MEETING

SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Tuesday, September 1, 2009

LOCATION: Meeting Room, 1428 West 6th Avenue, Vancouver, B.C.

Present: Christopher Lee
Valerie York
Jennifer Torrance
Stephen Tredwell
Sandy Crawford
Don Kennett

Guests: John Perchall (maintenance committee)
Cliff Davis (painting consultant)

Regrets: Jocelyn Chang

Property

Management: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:05 p.m.

1. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the April 8, 2009 council meeting minutes with the following amendment –

- Under the Business Arising section -
Exterior Water Tap Leak: Council further discussed the issue related to the damages caused by a leak from a frost damaged hose bib. It was noted that a hose was attached to the water tap which in turn caused this problem to occur when lower temperatures were reached causing rupture of the pipe. It was noted that notices were posted at the property reminding owners to disconnect hoses for the winter months. Council reviewed records from the Strata Council minutes of January and October of 2004 and November of 2008 noting similar **occurrences-occurrence** taking place and expenses associated with the repairs charged to the units. Council decided that based on the existing precedence all invoices associated with the latest exterior water tap leak will also to be charged to the owner due to negligence to keep the hose disconnect from the tap in the winter months.

*** The word occurrences is changed (from plural to singular) occurrence

MOTION CARRIED

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the May 18, 2009 council meeting minutes with the following amendments

- Regrets: Sandy Crawford
- Attached copy of the adopted rules is incorrect and the distributed attachment is retracted. (correct copy of the Strata Rules is attached to this set of minutes)

MOTION CARRIED

Important, please translate
S'il vous plait Traduire
请翻译
翻訳してください
번역하십시오
გთხოვთ
Xin vui lòng phiên dịch
رجاءاً
अनुवाद कृपया
Proszę Przetłumaczyć
Просьба перевести

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the July 8, 2009 council meeting minutes with the following amendment

- ~~Approval of Council Meeting Minutes~~ — moved/seconded for deferral is changed to
Approval of Council Meeting Minutes - minutes of May 18th 2009 not available, moved/seconded for deferral

MOTION CARRIED

Arrears: Arrears were reviewed and the amounts were noted. After extensive discussion Council concluded that further enforcement is necessary in order to address this matter and instructed CMN to charge \$200.00 fines to all strata lots found in arrears in excess of 90 days and assess further fines of \$200.00 monthly to the strata lots remaining in arrears thereafter. In addition letters will be sent to the units in arrears of over 90 days requesting payment within 21 days and in cases of non compliance register liens against the respective Strata Lots. All costs associated with the lien registration including \$500.00 lien administration charge by CMN will be billed back to the respective Strata Lot against which the lien is registered. It was **MOVED** and **SECONDED** to adopt this procedure as noted above.

MOTION CARRIED

Financial Statements: It was **MOVED** and **SECONDED** to accept the February, March, April, May and June 2009 financial statements as presented.

MOTION CARRIED

Invoices: Council reviewed invoices from Fire Pro relating to services performed in 2007. It was noted that a potential dispute of charges may have been related to this matter and the Strata's President will follow up with Crosby directly to determine the reason why these invoices were not been paid by the previous managing agent. Council also reviewed an invoice from Service Master in the amount of \$860.48 for the carpet cleaning services performed August of 2008, noting that services were completed and the invoice was most likely lost due to transition from Crosby to CMN. It was **MOVED** and **SECONDED** to expense \$860.48 from the carpet cleaning account and pay the invoice from Service Master.

MOTION CARRIED

2. BUSINESS ARISING

Strata Rules: Council reviewed and discussed the amendments to the Strata rules and it was **MOVED** and **SECONDED** to adopt the new Strata rules effective immediately

MOTION CARRIED

NOTICE TO OWNERS

STRATA RULES ARE ATTACHED TO THIS SET OF MINUTES FOR YOUR REFERENCE

The Owners who are renting their units are reminded to always distribute any amended Bylaws and Rules of the Strata Corporation to their respective tenants.

