

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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Held: Thursday, February 12, 2009 at 7:00 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Steve Hearn	President	Suite 305
	Sheldon Franken	Vice President	Suite 208
	Jason Chabot	Treasurer/Secretary	Suite 203
	Ray Zerr		Suite 103 NR
	Chris Devos		Suite 207
	Emily Mak		Suite 311
	Karen Ostroff	Bayside Property Services Ltd.	

**CALLED TO ORDER**

The meeting was called to order at 7:00 pm.

**ELECTION OF OFFICERS**

Officers were elected as noted above.

**PREVIOUS MINUTES**

It was moved, seconded (Franken/Hearn) and carried, to approve the Minutes of the Council Meeting held October 22, 2008.

**BUSINESS ARISING FROM THE MINUTES**

**1) Flat Roof Inspection Report**

Council has requested that Bayside provide additional copies of the Roofing Condition Survey Assessment and Report prepared by J. Taylor & Associates Ltd. dated October 17, 2008 to new members of Council. It was further suggested that the matter be tabled in order to give Council an opportunity to read the report in detail to determine the next step.

**2) Electrical Room Repairs**

A second quote to replace the main electrical switch for the building is pending.

**3) Vertical Wood Replacement**

Shortly after the meeting, Bayside confirmed with Falcon Bay Construction that this project was delayed due to inclement weather, but should be scheduled within the next two weeks.

\*\* ATTENTION OWNERS \*\*  
STRATA PLAN VR 62  
"TWELVE PINES"

WE APOLOGIZE FOR THE INADVERTENT DELAY IN DISTRIBUTING  
THESE MINUTES, AND WILL TAKE ALL STEPS NECESSARY  
TO AVOID A RE-OCCURRENCE.

**4) Drainage Quote**

Shortly after the meeting, Bayside contacted Ambassador Plumbing to provide a quote to correct drainage issues for Suites 105 and 106 including replacement of the wooden sump pit with a concrete constructed unit.

**5) Garage Door Preventative Maintenance**

Council discussed preventative maintenance for the garage door. It was pointed out that the garage door recently had replacement springs installed which had previously been clamped several times. The springs currently in place now are appropriate for the garage door system, including the weight of the door. There had been previous discussion of the possibility of reinforcing the bottom panel of the door, however, this would make the door heavier to lift and the newly installed springs would no longer be appropriate.

**6) Gutter Cleaning and Moss Removal**

Council instructed Bayside to dispatch International Building Maintenance to attend to both jobs. Once a date is scheduled, Bayside will arrange to have notices posted at the building.

**7) Annual Landscape Contract**

Council approved the 2009 landscape maintenance contract and winter pruning of trees contract with Oakwood Landscaping. The 9 month contract extends from March 1, 2009 to November 30, 2009.

**FINANCIAL REPORTS**

1. Financial Reports: It was moved, seconded (Chabot/Hearn) and carried to approve the Financial Reports for October 2008 and November 2008 as prepared by Bayside.
2. Accounts Receivable: The accounts receivable as at February 12, 2009 were reviewed and Council noted no issues.

**NEW BUSINESS**

**1) Outstanding Invoices**

Council approved the payment of the following invoices:

- a) Richard Dmytriw - \$195.00 - To clean lobby and main roof
- b) Thomas Maintenance - \$324.00 - For snow shoveling

**2) Renovation Application – Suite 310**

Council reviewed the submission by the Owner of Suite 310 for renovations they would like to do in their suite. The proposal included a signed renovation agreement as well as detailed plans for the work. Council provided the Owner with an approval letter allowing them to seek the necessary permits from the City of Vancouver.

Council discussed issues surrounding Alteration Agreements.

**3) Gutter repair**

Council reviewed a quote from Precision Gutters to repair the gutters that had pulled away from the building during the heavy snowfall. Before proceeding with the work, Council instructed Bayside to co-ordinate the gutter repairs with the task of gutter cleaning that will be performed by International Building Maintenance, and to determine the number of gutter corners to be re-sealed by IBM at the additional charge of \$75.00 per seam.

**4) Due Diligence Procedures for common property contractor work**

It was agreed by Council that for invoices of an amount up to \$200 for quoted work that had been previously approved by Council, the Council President and Vice President would have authorization to approve invoices for payment and notify Bayside of same by email, in the interest of expediency. For invoices of a greater value, the approval of these invoices would be held until the next scheduled Council meeting.

Discussion ensued with respect to email transmissions. Some Council members expressed concern with regard to decisions made by email. Council subsequently decided that if a vote on a matter is made by email, a quorum of 3 would be required to cast votes. In addition, Council requires that the results of email votes be recorded in subsequent Council meeting minutes. It was noted that applications for renovations will always require a timely approval rather than waiting for the next scheduled Council meeting. For issues such as these, Council may be required to hold an unscheduled meeting to discuss certain urgent matters.

**5) General Communication with Owners**

Tabled.

**6) Water Damage to Suite 110**

Council will contact the Owner of Suite 110 to determine the extent of water damage and determine what sort of repairs may be required.

**7) Brown Water Issues**

Council reviewed a quote from National Plumbing to install an entry access to the hot water storage tank so as to be able to flush the tank thoroughly to rid the tank of residue that results in brown water coming through household taps. Council instructed Bayside to obtain an additional quote for this work.

**8) Break In**

The Owner of Suite 101 reported a break in into his suite causing damage to the sliding door. Bayside dispatched Accurate Glass to make the required repairs.

**9) Water Damage in Suite 309**

A family member of the Owner of Suite 309 reported the existence of a water stain on the left side of the fireplace. Council will contact the individual who holds the key to Suite 309 and make arrangements to inspect the water stain.

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STRATA CORPORATION VR 62

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There being no further business to discuss, the meeting was terminated at 9:20 pm on a motion by Steve Hearn.

The next Council meeting for VR 62 is scheduled for Thursday, April 23, 2009 at 7:00 pm in the Meeting Room, Parkade Level, 1720 West 12<sup>th</sup> Avenue, Vancouver, BC.

Karen Ostroff

Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct Tel: 604-629-8752

Fax: 604-430-2698

Office: 604-432-7774 (24 hours – after office hours, emergencies only please)

**\*\*Weekend / Holiday / Evening Service Call Instructions**

Should you encounter a situation requiring emergency attention, please contact Bayside's office at 432-7774 and advise the operator of the situation giving as many details as possible. Ensure that you state it is an emergency and leave your name and telephone number. Your call will be returned promptly by the on-call property manager so please keep your telephone line free in order that the emergency may be addressed. Your cooperation in this regard is appreciated.

**\*\*Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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**Held:** Thursday, April 16, 2009 at 7:30 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

<b>Present:</b>	Sheldon Franken	Vice President	Suite 208
	Jason Chabot	Treasurer/Secretary	Suite 203
	Ray Zerr		Suite 103 NR
	Emily Mak		Suite 311
	Karen Ostroff	Bayside Property Services Ltd.	

**CALLED TO ORDER**

The meeting was called to order at 7:30 pm.

**PREVIOUS MINUTES**

It was moved, seconded (Zerr/Chabot) and carried, to approve the Minutes of the Council Meeting held February 12, 2009.

**BUSINESS ARISING FROM THE MINUTES**

**1) Flat Roof Inspection Report**

Council discussed the Roofing Condition Survey Assessment and Report prepared by J. Taylor & Associates Ltd. in respect of deficiencies observed at the inspected areas of the roof, and the number of leaks that occurred during the past few months. Council instructed Bayside to invite John Taylor to attend the next Council Meeting to provide an opportunity to explain the report in more detail and address questions of Council in preparation for the next step.

**2) Electrical Room Repairs**

Council reviewed a quote from Houle Electric to replace the main electrical switch for the building and instructed Bayside to clarify some aspects of the quote.

**3) Drainage Quote**

Since the previous Council Meeting, Bayside followed up with Ambassador Plumbing several times, however, subsequently contacted Tap Roots to provide a quote to correct drainage issues for Suites 105 and 106, including replacement of the wooden sump pit with a concrete constructed unit.

**4) Gutter Cleaning and Moss Removal**

International Building Maintenance attended at the building on April 14, 2009 to conduct gutter cleaning and moss removal.

**5) Gutter Repair**

Precision Gutters attended at the building on March 24, 2009 to re-attach gutters in several locations above the front entrance and to clean a section of gutter that overflowed as advised by an Owner.

**6) Brown Water Issues**

A second quote to install an entry access to the hot water storage tank so as to be able to flush the tank thoroughly, is pending.

**FINANCIAL REPORTS**

1. Financial Reports: It was moved, seconded (Chabot/Zerr) and carried to approve the Financial Reports for December, 2008, January 2009 and February 2009 as prepared by Bayside.
2. Accounts Receivable: The accounts receivable as at April 16, 2009 were reviewed and Council noted no issues.

**NEW BUSINESS**

**1) Communication with Owners**

Over the past few weeks, Council has read various notices on the bulletin board in the Lobby area that are criticizing the actions of Council and/or Bayside. Council would like to remind Owners that this is an inappropriate means of expression. An Owner may feel free to express a complaint (or compliment) by setting them out in writing and forwarding the written correspondence to Bayside or delivered to an individual Council member. Attention to complaints will be more effective if channeled appropriately. In addition, Council would like to remind Owners that only official notices should be posted in the elevator by Council.

**2) Parkade drip pans**

Council reviewed a quote submitted by Richard Dmytriw to install new drip shields, and requested that, due to the high cost of the entire project, an itemized cost be provided for individual (or a lesser number of) drip pans, so that they can be installed on an as-needed basis.

**3) Central Air Vent on Roof**

The central air vent fan/roof has been repaired by Xpert Mechanical and is working, but Council advises that there is a vibration that needs to be re-addressed. Bayside will contact Xpert Mechanical to investigate.

**4) Carpet Cleaning**

Council requested Bayside advise when the carpets were last cleaned. (Shortly after the meeting, Bayside reported that the carpets were cleaned and deodorized in July 2008.)

**5) Noise complaint from the Owner of Suite 105**

The Owner of Suite 105 has complained of hearing a vibrating noise coming from the boiler room. Xpert Mechanical was dispatched to investigate and determined that the cause of the problem could be the bearings wearing out. Council instructed Bayside to have Xpert Mechanical provide a quote to replace the motor for the main heating pump.

**6) Correspondence from the Owner of Suite 210**

Council reviewed correspondence from the Owner of Suite 210 in respect of a variety of issues. In this instance, Council provided Bayside with a response to this Owner addressing all of the concerns noted.

**7) Correspondence from the Owner of Suite 212**

Council reviewed correspondence from the Owner of Suite 212 who expressed concerns with the condition of the front canopy roof at the front entrance. Bayside explained that this roof had been cleaned, but the Owner felt that the cleaning was not adequate. Council instructed Bayside to respond to the Owner advising that the roof in question is indeed a roof (not a balcony with no access as the Owner alleges), and that this front canopy roof will be replaced when the main roof of the building is replaced.

**8) Loss of Council Members**

Council has received the written resignation of two Council members, Steve Hearn, and Chris Devos. Council and Bayside would like to express appreciation for the work these two individuals have done by serving on Council and wish them well. Accordingly, there are now two vacancies on Council, and any Owners who wish to volunteer to serve, please contact a Council member or Bayside.

**9) Parklawn Sprinklers**

Parklawn Sprinklers have started up the sprinkler system, and made adjustments and repairs as required. In addition, they tested the backflow device as required by the City of Vancouver.

**10) Landscaping Issues**

Some Owners have expressed concerns with the condition of the grounds. Council instructed Bayside to obtain information from the landscaper and report. The landscaper will be power-raking and aerating the lawns within the next few days. The low-lying branches on the front entrance pathway will be trimmed back, the rhododendron bushes will be trimmed back after they bloom in May to ensure that they bloom again next year, and summer plantings will occur within 3 to 4 weeks after threat of frost. Council is seeking a volunteer to form part of a landscaping committee to more closely oversee the actions of the landscaper.

**11) Outstanding Invoices**

Council approved the payment of the following invoices:

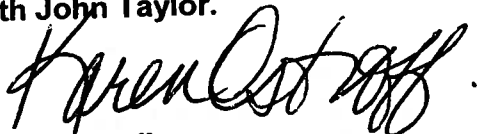
- a) Xpert Mechanical – \$331.63 – To repair leak in boiler room
- b) Parklawn Sprinklers – \$263.87 – Activation of sprinkler system
- c) Precision Gutters – \$445.71 – Gutter repair
- d) Thomas Maintenance – \$236.25 – Snow shoveling
- e) Xpert Mechanical – \$120.00 – vibration noise in 105



Before Council would approve the invoice from Action Lock for \$427.91 to repair the lock at the front entrance door, Council instructed Bayside to contact Action Lock for an explanation of the material used.

There being no further business to discuss, the meeting was terminated at 9:00 pm on a motion by Sheldon Franken.

The next Council meeting for VR 62 will be scheduled once a date can be co-ordinated with John Taylor.



Karen Ostroff

Property Manager

kostroff@baysideproperty.com

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**\*\*Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

Held: Thursday, June 4, 2009 at 7:30 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Sheldon Franken	Vice President	Suite 208
	Jason Chabot	Treasurer/Secretary	Suite 203
	Ray Zerr		Suite 103 NR
	Emily Mak		Suite 311
	Karen Ostroff	Bayside Property Services Ltd.	

Guest John Taylor, J. Taylor & Associates Ltd.

**CALLED TO ORDER**

The meeting was called to order at 7:02 pm.

**GUEST BUSINESS**

John Taylor, Principal of J. Taylor & Associates Ltd. described the general condition of the flat roof of Twelve Pines pursuant to the Condition Survey Assessment & Report dated October 12, 2008. He stated that there are various areas that indicate corrosion at the base of vent fixtures, likely due to significant ponding water throughout several roof areas. He noted several other issues that would support his recommendation that the flat roof be replaced.

While he indicated that repairs could be performed on the roof at a cost of approximately \$10,000 to \$15,000, these repairs would likely extend the life of the roof an additional two years, but would need to be replaced again when the entire roof is replaced. Consequently, this would not be recommended as a prudent measure.

Mr. Taylor went into detail as to the types of material that could be chosen as roofing system options, describing differences in pricing, quality and durability.

Mr. Taylor explained that the role of a roofing consultant includes preparing specifications, co-ordinating the tender process, producing a letter of recommendation, attending at the Special General Meeting to provide the determinations of options to offer, preparing standard contracts, and ultimately managing, supervising and overseeing the roofing project to a successful completion.

Council thanked Mr. Taylor for attending this meeting. Once Mr. Taylor had left the meeting room, Council voted 3/1 in favour of retaining J. Taylor & Associates as roofing consultant for the roof replacement project.

*ETM*

### **PREVIOUS MINUTES**

It was moved, seconded (Franken/Zerr) and carried, to approve the Minutes of the Council Meeting held April 16, 2009.

### **BUSINESS ARISING FROM THE MINUTES**

**1) Electrical Room Repairs**

Council reviewed a quote from Houle Electric to replace the main electrical switch for the building and instructed Bayside to clarify some aspects of the quote.

**2) Drainage Quote**

Since the previous Council Meeting, Bayside followed up with Ambassador Plumbing several times, however, subsequently contacted Tap Roots to provide a quote to correct drainage issues for Suites 105 and 106, including replacement of the wooden sump pit with a concrete constructed unit.

**3) Brown water issues**

A second quote is pending.

**4) Parkade drip pans**

Council has elected to postpone replacing drip pans in the parkade until an improved strategy and replacement process can be determined. Council instructed Bayside determine alternative solutions.

**5) Carpet Cleaning**

Council instructed Bayside to contact Pro Carpet to clean the common area carpets throughout the building, with specific attention to be paid to an unidentified stain outside suite 202.

**6) Noise complaint from the Owner of Suite 105**

Council reviewed a quote from Xpert Mechanical to replace the motor for the main heating pump. Council instructed Bayside to contact the Owner to determine if the noise issue is still a problem.

### **FINANCIAL REPORTS**

1. Financial Reports: It was moved, seconded (Chabot/Zerr) and carried to approve the Financial Reports for March 2009 and April 2009 as prepared by Bayside.
2. Accounts Receivable: The accounts receivable as at June 4, 2009 were reviewed and Council instructed Bayside to effect collection as necessary.

**NEW BUSINESS**

**1) Correspondence from Suite 102**

The Owner of Suite 102 sent correspondence requesting that the Strata Corporation reimburse the Owner who had paid for emergency drain cleaning on their patio. It was agreed by Council that the cost of the invoice (\$228.85) should be reimbursed to the Owner of Suite 102. However, Owners are reminded that emergency contact procedures are set out clearly at the end of these minutes, and that should an emergency arise, Owners are asked to contact Bayside to have the matter addressed.

**2) Repair of Hosebib**

Xpert Mechanical was dispatched to repair leaks on the outside hosebibs that were discovered when the taps were turned on. Leaks were likely caused as a result of pipes freezing during the winter.

**3) Davey Tree**

Council instructed Bayside to proceed with the quote submitted by Davey Tree to treat all of the Hornbeam trees along the lane way for aphids. The cost of the two recommended treatment applications is a total of \$930.00 plus GST. *done ✓*

**4) Renovation Request for Suite 309**

The Owner of Suite 309 had previously applied to Council for permission to renovate, however, the Owner has now advised that this application is now on hold. Council has advised the Owner of the necessity of obtaining plans and permits depending upon the work to be undertaken.

**5) Plumbing Issues in Suite 104**

The Owner of Suite 104 had reported to Bayside the occurrence of a leak from the ceiling in the main bathroom that ultimately was determined to be caused by a faulty toilet seal in Suite 204. In addition, Xpert replaced a zone valve in Suite 104, and provided information to address a pipe noise issue. Council will investigate the matter of the pipe noise issue in greater detail.

**6) Correspondence from the Owner of Suite 309**

Council reviewed correspondence from the Owner of Suite 309 who expressed concerns with the manner by which water ingress problems have been dealt with in her suite. It appears that water has entered the suite on a number of occasions at the junction of the living room ceiling and the fireplace surround. These issues have been addressed, however, not to the satisfaction of the Owner. Council instructed Bayside to respond to the Owner advising that the condition of the flat roof is likely the cause of the problem and Council anticipates treating the matter of replacement of the roof as a high priority.

**7) Request from Granville West to combine snow removal services**  
Tabled.

**8) Elevator Floor**

Tabled to next meeting.

**9) Carpet at Front Entrance**

Council instructed Bayside to have a new carpet installed at the front entrance of the building as well as at the area in front of the elevator at the basement level. The existing carpet has lost its "grip" and is currently held firm by duct tape to prevent slipping.

**10) Precision Gutters**

The Owner of 103 reported that an eavestrough from the 3<sup>rd</sup> floor has dropped down to the patio of Suite 103 on the north east corner of the building. Council instructed Bayside to contact Precision Gutters to have the eavestrough reinstalled.

**11) Railings at Patio of Suite 103**

The Owner of Suite 103 has reported that the wood railing on top of the brick wall requires repair and re-painting. The Owner offered to make the repair on his own, provided Council could provide brown exterior paint as previously used on the rest of the building. Council authorized the Owner to proceed.

**12) Noise Levels**

Owners are reminded that excessive noise (voices, doors slamming and televisions) carries throughout Twelve Pines, a wood-frame building, and can be very disruptive to neighbours. Owners are requested to be respectful of others, so as to avoid unreasonably interfering with the rights of other persons to use and enjoy the common property, common assets or another strata lot (pursuant to Bylaw 7.1(c)).

**13) Smoking**

Owners are also reminded to please be respectful to your neighbours and try to limit smoking on balconies especially during the summer season when patio doors and windows are open.

**14) Newspapers**

Owners are reminded to please stop taking newspapers that do not belong to you.

**15) Interest Rate**

Council has requested that Bayside provide information with regard to the interest rate earned on contingency reserve funds. Bayside reports that the matter of the interest rate earned on strata corporation funds has been well researched by management of Bayside. In order to obtain a higher interest rate, the funds would normally be required to be locked in for 3 years or longer in a term deposit or GIC type of investment. In order to retrieve the funds, a penalty would be paid or loss of interest earned, accordingly the risk usually outweighs the benefit. The existing interest rate for all funds held on behalf of the Strata Corporation is a floating rate of prime less 1 ¾ %.

**16) Outstanding Invoices**

Council approved the payment of the following invoices:

- a) Thomas Lighting – \$400.46 – Purchase of light bulbs
- b) Xpert Mechanical – \$445.18 – Repair of hosebib lines
- c) Strata Handyman – \$600.00 – Cleaned parkade ceiling

There being no further business to discuss, the meeting was terminated at 8:51 pm on a motion by Sheldon Franken.

The next Council meeting for VR 62 is scheduled for Thursday, July 16, 2009 at 7:00 pm in the Meeting Room, Parkade Level, 1720 West 12<sup>th</sup> Avenue, Vancouver, BC.

Karen Ostroff  
Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD**

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Held: Thursday, July 16, 2009 at 7:00 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Jason Chabot	Treasurer/Secretary	Suite 203
	Emily Mak		Suite 311
	Karen Ostroff	Bayside Property Services Ltd.	
Regrets:	Sheldon Franken	Vice President	Suite 208
	Ray Zerr		Suite 103 NR

**CALLED TO ORDER**

The meeting was called to order at 7:02 pm.

**PREVIOUS MINUTES**

It was moved, seconded (Chabot/Mak) and carried, to approve the Minutes of the Council Meeting held June 4, 2009.

**BUSINESS ARISING FROM THE MINUTES**

**1) Roof**

Council instructed Bayside to contact J. Taylor & Associates Ltd. to send specifications for the roof replacement project. In addition, the request will be made to have John Taylor arrange for bids to be submitted as soon as possible. Once Council has received this information, a Special General Meeting will be scheduled whereupon the Owners will have the opportunity to discuss and vote upon the matter.

**2) Electrical Room Repairs**

Houle Electric clarified the aspects of the quote that Council had requested previously, and Bayside will prepare a resolution for the Owners to vote upon at a special general meeting, with the funds to be drawn from the Contingency Reserve Fund.

**3) Drainage Quote**

Council reviewed a quote received from Tap Roots Plumbing but have elected to table this issue until the Fall.

**4) Brown water issues**

A second quote is pending. There have been no further reports of the existence of brown water.

**5) Parkade drip pans**

Council instructed Bayside to obtain quotes for alternative solutions.

**6) Carpet Cleaning**

On July 21, 2009, Pro Carpet will clean the common area carpets throughout the building, with specific attention to be paid to an unidentified stain outside suite 202.