Tenants must receive a copy of the Rules and Bylaws as this is a requirement on the Form K as per Strata Property Act. The Owners are ultimately responsible for ensuring their tenants are aware of the Rules and Bylaws which apply to ALL RESIDENTS of the Strata.

Security: Discussion centered on building security and the owners are reminded not to leave anything valuable in their vehicles and to wait before the garage gate is closed behind their vehicle when leaving the property in order to prevent strangers from gaining entry to the building.

Council Communication: Discussion regarding the need for improved distribution of minutes and CMN was directed to speed up the process and distribute the minutes as soon as possible. CMN was also directed to arrange for scheduled inspection visits with Council and Maintenance committee members as a regular part of ongoing site visits. An updated calendar of events outlining all scheduled items such as window/carpet cleaning, envelope maintenance, fire inspection etc will be forwarded for review by the Strata Council; this list will be further discussed at future meetings.

Electrical Vault Service: Council was informed that Houle Electric attended to the scheduled inspection of the Electrical Vault of the Strata. It was noted that the contractor took an extra one and a half hours above the expected power outage time to complete necessary services. It was also noted that notices regarding this scheduled power outage have been posted at the property and the owners are reminded that second scheduled power outage has been set for October 28, 2009 from 9am – 3pm. The elevators during these hours will not be working and anyone expecting large items to be delivered or are moving in/out of a unit around this date should plan accordingly in order to prevent potential problems.

**ATTENTION ALL RESIDENTS
SCHEDULED POWER OUTAGE
OCTOBER 28, 2009
9AM – 3PM**

THERE WILL BE LIMITED AMOUNT OF ELECTRICAL POWER AT THE PROPERTY
PLEASE DO NOT SCHEDULE ANY MOVES OR DELIVERIES ON THIS DATE AS THE ELEVATOR
SERVICE WILL NOT BE AVAILABLE

Emergency Access Keys Lockbox: Council discussed installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. It was noted that the cost of this installation is approximately \$900.00 and CMN was directed to arrange for the installation of the lock box.

Fire Places Cleaning: During the discussion regarding the cleaning of the fireplaces, it was noted that this service has been scheduled to take place on Saturday, September 26, 2009. Notices in this regard will be posted advising all residents. It was also noted that a special rate of \$55.00 per unit has been obtained from the contractor and a sign up sheet will be posted in the mail room where interested owners may sign up for this service. The owners will have to pay the contractor directly for this service and may also inquire directly with the contractor on additional services such as installation of fan blower that can significantly increase the efficiency of the fire place.

Depreciation Report Study (CRF Study): Council reviewed two proposals related to the contingency reserve fund study. It was noted that one more proposal is expected from a different engineering firm in this regard and this matter will be further discussed by the Strata Council at a later time.

Water Shut Off Valves Inventory: Issue was tabled.

Alteration of Property (filing of documents): Issue was tabled.

Strata's Website Re-Activation: Issue was tabled.

Window Cleaning: During the discussion regarding window cleaning project, it was noted that Old English has completed the service and recommended that the Strata consider cleaning (powerwashing) the North Side of the property next year. A small section of the North Side of the tower was cleaned by the contractor at no cost to the Strata in order to show the potential improvements. Council decided to consider this proposal and CMN was directed to obtain a quotation from Old English in this regard. It was noted that the quotation must encompass all north sides of the property including the town houses.

2. CORRESPONDENCE

Security Guard Matter: Council noted that the issue pertaining to the security guard matter is closed.

Dryer Vent Repairs: Council discussed a letter from an owner regarding a leak originating from the dryer vent. The Strata is researching this matter and CMN was directed to contact the owner to determine if the leak is still active, how often this problem occurs, and when the dryer vent was cleaned and the booster fan was serviced.

Lease Termination Request: Council reviewed a letter from an owner requesting to terminate the existing lease with a current tenant and re-rent the unit to a new tenant. After extensive discussion, it was **MOVED** and **SECONDED** to deny this request.

MOTION CARRIED

Request to install Mezuzah: Council reviewed a letter from an owner and approved installation of a Mezuzah with the condition that the property is returned to its original state once the Mezuzah is removed or if the owner moves out. It was noted that all costs associated with this matter will be the sole responsibility of the respective strata lot.

4. BUSINESS ARISING

Caretaker Contract: Discussion centered on the current caretaker's contract. CMN was directed to forward copies of the WCB and Liability Insurance coverage documents to Strata Council for reference. Valerie will further examine the contract and will provide an updated scope of work to CMN who in turn will research comparative quotations from different contractors.

Overflow Leak Insurance Claim: Discussion regarding a toilet water overflow that occurred on the 17th of July 2009. It was noted that an insurance claim has been started with the Strata's insurance and the amount of the insurance deductible (\$5,000.00) will be charged back to the unit upon completion of restoration services by the contractor. It was noted that all water damage is contained within one unit and there is no damage reported to any of the common property or any other units of the Strata.

Painting Project: Council discussed the painting project of the red and blue parts of the tower noting that this undertaking had commenced on very short notice due to a very good price received from one of the contractors and also due to a short window of opportunity related to the weather conditions and general contractor's availability. As a result, substantial savings have been realized by the Strata. Additional discussion took place regarding the reflective shine of the paint noting that with time the exposure to UV rate will significantly dull the reflective qualities (the gloss). It was especially noted that this choice of semi gloss paint has been selected for this project as a much more durable type of material with the expectations that a longer serviceable life can be achieved from this type of paint.

The maintenance committee and the Strata's selected painting consultant, chosen for the direct supervision of this project, reported that they were very happy with the services provided by the contractor and all work has been done according to specifications and contract established guidelines. The painting project is expected to be completed in approximately one week's time, weather permitting.

Dryer Vent Cleaning: During a discussion regarding individual dryer vent cleaning, it was noted that potential savings may be obtained from servicing all units at the same time and CMN was directed to research a quotation from a contractor for the next year budgeting purposes.

5. NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, October 27, 2009 at 7:00 p.m. in the Strata's meeting room.

6. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 10:55 p.m.

Submitted by:
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MINUTES OF A STRATA COUNCIL MEETING

SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Tuesday, October 27, 2009

LOCATION: Meeting Room, 1428 West 6th Avenue, Vancouver, B.C.

Important, please translate
S'il vous plait Traduire
請翻譯
翻訳してください
번역하십시오
asawala
Xin vui lòng phiên dịch
ଆନୁସାଦ କୃପୟା
Proszę Przetłumacz
Προσβα μεταφρασει

Present: Christopher Lee
Jocelyn Chang
Stephen Tredwell
Don Kennett

Regrets: Jennifer Torrance
Valerie York
Sandy Crawford

Property

Management: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:05 p.m.

1. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the September 1, 2009 council meeting minutes as circulated

MOTION CARRIED

Arrears: Arrears were reviewed and the amounts were noted. Bylaw fines, in the amounts approved at the September 1, 2009 council meeting, will be charged to delinquent strata lots.

Financial Statements: It was **MOVED** and **SECONDED** to accept the July and August 2009 financial statements as presented.

MOTION CARRIED

Invoices: Council reviewed invoices from Fire Pro relating to services performed in 2007. It was noted that a potential dispute of charges may have been related to this matter and the Strata's President will follow up with Crosby directly to determine the reason why these invoices were not been paid by the previous managing agent.

2. BUSINESS ARISING

Security: Discussion centered on building security and the owners are reminded not to leave anything valuable in your vehicles and to wait for the garage gates to close behind your vehicle when exiting and entering the property in order to prevent strangers from gaining entry to the building.

It was also noted that there was an informal meeting held with the members of the neighboring property (Verona) and mutual issues were discussed which can potentially lead to further security improvements for both Stratas. Verona garage gate operating procedures will be reviewed and may be adopted by Siena.