**7) Noise complaint from the Owner of Suite 105**

Council reviewed a quote from Xpert Mechanical to replace the motor for the main heating pump. Council instructed Bayside to contact the Owner to monitor the noise issue and report if it remains a problem.

**8) Plumbing Noise at 104**

Council reports that they have investigated the matter of pipe noise identified by the Owner. Council states that the noise is attributed to the fact that ½" piping was used to supply ¾" baseboards at the time of the construction of the building. They state that this creates excess flow and increased noise through the piping.

**9) Request from Granville West to combine snow removal services**

Council requested that a quote be obtained from Thomas Maintenance to combine snow removal services for both Twelve Pines and Granville West.

**10) Elevator Floor**

Council considered the cost of installing a new floor in the elevator and decided that the cost of same should be included with the budgetary calculations for the next fiscal year.

**11) Carpet at Front Entrance**

Bayside will undertake to have this carpet replaced as well as a new carpet at the area in front of the elevator at the basement level.

**12) Precision Gutters**

Council instructed Bayside to dispatch Precision Gutter to repair a seam on a gutter at 103 that requires re-caulking.

**FINANCIAL REPORTS**

1. Financial Reports: It was moved, seconded (Chabot/Mak) and carried to approve the Financial Report for May 2009 as prepared by Bayside.
2. Accounts Receivable: The accounts receivable as at July 16, 2009 were reviewed and Council instructed Bayside to effect collection as necessary.

**NEW BUSINESS**

**1) Landscaping Update**

Bayside reported that Oakwood Landscaping has cut out deadwood from the maples, cleaned up the property, pruned and reduced shrubs, and will treat the Pieres Japonica that have a black sooty mould with a mineral oil spray. In addition, the rhododendrons at the front of the property have been significantly cut back. This will allow more light into the front of the property and it will also avoid doing further damage to the lamp standards at the entrance.



**2) Exterior Tap**

The Owner of Suite 102 has requested permission to attach a "Y" splitter to the tap outside of the patio area of Suite 102 to enable the Owners of Suite 102 to attach a hose from the inside of their patio. Council instructed that Bayside notify the Owner that his request has been granted provided that the alteration is not permanent, does no damage to the common exterior of the property, is not invasive to plumbing and the Owners of Suite 102 will assume any liability resulting from the alteration.

**3) Davey Tree**

Bayside advised that Davey Tree has made two aphid treatment applications to the Hornbeam trees along the lane on June 11, and June 29, 2009.

**4) Door Maintenance**

An Owner has suggested that Council arrange for a contractor to check all fire doors, the door to the storage room, and exit doors for maintenance (squeaks, tighten hinges, check closures). Council instructed Bayside to determine which doors require service and make arrangements for the work to be done.

**5) Repair Hole in Stairwell**

Council instructed Bayside to arrange for a contractor to add a door stop and repair a hole in the drywall of the stairwell at the second floor where a door handle of the fire door has gone through the drywall.

**6) Motion Detector Light**

A request was made by the Owner of Suite 108 to repair the electrical outlet and the motion detector light located outside Suite 108 and Council instructed Bayside to dispatch an electrician to fix the problem.

**7) Postal Timer Lock**

It was reported to Bayside that since a recent power outage had occurred in the neighbourhood, Canada Post could not access the building. Bayside dispatched Allied Access system to re-set the postal timer lock and to replace the back-up battery that was no longer operative.

**8) Visitor Parking**

Owners are reminded that the parking stalls allotted to Visitor Parking are shared amongst all Owners of Twelve Pines. Council agreed that the following Rule be enacted:

"Owners must ensure that guests who park a vehicle in Visitor's Parking and who are visiting or residing on a temporary basis place a note on the dashboard of the vehicle stating the suite resident's name and number visiting. For periods of longer than seven days, prior Council permission must be obtained."

**9) Balcony of Suite 311**

The Owners of Suite 311 reported a problem with the surface of their balcony. Bayside dispatched Farris Contracting to provide a quote for repair of the balcony. (Shortly after the Council Meeting, Farris Contracting submitted a quote to repair the balcony at a cost of \$4,875.00). Council will discuss the quote in further detail.

**10) Outstanding Invoices**

Council approved payment of the following invoices:

- a) Xpert Mechanical – \$616.53 – Repairs to #104 (partial charge-back)
- b) Xpert Mechanical – \$288.75 – Planned maintenance
- c) Xpert Mechanical – \$918.27 – Leak on heating pump
- d) Xpert Mechanical – \$126.00 – Hot water in boiler room drain

There being no further business to discuss, the meeting was terminated at 9:10 pm on a motion by Emily Mak.

**The next meeting for VR 62 will be a Special General Meeting, the date for which has yet to be determined. Notice will be sent to Owners at the appropriate time.**

Karen Ostroff  
Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct Tel: 604-629-8752

Fax: 604-430-2698

Office: 604-432-7774 (24 hours – **after office hours, emergencies only** please)

**\*\*Weekend / Holiday / Evening Service Call Instructions**

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**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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**Held:** Monday, August 24, 2009 at 7:00 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

<b>Present:</b>	Sheldon Franken	Vice President	Suite 208
	Jason Chabot	Treasurer/Secretary	Suite 203
	Emily Mak		Suite 311
	Karen Ostroff	Bayside Property Services Ltd.	

**Regrets:** Ray Zerr  
Suite 103 NR

**Guest:** John Taylor, J. Taylor & Associates Ltd.

**CALLED TO ORDER**

The meeting was called to order at 7:12 pm.

**GUEST BUSINESS**

John Taylor, Principal of J. Taylor & Associates Ltd. described the Contract Specifications which formed the basis of the bids received. Various options were detailed and discussed to address the ponding problem currently existing on the roof. The solution requires determining the proper slope that will direct the flow of water toward a drain and off the roof. There are currently insufficient drains on the roof to accommodate the effective removal of water and part of the roof replacement project would include the installing of new roof drains in a position to act in tandem with the slope design of the roof. If the roof is replaced and sloping issues are not addressed, the existence of water remaining on the roof for a period in excess of 48 hours may jeopardize the warranty, not to mention risking damage to the roof itself.

The Roofing Consultant has advised that a roof may be replaced in the winter months, and will ensure that the roofing contractor does not remove a section of roofing that cannot be made permanently watertight during the same working day. In addition, Council wants to ensure that Owners will have the opportunity to apply for the Renovation Tax Credit offered by the Federal Government. At this point in time, Canada Revenue Agency advises that the criteria for qualifying for this Tax Credit is that the work must be completed before February 1, 2010.

Upon review of the bids, the Roofing Consultant recommends a TPO Roofing System including all related new roofing components, hardware and accessories. This system includes a vapour retarder with a membrane of heat-welded seams to create a seamless roof.

The Roofing Consultant advised that he would prepare a letter report summarizing the bids, prices, options and recommendations and upon receipt, this report will be made available to Owners.

Based upon pricing, warranty availability, and availability to commence work in a timely manner, Council chose the bid submitted by Hazelmere Roofing.

The Roofing Consultant advises that there are certain technical issues that require clarification in reference to drainage, and he will undertake to resolve these issues prior to the Special General Meeting.

The anticipated budget for completing the roof replacement project is \$200,000, with \$36,000 coming from the Contingency Reserve Fund and the balance of \$164,000 being raised by Special Levy. The funding would need to be received prior to the commencement of the contract to ensure that the funds are available to complete the contract.

Council thanked Mr. Taylor for attending the meeting.

The Council Meeting resumed at 8:30 pm.

### **PREVIOUS MINUTES**

It was moved, seconded (Chabot/Mak) and carried, to approve the Minutes of the Council Meeting held July 16, 2009, subject to the following change. Item 4 under "New Business" discussed door maintenance. Council requests that the item be changed from "Council instructed Bayside to determine which doors require service and make arrangements for the work to be done." to read the following instead "Council requests owners to advise Bayside of any doors that they notice in the building that require servicing."

### **BUSINESS ARISING FROM THE MINUTES**

#### **1) Roof**

Following the presentation by John Taylor, Council instructed Bayside to schedule a Special General Meeting for Thursday, September 24, 2009 to give Owners an opportunity to discuss the roof replacement project with John Taylor in attendance and cast their vote to determine whether or not the project takes place.

#### **2) Drainage Quote**

Council discussed the quote prepared by Tap Roots Plumbing & Heating to replace a wooden sump at the patio of Suite 105 with a concrete sump, and instructed Bayside to prepare a resolution for the Owners to vote upon at a special general meeting, with the funds to be drawn from the Contingency Reserve Fund.

#### **3) Brown water issues**

A second quote is pending. There have been no further reports of the existence of brown water.

#### **4) Parkade drip pans**

Tabled.

**5) Noise complaint from the Owner of Suite 105**

Council received correspondence from the Owner of Suite 105 complaining of the continuation of the noise issue. Council instructed Bayside to contact the Owner to monitor the noise issue and contact a Council member if the noise is detected again.

**6) Carpet at Parkade/Elevator Entrance**

Bayside will undertake to have the carpet at the area in front of the elevator at the basement level replaced.

**7) Precision Gutters**

Council instructed Bayside to have Precision Gutter provide a quote to repair a seam on a gutter at 103 that requires re-caulking.

**8) Repair Hole in Stairwell**

The hole in the drywall of the stairwell at the second floor where a door handle of the fire door had perforated the drywall has now been repaired.

**9) Motion Detector Light**

Bayside will follow up with the electrician to repair the electrical outlet and the motion detector light located outside Suite 108.

**10) Balcony of Suite 311**

Council discussed and approved (by majority vote, with Emily Mak, the Owner of Suite 311 abstaining) the quote prepared by Farris Contracting to repair the balcony of Suite 311. Council instructed Bayside to notify Farris Contracting to commence the work as soon as possible given the serious condition of the balcony.

**11) Xpert Mechanical Past Invoices**

Council had previously requested that Bayside provide Council with copies of invoices rendered by Xpert Mechanical since December 2008 for the purpose of analyzing charges made and repairs done. Council instructed Bayside to provide Xpert Mechanical with 30 days notice to terminate the Preventative Maintenance contract currently in place. Council will review alternatives in the near future.

**12) Door Maintenance**

An Owner has suggested that Council arrange for a contractor to check all fire doors, the door to the storage room, and exit doors for maintenance (squeaks, tighten hinges, check closures). Council requests Owners to advise Bayside of any doors that they notice in the building that require servicing.

**13) Elevator Notices**

In an effort to maintain a neat and tidy appearance in the elevator, Council instructed Bayside to arrange for a plexi-glass holder to be installed in the elevator to display notices of interest to Owners.

**FINANCIAL REPORTS**

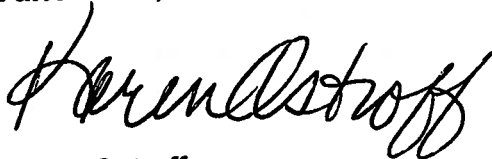
1. Financial Reports: Tabled.
2. Accounts Receivable: Tabled.

**NEW BUSINESS**

- 1) **CHOA Membership**  
Council instructed Bayside to contact CHOA and advise that VR 62 does not wish to continue membership in the Condominium Home Owners' Association.
- 2) **Repair to Walls from Moving**  
Hyland Painting has completed repairing certain portions of wall that were damaged when an Owner recently moved out. The cost of the invoice will be borne by the Owner who caused the damage.
- 3) **Outstanding Invoices**  
Council approved payment of the following invoices:
  - a) P and P Safety Services – \$473.55 – Annual fire safety inspection
  - b) Thomas Lighting – \$82.60 – Purchase of light bulbs

There being no further business to discuss, the meeting was terminated at 9:10 pm on a motion by Emily Mak.