Snow Removal Contract: CMN was directed to research a snow removal contract with Hudson Irrigation. It was noted that the contract should include the sidewalks of the 6th and 7th Avenue, Hemlock, the Courtyard and half width of the common walkway with Verona. CMN will also inquire with the contractor if there would be a discount if both properties are done by this contractor.

Electrical Vault Service: It was noted that Houle Electric is attending to the scheduled inspection of the Electrical Vault of the Strata on Wednesday, October 28th from 09:00 am – 3:00 pm as the second part of the two stage inspection. Updated notices have been posted at the property well in advance of this event taking place.

Emergency Access Keys Lockbox: Discussion took place regarding previously adopted installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. CMN was directed to follow up with the contractor in this regard.

Fire Places Cleaning: Council discussed completion of the fire place cleaning project, noting that most of the units listed in the roster sheet have been inspected and serviced. It was noted that the contractor was not able to service some units within the limited period of time in the morning as higher demand created a schedule overlapping problem. In the future additional steps will be considered to have all units scheduled without this problem. Council would like to note that owners who did not participate in this service may still contact the contractor (True North Furnace 604-916-3773) and schedule cleaning and servicing of the fireplace on their own accord. Payment for this service has to be negotiated directly with the contractor.

It was also noted that a notice will be posted at the property requesting owners interested in upgrading the fan blowers in their fireplaces to a more efficient version to contact True North Furnace directly.

Depreciation Report Study (CRF Study): Council reviewed two proposals related to the contingency reserve fund study. It was noted that an additional proposal that was expected from a different engineering firm was not available due to an engineer withdrawing from the bid. CMN will research a new proposal for discussion at the next Council meeting.

Overflow Leak Insurance Claim: Council further discussed a toilet water overflow that occurred on the 17th of July 2009. It was noted that all damages were confined within the unit itself and there were no reported leaks neither on common property nor from the unit below. CMN initiated an insurance claim for the Strata on behalf of the respective owner of the unit where the damages occurred and the owner was informed that the amount of the insurance deductible, \$5,000.00, will be charged back to the unit upon completion of all repairs by Belfor Restoration. Additionally, it was noted that the flooring in the unit has been replaced with the same type as originally installed in the unit by the developer and CMN was directed to write a letter to the owner requesting clarification on the type of underlay installed and any additional scope of work related to the repair in the unit that took place above the simple replacement.

Strata's Website Re-Activation: Issue was tabled.

NOTICE TO OWNERS – HOSE BIBBS WINTERIZATION

Please be reminded that it is time to winterize the hose bibbs. Please disconnect any hoses attached to your hose bibb and drain hoses. If your unit has a shut off valve for exterior pipes, please turn it off.

Owners are responsible for the disconnection of their hose bibbs. Should any damage occur, all costs will be charged back to the owner of the unit.

3. CORRESPONDENCE

Flooring Installation: Council reviewed a request from an owner seeking approval of installation of hardwood flooring similar to the flooring originally installed by the developer. CMN was directed to write a letter to the unit inquiring on the type of underlay material that is planned to be used by the owner for this upgrade. This matter will be further reviewed once an answer from the owner has been received.

Ceiling Leak: Council reviewed correspondence from an owner of a townhouse unit advising on the ceiling leak of the top floor. It was noted that the developer (Bosa) has been contacted and is currently conducting an investigation of this matter.

4. BUSINESS ARISING

Shaw TV Service Contract: Council discussed services provided by Shaw to the Strata for the TV located in the gym. It was noted that at the time the contract with Novus Communications was signed part of the agreement was for Novus to provide this service at no cost to the Strata. CMN was directed to follow up with Novus in this regard and terminate the contract with Shaw.

Wolverine Communications (Elevator Monitoring): Council discussed the phone line monitoring (of the Strata's elevators) contract with Wolverine Communications and inquired if CMN would be able to provide this service to the Strata through the emergency response line currently in place as part of the contract. CMN will research on available options.