The next meeting for VR 62 will be a Special General Meeting tentatively scheduled for Thursday, September 24, 2009 in the Lobby of "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Notice will be sent to Owners at the appropriate time.



Karen Ostroff  
Property Manager  
kostroff@baysideproperty.com  
**BAYSIDE PROPERTY SERVICES LTD.**  
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**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

Held: Thursday, August 27, 2009 at 7:00pm in Suite #208, 1720 West 12<sup>th</sup> Ave, Vancouver, BC

Present:	Sheldon Franken	Suite 208
	Emily Mak	Suite 311
	Jason Chabot	Suite 203
	Michel Laliberté	Suite 206
	Stephen Hearn	Suite 305
	Nori Lee	Suite 306
	Lynne Taylor	Suite 307
Regrets:	Ray Zerr	Suite 103
	Andy Descenyi	Suite 106

**Called to Order**

The meeting was called to order at 7:00pm by Sheldon Franken.

The purpose of the meeting was to provide an opportunity for the owners affected by the recent pruning of trees in the back lane to voice their concerns to Council.

On July 22, 2009, Oakwood Landscaping pruned the lower limbs of the trees in the back lane to make sure that there was sufficient clearance to prevent vehicles travelling down the lane from hitting the branches. The pruning done by Oakwood was not consistent, however, and some of the trees were trimmer higher than others.

After the work was completed, Council received a complaint from the owner of Suite 206 that the trees directly outside Suite 206 had been trimmed excessively, supposedly at the request of the owner of Suite 106.

Based on this complaint, Council held the hearing on August 27, 2009 and invited those owners who were involved and/or wished to make a statement about the work that had been done.

Council advised the participants at the hearing that each person would have a certain length of time to make their statement. The owner of Suite 106 was not present, but had submitted a written statement which was read out loud.

After the statements were made, Council asked a few questions of the participants. The participants submitted documents and photographs for Council to review.

At approximately 7:50pm, participants left the meeting so that Council could discuss the situation in private.

After lengthy discussions, Council made its decisions about the various aspects of the situation and decided to prepare a detailed analysis of the situation, the decisions made, and how the decisions were affected by the Strata Property Act and the role of Council in dealing with issues such as this.

**Resolution – Tree Pruning**

Council approved a resolution that any future work on the Hornbeam trees in the back lane, or any other trees on the property for that matter, be performed only by a certified arborist.

**Noise Complaint**

Council received a complaint from an owner about noise made by an owner that lives above. Council reminds owners that it does not play a role in resolving issues between neighbors that does not involve common property, and as such, the noise issue must be resolved directly between the parties involved.

The meeting was adjourned at 8:59pm on a motion by Sheldon Franken.

A handwritten signature in black ink, appearing to read "Jason Chabot", with a stylized flourish at the end.

Jason Chabot  
Suite 203  
Phone: (604) 738-7347



September 4, 2009



**PLEASE BRING THIS NOTICE TO THE MEETING!**

**AGENDA**

**NOTICE OF SPECIAL GENERAL MEETING**  
**STRATA CORPORATION VR 62 – "TWELVE PINES"**

---

**NOTICE:** A **Special General Meeting** of the Owners, Strata Plan VR 62 is scheduled to be held **Thursday, September 24, 2009 at 7:00 p.m.** in the Lobby of "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

**(Registration to commence at 6:45 p.m.)**

**PURPOSE OF MEETING:**

1. **Guest Business: John Taylor, J. Taylor & Associates Ltd.**  
**Mr. Taylor will be present to discuss replacement of the roof, to provide a thorough discussion of how the process takes place and to provide the Owners with an opportunity to address any questions that Owners may have concerning the process**
2. Discuss / Ratify a Rule under Section 125 of the *Strata Property Act*;
3. Discuss / Vote on Resolution #1 by  $\frac{3}{4}$  Vote;
4. Discuss / Vote on Resolution #2 by  $\frac{3}{4}$  Vote;
5. Discuss / Vote on Resolution #3 by  $\frac{3}{4}$  Vote;

**RULE RATIFICATION BY MAJORITY VOTE:**

The Owners, Strata Plan VR 62, hereby agree to ratify the following Rule, which is slightly different from the wording of the Rule enacted at the July 16, 2009 Council Meeting:

*"Designated Visitor's Parking stalls are reserved for guests who are visiting Owners on a short-term basis for periods of seven (7) days or less. Owners must ensure that guests who use a Visitor's Parking stall place a note on the dashboard of the vehicle stating the name of the Owner and suite number. For periods of use intended to be longer than seven days, Owners must apply to Council for prior authorization."*

**SPECIAL RESOLUTION #1 BY ¾ VOTE:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to approve replacement of the low-slope roof of "Twelve Pines" to a maximum cost of **\$200,000.00**, including contingency costs;

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to sections 96 and 108 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of replacing the low-slope roof of "Twelve Pines" to a maximum cost of **\$200,000.00**, which includes project management by a qualified roofing consultant. Funding for this expenditure will be paid first from the Contingency Reserve Fund in the amount of **\$36,000.00**, with the balance to be paid by Special Levy of the Owners, based on unit entitlement, in the amount of **\$164,000.00**, as per the attached schedule. The Special Levy will be due and payable, in full, immediately upon passing of the Resolution. Owners must remit the full amount of the Special Levy by October 1, 2009. The Special Levy shall be considered as part of the common expenses of the Strata Corporation and all clauses of the *Strata Property Act of British Columbia* shall be applicable where an Owner fails to make the required payments as authorized by the passing of this Special Resolution. If the amount collected from the special levy exceeds that required, or for any other reason is not fully used for the purpose set out in the resolution, the Strata Corporation must return the money to the Owners in amounts proportional to their contributions, unless no Owner is entitled to receive more than \$100 in total, in which case the Strata Corporation may deposit the excess in the Contingency Reserve Fund.

**SPECIAL RESOLUTION #2 BY ¾ VOTE:**

Council had received a report recommending that an electrician be dispatched to investigate a transformer issue, and some components were found to be corroded and have loose connections. Upon consideration of two independent quotes, it was recommended to replace the main electrical switch for the building.

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to approve replacement of the main electrical switch for the building at a maximum cost of **\$4,000.00**, including contingency costs;

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of the replacement of the main electrical switch for the building at a maximum cost of **\$4,000.00**, to be paid by withdrawal from the Contingency Reserve Fund.

**SPECIAL RESOLUTION #3 BY 3/4 VOTE:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to replace the existing wooden catch basin with a concrete one, to replace the related piping in order to improve drainage and prevent flooding at the back of units 105 and 106 at a maximum cost of \$2,600.00 including contingency costs;

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of replacing the existing wooden catch basin with a concrete one, to replace the related piping in order to improve drainage and prevent flooding at the back of units 105 and 106 at a maximum cost of \$2,600.00, to be paid by withdrawal from the Contingency Reserve Fund.

**VOTING**

Pursuant to the bylaws of the Strata Corporation, in order to vote an Owner must be paid up in all arrears of strata fees, fines or other charges (including chargebacks) owing to the Strata Corporation. If you are uncertain of the status of your account, please call our Accounting Department at 604-432-7774 between 9:00 am and 4:00 p. m. Owners may be represented by proxies – a blank proxy is provided for your convenience. A spouse who is not registered on title MUST have a proxy authorization to vote.

**QUORUM**

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum requires that eligible voters holding 1/3 of the Strata Corporation's votes be present in person or by proxy. A quorum for VR 62 is 12 votes (including proxies).

**PROXY**

An instrument appointing a proxy shall be in writing under the hand of the appointer or his/her attorney, and may be either in general or for a particular meeting. A proxy need not be an owner.

## **VOTING PROCEDURES**

At any general meeting, a resolution by the vote of the meeting shall be decided on a show of voting cards, unless a precise count is demanded by any eligible voter present in person or by proxy. Unless a precise count is so demanded, a declaration by the Chair that a resolution has, on a show of voting cards been carried, is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favor of or against the resolution. A demand for a precise count may be withdrawn.

In case of equality in the votes, whether on a show of voting cards or on a poll, the president, or, if the president is absent or unable or unwilling to vote, the vice president of the Strata Council is entitled to a casting vote in addition to his/her original vote. On the show of voting cards, each strata lot shall have one vote. On a show of voting cards or a precise count, votes may be given either personally or by proxy.

## **\*\*\* ORDER OF BUSINESS \*\*\***

- 1) Electing a Chair of the meeting, if necessary;
- 2) Registration, certifying of proxies and issuing a voting card for each Strata Lot represented at the meeting (as required);
- 3) Approval of the Notice of Meeting dated September 4, 2009;
- 4) Adopting Minutes of the Annual General Meeting held December 4, 2008;
- 5) Discuss / Ratify a Rule under Section 125 of the *Strata Property Act*;
- 6) Discuss / Vote on Resolution #1 by  $\frac{3}{4}$  Vote;
- 7) Discuss / Vote on Resolution #2 by  $\frac{3}{4}$  Vote;
- 8) Discuss / Vote on Resolution #3 by  $\frac{3}{4}$  Vote;
- 9) Termination.

**STRATA CORPORATION VR 62  
2009 PROPOSED SPECIAL LEVY SCHEDULE  
RESOLUTION 1**

<b>Unit</b>	<b>Unit Entitlement</b>	<b>Assessment</b>
101	209	3427.60
102	300	4920.00
103	300	4920.00
104	300	4920.00
105	285	4674.00
106	209	3427.60
107	285	4674.00
108	285	4674.00
109	300	4920.00
110	300	4920.00
111	300	4920.00
112	209	3427.60
201	210	3444.00
202	300	4920.00
203	300	4920.00
204	300	4920.00
205	285	4674.00
206	209	3427.60
207	285	4674.00
208	285	4674.00
209	300	4920.00
210	300	4920.00
211	300	4920.00
212	285	4674.00
301	210	3444.00
302	300	4920.00
303	300	4920.00
304	300	4920.00
305	285	4674.00
306	209	3427.60
307	285	4674.00
308	285	4674.00
309	300	4920.00
310	300	4920.00
311	300	4920.00
312	285	4674.00

**TOTALS                      10000                      164000.00**

**MINUTES OF SPECIAL GENERAL MEETING  
STRATA CORPORATION VR 62**

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Held: Thursday, September 24, 2009, at 7:00 p. m. in the Lobby, "Twelve Pines",  
1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present: The Owners, Strata Plan VR 62, as per Registration Sheet  
Karen Ostroff, Bayside Property Services Ltd.

GUEST: John Taylor, J Taylor & Associates Ltd.

**CALL TO ORDER**

The meeting was called to order at 7:10 p. m. by Sheldon Franken.

**REGISTRATION/PROXY/VOTING BALLOTS**

Owners in attendance were advised by Bayside that a quorum of 30 Owners was present, including 9 by proxy. In accordance with the Strata Property Act of British Columbia, one-third of those Strata Lot Owners eligible to vote constitutes a quorum. The registration sheet was signed, proxies were certified and ballots were issued.

**CHAIR OF MEETING**

It was moved/seconded (307/107) and carried that Karen Ostroff of Bayside Property Services would chair the meeting.

**PROOF OF NOTICE**

It was moved/seconded (307/209) and carried, to approve the Notice of Meeting dated September 4, 2009 as proper notice as per the requirements of the Strata Property Act of British Columbia.

**MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

It was moved/seconded (103/212) and carried, to approve the Minutes of the Annual General Meeting held December 4, 2008.

**GUEST BUSINESS**

John Taylor of J. Taylor & Associates was present to discuss the replacement of the roof. Mr. Taylor provided an explanation of the fact that the south elevation of the flat roof has extensive ponding issues. These ponding issues cause degradation of the membrane of the roof. Investigation has shown that portions of the membrane have de-bonded and some seams are open.

The flat roof was replaced in 1991 and carried a 15 year warranty. By all accounts the project of replacing the roof at that time appears to have been done well.

The two main types of roofing application are Two Ply SBS system, which describes an asphalt polymer added to permit more flexibility and is applied on a torch-on basis.

The TPO system is a single ply membrane that comprises a mechanically attached insulation under the membrane with fused seams.

Installation of drains becomes an integral part of addressing the existing problem of ponding water on the roof. Mr. Taylor had previously discussed with Council various methods of routing the drains, resulting in elimination of ponding water on the roof. One of the options included plumbing drains through suites, however, Council felt that this method was too invasive and not preferable. Other options included plumbing drains on the exterior of the building and into the parkade.

Council had determined that based upon descriptions of the various options, Council did not support the use of flames (torch-on) on the roof. Council felt that the TPO system was less expensive, carried a longer warranty and was a better option for Twelve Pines' roof.

Mr. Taylor advised that 4 contractors submitted tenders within the specifications provided. Two contractors submitted bids for Two-Ply SBS Option and two contractors submitted a bid for the TPO Option. The Owners expressed concern that there were only two contractors submitting bids for this option. Mr. Taylor explained that contractors invited to bid on this process were chosen on the basis of good reputation and the ability to do good work.

An Owner mentioned problems at another building where the Owner owns a suite and where John Taylor had acted as consultant for a roofing project. Mr. Taylor provided explanations of what caused the contractor delays on that project.

The Owners expressed concerned that Council did not consider a proposal from more than one consultant.

A great deal of discussion took place with regard to warranty issues and allowable water standing on the roof. During the project, the Consultant assured Owners that whatever portion of the roof is torn off in a day needs to be made watertight before the end of the day. The Consultant would attend at the site approximately 3 times a week for inspection and/or supervision purposes. The Consultant anticipates that the project would commence in early Spring due to other scheduling commitments. The Consultant advised that he would attempt to co-ordinate with the chosen contractor to provide interim maintenance if a leak occurred prior to the time that the project could commence.

Council thanked Mr. Taylor for attending and providing information to the Owners.

**RULE RATIFICATION BY MAJORITY VOTE:**

The Owners, Strata Plan VR 62, hereby agree to ratify the following Rule, which is slightly different from the wording of the Rule enacted at the July 16, 2009 Council Meeting:

*"Designated Visitor's Parking stalls are reserved for guests who are visiting Owners on a short-term basis for periods of seven (7) days or less. Owners must ensure that guests who use a Visitor's Parking stall place a note on the dashboard of the vehicle stating the name of the Owner and suite number. For periods of use intended to be longer than seven days, Owners must apply to Council for prior authorization."*

An Owner asked Bayside to read the wording of the Rule enacted at the July 16, 2009, which follows:

*"Owners must ensure that guests who park a vehicle in Visitor's Parking and who are visiting or residing on a temporary basis place a note on the dashboard of the vehicle stating the suite resident's name and number visiting. For periods of longer than seven days, prior Council permission must be obtained."*

Bayside advised that Council felt that the amended wording of the Rule was more precise than what was originally enacted.

It was moved, seconded (210/ 208) and carried that the amended wording of the Rule enacted at the July 16, 2009 Council Meeting be approved.

In favour	30
Opposed	0
Abstained	0

**SPECIAL RESOLUTION #1 BY ¾ VOTE:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to approve replacement of the low-slope roof of "Twelve Pines" to a maximum cost of \$200,000.00, including contingency costs;

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to sections 96 and 108 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of replacing the low-slope roof of "Twelve Pines" to a maximum cost of **\$200,000.00**, which includes project management by a qualified roofing consultant. Funding for this expenditure will be paid first from the Contingency Reserve Fund in the amount of **\$36,000.00**, with the balance to be paid by Special Levy of the Owners, based on unit entitlement, in the amount of **\$164,000.00**, as per the attached schedule. The Special Levy will be due and payable, in full, immediately upon passing of the Resolution. Owners must remit the full amount of the Special Levy by October 1, 2009. The Special Levy shall be considered as part of the common expenses of the Strata



Corporation and all clauses of the *Strata Property Act of British Columbia* shall be applicable where an Owner fails to make the required payments as authorized by the passing of this Special Resolution. If the amount collected from the special levy exceeds that required, or for any other reason is not fully used for the purpose set out in the resolution, the Strata Corporation must return the money to the Owners in amounts proportional to their contributions, unless no Owner is entitled to receive more than \$100 in total, in which case the Strata Corporation may deposit the excess in the Contingency Reserve Fund.

An Owner made a motion to split the Resolution into two portions, with one being where the Owners would vote only upon the contract, and the second would vote only upon the payment structure. The Owner subsequently withdrew the motion.

It was moved, seconded (208/210) and carried to amend the wording of the Resolution as follows from:

*"Owners must remit the full amount of the Special Levy by October 1, 2009"*

to:

*"Owners may remit the Special Levy in 4 equal installments on November 1, 2009, December 1, 2009, January 1, 2010 and February 1, 2010."*

In favour	29
Opposed	0
Abstained	1

Further discussion took place in relation to the implementation of this project. Owners want to have another firm come in and quote independently as a consultant for this project. Owners also want other quotes on the TPO roof system, preferably 4 or 5 quotes. Owners want an independent review and report to determine whether or not John Taylor's report is reasonable in the circumstances. Some Owners were concerned that they did not have the opportunity to have an information meeting. Owners understand, however, that if the roof is not replaced now and maintenance is undertaken, the cost of postponing the eventual replacement could be significant.

It was moved, seconded (209/102) and carried to amend the wording of the Resolution as follows, from:

*"...which includes project management by a qualified roofing consultant."*

to:

*"... which includes project management by a qualified roofing consultant, subject to Council receiving a favourable independent review of the proposal by October 31, 2009."*

In favour	29
Opposed	1
Abstained	0

The Owners requested that they receive a copy of the independent report.

It was moved, seconded (103/203) and carried to approve Resolution #1 as amended.

In favour	27
Opposed	3
Abstained	0

**SPECIAL RESOLUTION #2 BY ¾ VOTE:**

Council had received a report recommending that an electrician be dispatched to investigate a transformer issue, and some components were found to be corroded and have loose connections. Upon consideration of two independent quotes, it was recommended to replace the main electrical switch for the building.

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to approve replacement of the main electrical switch for the building at a maximum cost of \$4,000.00, including contingency costs;

**BE IT RESOLVED AS A ¾ VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of the replacement of the main electrical switch for the building at a maximum cost of \$4,000.00, to be paid by withdrawal from the Contingency Reserve Fund.

It was moved, seconded (102/307) and carried to approve Resolution #2 as proposed.

In favour	30
Opposed	0
Abstained	0

**SPECIAL RESOLUTION #3 BY ¾ VOTE:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to replace the existing wooden catch basin with a concrete one, to replace the related piping in order to improve drainage and prevent flooding at the back of units 105 and 106 at a maximum cost of \$2,600.00 including contingency costs;

**BE IT RESOLVED AS A ¾ VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of replacing the existing wooden catch basin with a concrete one, to replace the related piping in order to improve drainage and prevent flooding at the back of units 105 and 106 at a maximum cost of \$2,600.00, to be paid by withdrawal from the Contingency Reserve Fund.

It was moved, seconded (107/203) and carried to approve Resolution #3 as proposed.

In favour	30
Opposed	0
Abstained	0

An Owner requested that the side lighting on the driveway be repaired.

There being no further business to discuss, the meeting was adjourned at 9:35 pm on a motion by the Council President.

The next Council Meeting for VR 62 will be at the call of Council.



Karen Ostroff

Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD.**

#100 – 6400 Roberts Street, Burnaby, BC, V5G 4C9

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KMO/

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**\*\* Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

Strata Corporation VR 62  
Approved Roofing Levy  
November 1 2009, December 1 2009, January 1 2010  
and February 1 2010

Unit	Unit Entitlement	Monthly Levy	Special Levy
101	209	856.90	3,427.60
102	300	1,230.00	4,920.00
103	300	1,230.00	4,920.00
104	300	1,230.00	4,920.00
105	285	1,168.50	4,674.00
106	209	856.90	3,427.60
107	285	1,168.50	4,674.00
108	285	1,168.50	4,674.00
109	300	1,230.00	4,920.00
110	300	1,230.00	4,920.00
111	300	1,230.00	4,920.00
112	209	856.90	3,427.60
201	210	861.00	3,444.00
202	300	1,230.00	4,920.00
203	300	1,230.00	4,920.00
204	300	1,230.00	4,920.00
205	285	1,168.50	4,674.00
206	209	856.90	3,427.60
207	285	1,168.50	4,674.00
208	285	1,168.50	4,674.00
209	300	1,230.00	4,920.00
210	300	1,230.00	4,920.00
211	300	1,230.00	4,920.00
212	285	1,168.50	4,674.00
301	210	861.00	3,444.00
302	300	1,230.00	4,920.00
303	300	1,230.00	4,920.00
304	300	1,230.00	4,920.00
305	285	1,168.50	4,674.00
306	209	856.90	3,427.60
307	285	1,168.50	4,674.00
308	285	1,168.50	4,674.00
309	300	1,230.00	4,920.00
310	300	1,230.00	4,920.00
311	300	1,230.00	4,920.00
312	285	1,168.50	4,674.00
<b>TOTALS</b>	<b>10000</b>	<b>41,000.00</b>	<b>164,000.00</b>



**BAYSIDE**  
PROPERTY SERVICES LTD.

Date: \_\_\_\_\_ 2009

# VR 62

**TO: PRE-AUTHORIZED PAYMENT PLAN PARTICIPANTS**

I(We) \_\_\_\_\_

Being the registered Owner(s) of Suite # \_\_\_\_\_, Strata Plan VR 62, hereby authorize Bayside Property Services Ltd. on behalf of Strata Corporation VR 62 to withdraw my/our share of the Special Levy, as outlined in the Special General Meeting Minutes of September 24, 2009 from my/our account.

\$ \_\_\_\_\_ in four (4) installments  
November 1 2009, December 1 2009, January 1 2010  
February 1 2010

**Please return this form to Bayside Property Services Ltd. by mail or FAX to 604-430-2698.**

**Signature(s):** \_\_\_\_\_

Please note you are not required to complete this Form if you wish to pay by separate cheque.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

Held: Monday, November 2, 2009 at 7:00 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Sheldon Franken	Vice President	Suite 208
	Jason Chabot	Treasurer/Secretary	Suite 203
	Emily Mak		Suite 311
	Ray Zerr		Suite 103 NR
	Karen Ostroff	Bayside Property Services Ltd.	

Guests: Lori Sullivan, Landscaping Committee  
Michel Laliberte

**CALLED TO ORDER**

The meeting was called to order at 7:00 pm.