Dryer Vent Cleaning: Council discussed dryer vent cleaning and directed CMN to research two quotations for discussion at the next Council meeting.

Water Softening: Discussion centered regarding water softening equipment installed and maintained by Microclear. CMN was directed to contact the contractor to obtain records of the last water testing.

Pool Table Leveling: CMN was directed to send a contractor to level the pool table in the amenity room.

Emergency Generator Refueling: Council was informed that an account with 4Refuel has been setup, the generator has been refueled and will be ready for the scheduled power outage on the 28th of October.

Power Smart: Council was informed that Power Smart representatives have inspected the property and will provide a list of recommendations to the Strata. This matter will be further discussed at future meetings.

Caretaker's Contract: Noting that the contract with the caretaker has been extended until the end of November, this matter was table and will be further discussed at the next meeting.

Christmas Party: It was noted that annual Christmas Party has been tentatively scheduled for the week of December 14th. Notices will be posted at the property advising all residents when the details are finalized

REMINDER TO OWNERS – STRATA LOT RENTALS

*Rental of Strata Lots are to be for a period of no less than one year for each tenant.
Please refer to Section 32 of the Strata Corporation Bylaws for the details.*

5. NEXT MEETING

The next meeting is tentatively scheduled for Monday, December 14, 2009 at 7:00 p.m. in the Strata's meeting room.

6. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 8:45 p.m.

**FOR EMERGENCIES ONLY, PLEASE CONTACT COLLIERS' SERVICE CENTRE AT
#604-661-0800 AFTER BUSINESS HOURS**

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**MINUTES OF A STRATA COUNCIL MEETING
SIENA OF PORTICA, STRATA PLAN BCS207**

DATE: Monday, December 14, 2009

LOCATION: Unit 408, 1428 West 6th Avenue, Vancouver, B.C.

Important, please translate
S'il vous plait Traduire
請翻譯
翻訳してください
번역하십시오
အဘိဓာန်
Xin vui lòng phiên dịch
مترجم
अनुवाद कृपया
Proszę Przetłumacz
Просьба перевести

Present: Christopher Lee
Jocelyn Chang
Valerie York
Stephen Tredwell

Regrets: Don Kennett
Jennifer Torrance
Sandy Crawford

Property

Management: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:05 p.m.

1. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the October 27, 2009 council meeting minutes as circulated

MOTION CARRIED

Arrears: Arrears were reviewed and the amounts were noted. Bylaw fines, in the amounts approved at the September 1, 2009 council meeting, will be charged to delinquent strata lots.

Noting that one of the Strata Lots has not been paying Strata fees for a period of over a few years and also noting that correspondence and phone calls by CMN requesting payment of arrears were left unanswered by the respective owner, the Strata Council decided to hire a legal representative in order to sell the unit and collect the outstanding arrears.

Council discussed a dispute from one of the owners where a statement was made that an agreement was reached with a previous management company that the arrears will be annulled. The Strata Council is under the opinion that no such agreement has been ever reached and unless there is a written correspondence in this regard the arrears are deemed as outstanding and due in full by the owners of the Strata Lot.

Council discussed a charge back dispute noting that the owner is in disagreement regarding the amount that was billed back to the unit for the work that has been done by the Strata to resolve a plumbing leak originating from upgrades installed on the limited common property by a previous owner of the unit. Noting that no approvals for this upgrade have been issued by the Strata, the Strata Council is under the opinion that this charge back is valid and the amount is due in full to the owners of the Strata. Council also noted that the owner may consider seeking a remedy from the previous owner who presented the upgrade as a feature of the unit and from the realtors who failed to disclose the information about the unauthorized alteration that led to this chargeback.

Financial Statements: It was **MOVED** and **SECONDED** to accept the September and October 2009 financial statements as presented.