**GUEST BUSINESS**

Lori Sullivan has volunteered to act as the Landscape Liaison between the landscaper, Oakwood Landscaping, and the building. The winter budget for landscaping issues was discussed in reference to adding topsoil, and contacting Davey Tree to be responsible for the pruning of all of the trees around the property. This includes the pines as well as the Hornbeam trees along the back lane. Davey Tree will be contacted to provide a quote for the pruning of these trees. In addition a quote for new landscaping services was discussed and Council will compare the duties outlined in the proposed contract to that of Oakwood's present time and suggests that adding additional plants (as part of Oakwood's Landscape Improvements budget) is not as time-sensitive. Council will determine which of the two items, pruning trees or adding topsoil, takes priority. The quote from Davey Tree to prune the trees will assist the decision making process.

Council thanked Lori Sullivan for her attendance and assistance and agreed to work with her to assist in addressing landscaping issues.

Shortly after Ms. Sullivan left the meeting, Michael Laliberte arrived to present information pursuant to the hearing that was held August 27, 2009. Mr. Laliberte stated that he was concerned about the repair and recovery of the trees along the back lane that had been damaged by over-pruning. Mr. Laliberte stated that he had contacted Davey Tree to express his concerns and inquire as to an effective solution. He advised that Davey Tree suggested that fertilization in proper proportions of the 3 trees affected would promote the growth of these trees and would be a cost-effective attempt to restore common property.

Council thanked Michel Laliberte for his comments and agreed to consider the matter.

### **PREVIOUS MINUTES**

It was moved, seconded (Franken/Chabot) and carried, to approve the Minutes of the Council Meetings dated August 24, 2009 and August 27, 2009, subject to the following amendment to be made in the Minutes of the Council Meeting dated August 27, 2009. Council acknowledged that the paragraph titled "Resolution – Tree Pruning" should be changed to read as follows "Council approved by majority vote that any future work on the Hornbeam trees ..."

### **BUSINESS ARISING FROM THE MINUTES**

#### **1) Roof**

Owners were recently sent a copy of a report by BC Roof Inspections that was commissioned pursuant to the Resolution passed at the recent Special General Meeting. Council agrees that the report clearly stated that the flat roof needs replacement at the earliest opportunity. There were some items raised in the report that Council wants to bring to John Taylor's attention to ensure that the items are addressed either separately or included in the contract. Council instructed Bayside to forward a copy of BC Roof Inspection's report to J. Taylor & Associates for comment.

John Taylor had sent information to Bayside prior to this meeting with Council. He advises that Hazelmere Roofing anticipates a starting date of the roof replacement project to occur between mid March 2010 and early April 2010. A letter of intent will be drafted by John Taylor & Associates for Council to review and issue to Hazelmere Roofing. The formal contract will be prepared for signing between Council on behalf of the Strata Corporation and Hazelmere Roofing. Mr. Taylor states that once the letter of intent is received by Hazelmere, the parties will meet on site to make any visible temporary interim repairs to attempt to reduce leak potential of the current roof. They confirm that interim temporary leak repairs will be conducted by Hazelmere should leaks occur prior to the commencement of the roofing project, however, Hazelmere or John Taylor & Associates will not be responsible for any interior damage or repairs as a result of leakage.

#### **2) Concrete Sump**

Tap Roots Plumbing & Heating has now installed a concrete sump at the patio area of Suite 105.

#### **3) Main Electrical Switch**

Houle Electric will be attending at the building on November 18, 2009 with BC Hydro to replace the main electrical switch for the building. Since the entire building will be without power from 9:00 am to approximately 5:00 pm during the time that the installation is taking place, Owners are reminded to take appropriate precautions to protect their own electronic equipment during this time. Bayside will notify appropriate contractors with regard to fire safety services, garage door operation, mail delivery, etc. to ensure that services remain available to Owners.

**4) Brown water issues**

National Plumbing had previously issued a quote to install a tap on the domestic hot water tank to allow flushing of the tank to remove sediment that could address the complaints of brown water. Council instructed Bayside to request that National Plumbing schedule this work with other jobs to be undertaken at the building.

**5) Parkade drip pans**

Tabled.

**6) Noise complaint from the Owner of Suite 105**

National Plumbing has attended at Suite 105 and will be issuing a quote to address the Owner's complaint of mechanical noise.

**7) Carpet at Parkade/Elevator Entrance**

Bayside will undertake to have the carpet at the area in front of the elevator at the basement level replaced.

**8) Precision Gutters**

Council discussed the quote presented by Precision Gutters to unplug a drain outlet on the south side of the building and reseal a gutter corner on the third floor, and instructed Bayside to request that this work be performed by International Building Maintenance when they are dispatched to clean the gutters (see New Business).

**9) Balcony of Suite 311**

Council discussed the matter of the work performed by Farris Contracting replacing the balcony at Suite 311. The Owner of 311 is displeased with the appearance of the surface of the balcony floor and Council is of the opinion that the balance of the work left to do should be completed at no further cost. Council instructed Bayside to send correspondence to Farris Contracting setting out Council's concerns and position. It should be noted that the Owner of 311 abstained from any decision made in this matter.

**10) Door Maintenance**

Bayside reported to Council that no Owners have advised Bayside of any doors that require servicing.

**11) Elevator Notices**

Bayside has installed a clear plastic holder in the elevator to display Strata Council notices to Owners.

**12) Preventative Maintenance Proposal**

Council approved by majority vote a quote from National Plumbing to perform preventative maintenance

**FINANCIAL REPORTS**

- 1. Financial Reports:** It was moved, seconded (Chabot/Zerr) and carried to approve the Financial Reports for the months of June 2009 to September 2009 inclusive as prepared by Bayside.



2. Accounts Receivable: The accounts receivable as at November 2, 2009 were reviewed and Council instructed Bayside to effect collection as necessary. Owners are reminded that payments for the Special Levy for the roof are to be paid on the due dates as set out in the Resolution.

### **NEW BUSINESS**

1) **Leak in Suite 110**

The Owner of Suite 110 has reported that her hard surface flooring has lifted in a number of locations within her suite. Cambie Roofing & Drainage was dispatched to determine the cause of the problem. They reported that part of the membrane in the area adjacent to Suite 110 and certain flashings require replacement. Cambie Roofing will be submitting a quote for the work required, which Council will review prior to the repair work commencing.

2) **Leak in Suite 304**

The Owner of Suite 304 has reported that there is a leak entering her suite next to the chimney. Council instructed Bayside to have a contractor conduct a temporary fix prior to the commencement of the roof replacement project.

3) **Sprinkler System**

Parklawn Sprinklers has conducted the winterization of the sprinkler system. Council instructed Bayside to have Parklawn Sprinklers winterize exterior taps and hosebibs as part of their regular service. In the meantime, Owners are reminded to drain exterior taps in preparation for winter.

4) **Gutter Cleaning**

Council instructed Bayside to dispatch International Building Maintenance (IBM) to clean the gutters and to address the two items as noted by Precision Gutters (see New Business, item #8).

5) **Electrical Outlet in Parkade**

Council discussed a complaint received from an Owner in respect of Owners' use of electrical outlets in the parkade. Council agreed that Owners may use electrical outlets in the parkade subject to safety considerations and reasonableness. The additional cost, if any, of an Owner utilizing electrical power will be reviewed on a case by case basis. Owners are requested not to unplug any cords that do not belong to you.

6) **Yard Waste**

Council instructed Bayside to obtain information from the City of Vancouver with regard to acquiring a bin to accept yard waste.

7) **Outstanding Invoices**

Council approved payment of the following invoice:

- a) McIntyre Hyland Painting – \$525.00 – Painting and drywall repair

**8) Proposed 2010 Operating Budget**

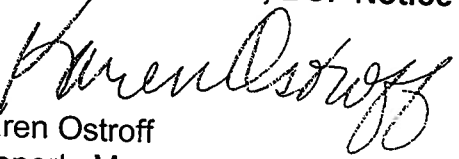
Council reviewed the draft 2010 Proposed Operating Budget as prepared by Bayside. No increase to maintenance fees is proposed. After discussion and some modifications, Council approved by majority vote that the budget be presented to Owners at the upcoming Annual General meeting.

**9) Upcoming AGM**

Council would like to remind Owners of the importance of attending the upcoming Annual General Meeting, either in person or ensuring that they provide their proxy to another person to allow for the most involved decision making. Council would also like to remind Owners that in order for a Strata Corporation to function effectively, Owners should be willing to participate in managing the Strata Corporation by serving on the Strata Council.

There being no further business to discuss, the meeting was terminated at 9:00 pm on a motion by Sheldon Franken.

The next meeting for VR 62 will be the Annual General Meeting tentatively scheduled for Thursday, December 10, 2009 in the Lobby of "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Notice will be sent to Owners at the appropriate time.

  
Karen Ostroff  
Property Manager  
kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

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**MINUTES OF ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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Held: Thursday, December 10, 2009 at 7:00 p.m. in the Lobby at "Twelve Pines",  
1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present: The Owners, Strata Plan VR 62, as per the Registration Sheet  
Karen Ostroff, Bayside Property Services Ltd.

**CALL TO ORDER**

Council Vice President, Sheldon Franken, called the meeting to order at 7:08 p.m.

**REGISTRATION/PROXY/VOTING BALLOTS**

Owners in attendance were advised by Bayside that a quorum of 20 Owners was present, including 1 by proxy. Pursuant to the requirements of the Strata Property Act, no business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum requires that eligible voters holding 1/3 of the Strata Corporation's votes be present in person or by proxy. The registration sheet was signed, proxies were certified and ballots were issued.

**CHAIR OF MEETING**

It was moved, seconded (#103/#203) and carried that Karen Ostroff of Bayside Property Services would chair the meeting.

**NOTICE OF MEETING**

It was moved, seconded (#208/#211) and carried that the Notice of Meeting dated November 20, 2009 was proper notice as per the requirements of the Strata Property Act.

**MINUTES OF THE SPECIAL GENERAL MEETING**

It was moved, seconded (#307/#203) and carried, to approve the Minutes of the Special General Meeting held September 24, 2009. The Minutes of the Special General Meeting state that "An Owner mentioned problems at another building where the Owner owns a suite and where John Taylor had acted as consultant for a roofing project. Mr. Taylor provided explanations of what caused the contractor delays on that project." The Owner advised that in his opinion, Mr. Taylor had not explained issues to the Owner's satisfaction.

### **REPORT OF COUNCIL ACTIVITIES DURING 2009**

Sheldon Franken, Council Vice President, reported that 2009 was a year of transition. Within 6 weeks of Council being appointed, anonymous notices were posted on the bulletin board criticizing the actions of Council and/or Bayside. This was followed very shortly by the resignation of 2 Council members, which placed a greater degree of responsibility on the four remaining Council Members. Mr. Franken advised that Owners need patience to understand how things get done in a Council environment.

That being said, Council addressed an issue at the northwest corner of the building and replaced the membrane on the exterior of the building at that location. A balcony was in very poor condition and required significant repairs. A valve will be re-fit to the hot water storage tank to permit access for more thorough flushing. A pump located at ceiling level in the boiler room will be re-located so as to reduce the vibration that has disturbed the Owner of the suite above. The trees at the south side of the property proved to be a contentious issue that has hopefully now been resolved. Council has decided that the current landscaper will no longer be permitted to prune trees on the property and had arranged for an arborist to prune the pine trees now and ensure that the Hornbeam trees are properly maintained by a professional arborist in the future.

Landscaping issues will also be addressed in the coming year, perhaps even selecting quotes from other landscaping companies. Council would like to express its thanks to Lori Sullivan for taking the role as Landscaping Liaison.