MOTION CARRIED

Invoices: Council further reviewed four invoices (discussed at a past meeting) from Fire Pro relating to services performed in 2007. It was noted that in the last few weeks the Strata's President reviewed all matters related to this aspect and determined that though all work has been completed it took a very long time for the matters to be resolved and the technicians on numerous occasions did not show up on time or rescheduled the inspections for further repairs without prior approvals and without advising the Strata. It was also noted that CMN met with the owner of Fire Pro and Fire Pro admitted to the shortcomings of their previous services and in the interest of moving forward offered to withdraw one of the invoices and offered an additional 10% on the already submitted quotation for the yearly fire inspection.

Council decided to give the benefit of the doubt to Fire Pro and agreed to the terms of this proposal. CMN was directed to pay three of the invoices and arrange for the fire inspection in January 2010 on a Saturday. Notices advising all owners on the exact date will be posted at the property.

NOTICE TO OWNERS

Council would like to note that units not providing access for this inspection will be in violation of the Strata Bylaws and are subject to being charged \$50.00 fines for this infraction. It was also noted that missing this inspection may also impact these strata lots' homeowners insurance.

2. BUSINESS ARISING

Security: Discussion centered on building security and it was noted that a stranger was noticed wondering through the lobby of the property. While it has not yet been determined how this person gained entry, the Strata Council is taking necessary steps to investigate this matter and address any shortcomings to prevent this from happening in the future.

NOTICE TO ALL RESIDENTS

Owners are reminded not to leave anything valuable in their vehicles and to wait for the garage gates to close behind your vehicle when exiting and entering the property in order to prevent strangers from gaining entry to the building.

If someone is trying to follow you into the property, please ask them to use their own key fob. Simply waiving the key fob near the reader is not enough, the system must acknowledge it with an audible system and release the mag locks. If the person doesn't have a key fob, they must call the unit they are visiting and request the owner of that unit to buzz them in.

Front Door Mag Lock: Council discussed repairs to the front door that occurred in the last couple of weeks noting that Stanley Door Access (Stanley), contractor was called after complaints from the residents were received and an issue with the handicap door equipment was shortlisted as one of the causes leading to the malfunction. In addition to Stanley, the enterphone contractor Blue Mountain attended to this matter and recommended that the intermittent issue is related to the Mag Locks and recommended that equipment be replaced. Action Lock attended to this inquiry and submitted their quotation and also recommended installation of an electric bolt at the bottom of the door as part of additional improvements and a preventative measure that would eliminate a problem when someone would try to pry the bottom of the door to gain entry. Council discussed this quote in detail noting that it requires over \$2,000.00 for this upgrade. It was also noted that the malfunction matter is intermittent and at this time the door is in working order. It was decided to monitor the front door in the next few weeks and further review this matter at a future meeting.

Snow Removal Contract: It was noted that a snow removal contract has been awarded to West Pacific Landscaping after Christopher and Valerie met with the contractor on site and went over the proposal. It was noted that this contractor is also servicing the neighboring property Verona and the Strata will benefit from this contractor's knowledge and with the inclusion of the second property on the contractor's list it will also increase the priority value and higher allocation of resources.

Electrical Vault Service: It was noted that Houle Electric has completed the scheduled inspection of the Electrical Vault of the Strata. Invoice and the official report on completion have not yet been received from the contractor.

Emergency Access Keys Lockbox: Discussion took place regarding installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. Council was informed that Action Lock completed their part of the installation and the insert and key cap have been delivered to the Vancouver Fire Department who is now expected to visit the property in the next few weeks to obtain the keys for inclusion and install the insert.

Depreciation Report Study (CRF Study): Following up on the discussion from the previous meeting, Council reviewed an additional proposal related to the contingency reserve fund study and it was **MOVED** and **SECONDED** to award the contract to Halsall at a cost of \$14,000.00.

MOTION CARRIED

Dryer Vents Cleaning: Council reviewed quotations for dryer vents cleaning noting that both proposals are identical in price. The contract was awarded to Michael A. Smith based on the ability of this contractor to inspect booster fans and provide comprehensive report after completion of this service. CMN was directed to arrange for this service to commence in January of 2010.