Mr. Franken advised the Owners that Council relies upon the assistance and co-operation of Owners and a good way to tell Council what the Owners want done is to offer to volunteer on a Committee.

Some ongoing issues include drip pans in the garage, lighting improvements, windows and the Roofing Project.

John Taylor produced a form of contract for review, but before that is signed, the matter of slope function and plumbing/drainage options must be decided. As well, Council advised (and Bayside agreed) that having legal counsel review the contract prior to Council signing it would be a prudent measure to take. In the interim, John Taylor has drafted a Letter of Intent that Council may sign in order to ensure that the contractor will address current leaks on a temporary basis prior to the roof replacement project commencing later in the Spring.

An Owner advised that Council and property management have an obligation to provide due diligence. Accordingly, the Owner asked whether or not Council and/or Bayside obtained 4 or 5 other quotes as set out in the Minutes of the Special General Meeting on September 24, 2009. The minutes were consulted and it was determined that while there had been discussion pertaining to other quotes, the motion to amend the resolution had not been made other than to obtain an independent roof report. The report was obtained and copies were made for all Owners. Discussion ensued as to whether or not the Owners wished to start the process over and seek out several other bids. The Owners present chose not to take that route and to continue in the current direction.

It was noted that the report of the independent Consultant was consistent, both in content and in price, with John Taylor's report for replacing the roof. Council will work to have those items noted in the independent report included in the Contract. In addition, Council will have the Consultant provide sound information pertaining to water ponding issues as they relate to the warranty of the roof.

Sheldon Franken advised the Owners present that while he enjoyed working with his fellow Council members, he would not be accepting nomination to Council for the coming year. He advised, however, that he would be willing to support the new Council in providing transitional guidance and help. The Owners expressed their thanks to Sheldon for his expertise and dedication to the ongoing maintenance of Twelve Pines.

### **INSURANCE**

Bayside reported on the insurance coverage for the 2009/2010 year. A copy of the Strata Corporation's Summary of Coverages was included with the Notice of Meeting for Owners' records and information. Owners are reminded that the Strata Corporation's insurance is not contents insurance and that Owners are responsible for obtaining their own homeowner policy.

#### **All Owners – please note the following important items:**

- a) **Contents/Improvements:** We take this opportunity to advise all Owners and residents that the Strata Corporation's insurance covers the building, carpeting, etc., as per original construction. Owners must insure any improvements to these items (wallpapering, paneling, general upgrading, etc.) completed by yourself or the previous Owner as well as your personal effects and furniture, through your personal Homeowner's coverage. It is suggested that all Owners and residents complete an inventory of their personal contents and belongings to ensure that you are adequately insured. Most insurance agents will provide you with an inventory guide booklet to assist you with an inventory. It is well worth it – also, take pictures or a video of your unit – and keep same in another location along with your inventory list.
- b) **Owner Responsibility:** There have been two recent court cases that dealt with the issue of Owner versus Strata Corporation responsibility, one involving a leaking dishwasher and the other, a broken pipe in a wall solely contained within one strata lot. Each incident caused thousands of dollars of damage to that strata lot. In both cases the strata lot Owner, not the Strata Corporation or the Strata Corporation's insurer, was held responsible for paying for the repairs. Based on these cases, it is apparent that if the "thing that breaks" (dishwasher, clothes washer, hot water tank, etc.) is owned by an individual unit Owner or is within the boundaries of the strata lot, either the cost of repairing any resulting damage or the deductible for the Strata Corporation's insurance policy, will be the responsibility of that Owner. Owners should review your contents policy wording with your contents insurer to make sure that you have adequate protection under these circumstances.

- c) **Claim Possibility/Notification:** Please note that any leakage or seepage of water should be reported promptly to Bayside, to ensure efforts are made to minimize the loss, and to ensure the Strata Corporation has an opportunity to make a claim with the insurance company. Such problems, if not reported, become repeated, ongoing leaks, and therefore may not be covered. The building's insurance normally covers incidents of leakage, but not those of a continuing nature.

**Residents are strongly advised to obtain homeowner's insurance not only for potential losses relating to personal property but also for liability for costs arising from damage caused by a problem arising in a suite (e.g. water leak from breakdown of bathtub caulking, dishwashers, etc.).**

### **PROPOSED 2010 OPERATING BUDGET**

The proposed 2010 Operating Budget provides for no increase in maintenance fees over the previous year, due in part to the recent Roofing Levy passed in September, 2009. The expense categories were reviewed and it is noted that the amount of \$10,095.00, indicated as line 108 Transfer Prior Year Surplus is a transfer of funds from previous years' cumulative operating surplus to offset what would otherwise be a maintenance fee increase.

Bayside reported the totals of the Contingency Reserve Funds and potential project reserve funds such as Elevator, Window, and Membrane Funds as at October 31, 2009, together with a total of receipts in the Special Levy Fund. The total of the Contingency Reserve and other Funds is \$135,007.17 and \$11,598.05 in the Special Levy account.

It was moved, seconded (#204/#311) and carried unanimously, to approve the 2010 Operating Budget as proposed.

**All Owners are reminded that the monthly maintenance assessments are due and payable on the first day of each and every month, in advance. Please note that late or non-payment will result in penalty assessment in accordance with Strata Corporation VR 62 Bylaws. Post-dated cheques are welcome and those wishing to do so may arrange for pre-authorized withdrawals from their bank, *which is the preferred method of payment*. Interested Owners may obtain a Pre-authorized Withdrawal Form from Bayside to be filled out and returned to Bayside along with a void cheque.**

Alternatively, Owners may forward a series of twelve (12) post-dated cheques to BAYSIDE'S office located at Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9. Please note the following when making out your cheques:

1. Your cheques should be dated for the **FIRST** of each month (**January 1<sup>st</sup>, 2010 through to and including December 1<sup>st</sup>, 2010**);
2. Cheques are to be made payable to "**Strata Plan VR 62**";
3. Your **Suite Number** is to be noted on your cheques, if not already imprinted.

### **ELECTION OF THE 2009/2010 STRATA COUNCIL**

In accordance with the Strata Property Act, all current Council Members must resign but are eligible for re-election. The Chairperson called for nominations and the following Owners agreed to stand for election:

<b>Jason Chabot</b>	<b>#203</b>	<b>Jason Murray</b>	<b>#311</b>
<b>Dave Boyle</b>	<b>#310</b>	<b>Michel Laliberte</b>	<b>#206</b>
<b>Lynne Taylor</b>	<b>#307</b>	<b>Derek Morrison</b>	<b>#112</b>
<b>Christina Fong</b>	<b>#212</b>		

The above Owners were elected by majority vote as the 2009/2010 Strata Council.

The Owners expressed thanks to all of the previous year's Council Members, in particular to those not returning to serve on Council, for all of the hard work done and dedication to the best interests of Twelve Pines.

There being no further business to discuss, the meeting was terminated at 8:15 p.m. on a motion by the Owner of #311.

The Council met briefly following the meeting to elect Officers. A secret ballot was taken amongst newly appointed Council Members for the position of Council President. The results are as follows:

<b>Jason Murray</b>	<b>Council President</b>
<b>Lynne Taylor</b>	<b>Vice President</b>
<b>Jason Chabot</b>	<b>Secretary and Treasurer</b>

**The next Council Meeting is scheduled for Tuesday, December 22, 2009 at 7:00 p.m. in the Meeting Room, "Twelve Pines," 1720 West 12<sup>th</sup> Avenue, Vancouver, BC**



Karen Ostroff  
Property Manager  
kostroff@baysideproperty.com  
**BAYSIDE PROPERTY SERVICES LTD**  
#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9  
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KMO/

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**2010 Operating Budget  
STRATA CORPORATION VR 62**

**Year End December 31st**

**RECEIPTS**

**APPROVED  
BUDGET  
2010**

101	Owners' Contributions	134,430.00
103	Interest Income	200.00
104	Laundry Income	144.00
108	Transfer Prior Year Surplus	10,095.00

<b>TOTAL RECEIPTS</b>	<b>144,869.00</b>
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**DISBURSEMENTS**

300	Gas	28,000.00
310	Electricity	4,000.00
320	Management Fees	13,345.00
322	Statutory Review of Books	224.00
330	Insurance	16,200.00
340	Janitorial Maintenance	7,000.00
360	Audit	1,200.00
370	Legal	1,000.00
380	Appraisal	
395	Sundry	700.00
405	Water/Sewer	6,000.00
415	Scavenging	3,900.00
425	Equipment/Supplies	800.00
435	Repairs/Maintenance	22,000.00
445	Landscaping	8,000.00
475	Elevator	3,500.00
707	Elevator Reserve	3,000.00
708	Window Repair	3,000.00
709	Membrane Repairs	3,000.00
710	Contingency Reserve	20,000.00

<b>TOTAL DISBURSEMENTS</b>	<b>144,869.00</b>
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**Strata Corporation VR 62**  
**2010 Approved Fee Schedule**  
**January 1, 2010 to December 1, 2010 Inclusive**

<b>Unit</b>	<b>Unit Entitlement</b>	<b>Operating</b>	<b>CRF</b>	<b>Monthly Assessment</b>
101	209	199.30	34.83	234.13
102	300	286.08	50.00	336.08
103	300	286.08	50.00	336.08
104	300	286.08	50.00	336.08
105	285	271.77	47.50	319.27
106	209	199.30	34.83	234.13
107	285	271.77	47.50	319.27
108	285	271.77	47.50	319.27
109	300	286.08	50.00	336.08
110	300	286.08	50.00	336.08
111	300	286.08	50.00	336.08
112	209	199.30	34.83	234.13
201	210	200.25	35.00	235.25
202	300	286.08	50.00	336.08
203	300	286.08	50.00	336.08
204	300	286.08	50.00	336.08
205	285	271.77	47.50	319.27
206	209	199.30	34.83	234.13
207	285	271.77	47.50	319.27
208	285	271.77	47.50	319.27
209	300	286.08	50.00	336.08
210	300	286.08	50.00	336.08
211	300	286.08	50.00	336.08
212	285	271.77	47.50	319.27
301	210	200.25	35.00	235.25
302	300	286.08	50.00	336.08
303	300	286.08	50.00	336.08
304	300	286.08	50.00	336.08
305	285	271.77	47.50	319.27
306	209	199.30	34.83	234.13
307	285	271.77	47.50	319.27
308	285	271.77	47.50	319.27
309	300	286.08	50.00	336.08
310	300	286.08	50.00	336.08
311	300	286.08	50.00	336.08
312	285	271.77	47.50	319.27

<b>TOTALS</b>	<b>10000</b>	<b>9535.91</b>	<b>1666.65</b>	<b>11202.56</b>
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**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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**Held:** Tuesday, December 22, 2009 at 7:00 p.m. in the Meeting Room, Parkade Level, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

<b>Present:</b>	Jason Murray	President	Suite 311
	Lynne Taylor	Vice President	Suite 307
	Jason Chabot	Treasurer/Secretary	Suite 203
	Dave Boyle		Suite 310
	Michel Laliberte		Suite 206
	Christina Fong		Suite 212
	Karen Ostroff	Bayside Property Services Ltd.	

**Regrets:** Derek Morrison      Roof Liaison      Suite 112

**Guest:** John Taylor, J. Taylor & Associates Ltd.

**CALLED TO ORDER**

The meeting was called to order at 7:05 pm.