Overflow Leak Insurance Claim: Following up on the discussion from a previous meeting where CMN was directed to write a letter to the owner requesting clarification on the type of underlay installed and any additional scope of work related to the repair in the unit that took place above the simple replacement, it was noted that no correspondence has been received from the owner and CMN was directed to send second letter in this regard.

Caretaker's Contract: The Strata Council reviewed the first draft of the contract with the Caretaker. This matter was tabled and will be further discussed at the next meeting.

NOTICE TO OWNERS – HOSE BIBBS SHOULD NOT BE USED IN THE WINTER

Please be reminded that any hoses attached to your hose bibbs should be disconnected and hoses drained. If your unit has a shut off valve for exterior pipes, please turn it off.

Owners are responsible for the disconnection of their hose bibbs. Should any damage occur, all costs will be charged back to the owner of the unit. Please refrain from using exterior hose bibbs in the winter in order to avoid potential costly mishaps.

Ceiling Leak Town House: Council discussed an issue of a townhouse unit where a ceiling leak was investigated by Bosa who appointed Peter Ross for inspection of the roofing membrane. It was noted that report will be submitted upon completion of this inspection, weather permitting.

3. CORRESPONDENCE

Flooring Installation: Council reviewed a request from an owner seeking approval of installation of hardwood flooring similar to the flooring originally installed by the developer. CMN was directed to write a letter to the unit inquiring on the type of underlay material that is planned to be used by the owner for this upgrade. This matter will be further reviewed once an answer from the owner has been received.

Flooring Installation and Assumption of Liability Form: Council discussed correspondence related to an owner declining to sign the Assumption of Liability form in regards to the flooring alterations that have been approved by the Strata Council with the condition to the signing of this form. Council decided that minor items to which the owner does not agree may be crossed over and signed for further review by the Strata Council. There will be no new custom form created for this specific case.

4. BUSINESS ARISING

Window Cleaning: Council noted that the window cleaning project has been completed and all deficiencies have been resolved.

Property Appraisal: Council was informed that the Strata's property has been appraised as a part of a second year of a three year program provided by Suncorp Valuations. It was noted the new property valuation is currently standing at \$35,732,800.00. The appraisal report was sent to the Strata's Insurance carrier (AON) for reference.

Unauthorized Moving: Council discussed a matter of a Strata Lot where the tenants moved in without prior arrangement with the caretaker. It was noted that a \$200.00 Bylaw Fine will be charged to this Strata Lot in addition to a \$500.00 moving fee and other charges incurred by the caretaker who had to provide security to the property on the date of the moving. CMN was directed to mail a letter to the managing agent of this Strata Lot demanding adherence to the Strata Bylaws.

Rental Bylaw: Discussion centered regarding the Strata's Rental Bylaw noting that this bylaw carries substantial monetary penalties and the bylaw is strictly enforced. Council also discussed necessity of a job audit noting the intent to have this project completed sometime in January of 2010.

REMINDER TO OWNERS – STRATA LOT RENTALS

Rental of Strata Lots are to be for a period of no less than one year for each tenant.
Please refer to Section 32 of the Strata Corporation Bylaws for the details.

Renovations: Discussion centered regarding renovations that take place at the property and owners are reminded that all renovations are subject to prior approval by the Strata Council.

Ceiling Leak: Council was informed that a restorations contractor was called to the property after complaint of a ceiling leak. Further investigation determined that the leak was due to condensation from a dryer vent. The contractor noted that a booster fan was not working in the unit and was contributing to the problem. Arrangements were made for a dryer vents cleaning/servicing contractor to attend to this matter and inspect the ducting system and this matter is currently pending report on the findings.

5. NEXT MEETING

The next meeting is tentatively scheduled for Thursday, February 11, 2009 at 7:00 p.m. in the Strata's meeting room.

6. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:20 p.m.

**FOR EMERGENCIES ONLY, PLEASE CONTACT COLLIERS' SERVICE CENTRE AT
#604-661-0800 AFTER BUSINESS HOURS**

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