**GUEST BUSINESS**

John Taylor of J. Taylor & Associates Ltd. attended the Council Meeting to provide a summary of the options for drainage provisions for the roof replacement project for the benefit of the new Council members. There are two options that formed part of the original bid:

**Option 1:** There are currently 3 drains on the north side of the roof. This option would include running drain pipes to the outside of the building, core through the foundation into the garage to eventually tie into the current drain system. To avoid the risk of freezing, the pipes would need to be insulated or would need to contain heat-tracing cables to ensure that they stay thawed.

**Option 2:** Another possible option would be to have a full slope package going to the existing drains on the north side. This would involve increasing the insulation in order to have it slope from one end to the other as the middle of the roof is high. Prior to selecting this option, a determination would have to be made as to whether or not the existing drains would be able to accommodate all the roof water.

The terms of the Letter of Intent were discussed. The issuing of the letter of intent to the Contractor sets out Council's intent to award the contract to the Contractor as per the specifications set out by J. Taylor & Associates per Roofing Option 1. The choice of drainage option is open until the contract is signed. In addition, the Letter of Intent would confirm that the roofing contractor's price would remain firm even if work did not commence until the Spring. Also, the purpose of the letter of intent would be to have the roofing contractor

maintain and repair roof leaks, with the understanding that the contractor would not be responsible for resultant damage in the case of a roof leak prior to the commencement of the project. Currently there are minor leaks in Suites 304 and 309 that require repair.

Further discussion took place with regard to roof fans, ducting and air intake ventilation fans. Council will consider replacement of the skylights as part of the roof replacement project, together with making the roof hatch a skylight as well.

Mr. Taylor agreed to re-write the Letter of Intent according to the parameters set by Council and forward the revised letter to Bayside and/or Council in the near future.

Council thanked John Taylor for providing information to Council and will review the revised Letter of Intent upon arrival of same.

### **PREVIOUS MINUTES**

Tabled

### **BUSINESS ARISING FROM THE MINUTES**

#### **1) Roof**

There was no further discussion by Council on this matter.

#### **2) Main Electrical Switch**

Houle Electric attended at the building on November 18, 2009 with BC Hydro to replace the main electrical switch for the building. Subsequent to the power outage as a result of the installation, the postal lock timer at the enterphone panel needed to be re-set to permit access to Canada Post.

#### **3) Brown water issues**

National Plumbing had previously issued a quote to install a tap on the domestic hot water tank to allow flushing of the tank to remove sediment that could address the complaints of brown water. Council instructed Bayside to request that National Plumbing schedule this work along with other jobs to be undertaken at the building.

#### **4) Parkade drip pans**

Tabled.

#### **5) Noise complaint from the Owner of Suite 105**

National Plumbing has attended at Suite 105 and will be issuing a quote to address the Owner's complaint of mechanical noise.

#### **6) Carpet at Parkade/Elevator Entrance**

Bayside will undertake to have the carpet at the area in front of the elevator at the basement level replaced, as directed by Council.

#### **7) Balcony of Suite 311**

Bayside will contact Farris Contracting to return to the building to complete the final portion of work to the balcony. This has been postponed due to inclement weather.

**8) Door Maintenance**

Tabled.

**9) Leak in 110**

The membrane at the exterior of Suite 110 was repaired by Cambie Roofing & Drainage and no further leaks have been reported in that vicinity.

**10) Gutter Cleaning**

International Building Maintenance attended the building to conduct gutter cleaning as well as unplugging a drain outlet on the south side of the building and resealing a gutter corner on the third floor. A Council Member advised, however, that the gutters at the canopy over the front entrance had not been done. In addition, an Owner on the west side of the building provided details of dripping that also required further attention. Council instructed Bayside to have these issues addressed.

**FINANCIAL REPORTS**

**1. Financial Reports:** Tabled

- 2. Accounts Receivable:** The accounts receivable as at December 22, 2009 were reviewed and Council instructed Bayside to effect collection as necessary. Owners are reminded that payments for the Special Levy for the roof are to be paid on the due dates as set out in the Resolution.

**NEW BUSINESS**

**1) Preventative Maintenance Contract**

Council reviewed the invoice issued by National Plumbing following their preventative maintenance work on the boiler and related equipment. Council instructed Bayside to request that National Plumbing provide more descriptive information in a report format to describe the work done and the temperature and/or guage results for reference. A log should be maintained in the boiler room for work completed there.

**2) Alteration Agreement**

Council reviewed and ultimately approved an Alteration Agreement presented by the Owner of Suite 212 that will involve replacement of the bathroom sink, toilet and bathtub, replacement of linoleum flooring, retiling as necessary, and re-positioning the washer and dryer. The Owner has advised that she does not intend to alter common property plumbing.

**3) Janitor**

In appreciation for the work of the janitor throughout the year, Council will arrange for a seasonal gift to be presented to Mamerto (the janitor).

**4) Garage Remote Transmitters**

Council is now in possession of an additional supply of garage remote transmitters. Should an Owner require a replacement transmitter, please contact a member of Council. The cost of the transmitter is \$28.00.

There being no further business to discuss, the meeting was terminated at 8:35 pm on a motion by Jason Murray.

The next Council meeting for VR 62 will be at the call of Council.



Karen Ostroff

Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct Tel: 604-629-8752

Fax: 604-430-2698

Office: 604-432-7774 (24 hours – after office hours, emergencies only please)

**\*\*Weekend / Holiday / Evening Service Call Instructions**

For after hours, holiday, or weekend emergencies, **DO NOT** call the property manager's direct line or send an e-mail. For any matter that cannot wait until the next business day, should you encounter a situation requiring emergency attention, please contact Bayside's office at 432-7774 and advise the operator of the situation giving as many details as possible. Ensure that you state it is an emergency and leave your name and telephone number. Your call will be returned promptly by the on-call property manager so please keep your telephone line free in order that the emergency may be addressed. Your cooperation in this regard is appreciated.

**\*\*Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

Held: Monday, December 22, 2009 at 8:00pm in the Meeting Room, Parkade Level,  
1720 West 12<sup>th</sup> Ave, Vancouver, BC

Present:	Dave Boyle	Suite 310
	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Michel Laliberté	Suite 206
	Jason Murray	Suite 311
	Lynne Taylor	Suite 307

Regrets:	Derek Morrison	Suite 112
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**Called to Order**

The meeting was called to order at 8:00pm by Lynne Taylor.

The purpose of the meeting was for the new Council to discuss plans for the upcoming year and to identify the various responsibilities around the building that will require continual attention throughout 2010.

To divide up the work, individual Council members volunteered to oversee the various responsibilities listed below:

1. Landscaping and trees – Lynne Taylor with assistance from Lori Sullivan
2. Building maintenance – Dave Boyle
3. Building security (keys, doors and garage remotes) – Dave Boyle with assistance from Sheldon Franken
4. Parking and the parkade – Jason Chabot and Michel Laliberté
5. Fire inspections and testing – Jason Chabot and Michel Laliberté
6. Garbage disposal and recycling – Christina Fong

In addition, Council discussed the following items:

1. The need to organize the Council's paperwork that is stored on site,
2. The need to review how many recycling bins are required by the building so that the bins do not overflow,
3. The need to test all of the emergency lighting, especially after the recent power outage that resulted from the replacement of the building's main electrical switch,
4. The need for all Council members to assemble for a tour of the building so that each member can clearly understand how things work (e.g. emergency water shut-off, boiler room, etc.) and what issues need to be addressed both inside and out.

## **Parkade**

In order to keep the parkade as clean and organized as possible, Council would like to remind owners of the applicable bylaws:

### **Garage**

**10(1)** Only vehicles belonging to owners, tenants or occupants with current registration and insurance in force shall be allowed in the garage.

**10(2)** Owners of stored vehicles must present proof of storage insurance and 3<sup>rd</sup> party liability insurance with a minimum of \$1 million coverage to the Management Company within ten (10) days of the vehicle being stored.

**10(3)** An owner, tenant, occupant or visitor shall ensure that, other than vehicles and bicycles, no personal belongings are to be stored in the underground parking garage.

Council will do a walkabout inspection of the parkade and communicate with owners who have unauthorized items stored in their stalls.

## **Garbage Room**

Council has noted that items have been abandoned in the garbage room that are cluttering the space and should not be there. **Please note: Owners are responsible for disposing of their own garbage, otherwise it costs all owners to have it removed.**

In order to keep the garbage room as clean and organized as possible, Council would like to remind owners of the City of Vancouver's rules that govern garbage and recycling:

Garbage: The following materials are BANNED from the dumpster:

- Items that can be recycled.
- Barrels, pails, or other large liquid containers (whether full or empty)
- Gypsum (drywall)
- White goods (i.e. large appliances)
- Used oil filters
- Contaminated soil
- Tires
- Hazardous waste
- Pathogenic, radioactive, toxic or biomedical waste
- Sharp objects such as syringes
- Liquid wastes or biosolids
- Explosive substances
- Chemicals, paints or solvents
- Inflammable materials
- Materials hot enough to start combustion (e.g. hot ashes)
- Waste oil or petroleum by-products
- Dead animals
- Animal excrement (i.e. pet droppings)

For disposal and recycling options for these banned materials (or others) please call the City of Vancouver information and services hotline at 3-1-1 (or 604-873-7000 from outside Vancouver city limits) or contact the Recycling Council of BC at 604-732-9253.



Recycling:

- Newsprint
  - o Acceptable Items – Newspaper, inserts, TV guides, newsprint flyers.
  - o Unacceptable Items – Strings, plastic bags, phone books, magazines and other types of paper.
- Paper Products
  - o Acceptable Items – Magazines, cardboard, junkmail, phone books, writing paper, envelopes, pizza boxes
  - o Unacceptable Items – Tetrapak box containers, waxy gable-top containers (e.g. milk or juice containers), plastic bags or plastic film, waxed paper and paper towels/tissues.
- Containers
  - o Acceptable Items – Rigid household containers (e.g. cans, bottles, jars, jugs) made of metal, glass and plastics types #1, #2, #4 and #5 as well as aluminum foil and aluminum containers.
  - o Unacceptable Items – Tetrapak box containers, waxy gable-top containers, plastic bags or plastic film, plastic containers other than types #1, #2, #4 and #5, Styrofoam, disposable paper cups/dishes, aerosol cans, disposable fuel containers (i.e. propane), dishes, mirrors, glass windows, and toys.

Please Note: Rinse all containers clean, remove and discard lids, flatten all containers and boxes as much as possible to save on space, leave labels on.

The meeting was adjourned at 9:00pm on a motion by Lynne Taylor.



Jason Chabot  
Suite 203  
Phone: (604) 738-7347

## **MINUTES OF COUNCIL MEETING STRATA CORPORATION VR 62**

Held: Sunday, January 24, 2010 at 1:00pm in the Meeting Room, Parkade Level,  
1720 West 12<sup>th</sup> Ave, Vancouver, BC

Present:	Dave Boyle	Suite 310
	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Michel Laliberté	Suite 206
	Derek Morrison	Suite 112
	Jason Murray	Suite 311
	Lynne Taylor	Suite 307

### **Called to Order**

The meeting was called to order at 1:00pm by Jason Murray, Council President.

One of the main objectives of the meeting was for the new Council of 2010 to assemble and tour the building so that all members could have a clear understanding of how things work and what issues need to be addressed both inside and out.

More specifically, Council visited and discussed the electrical room, boiler room, elevator room, new storage room, janitor's room and parkade. Council members with prior experience and knowledge about the building explained emergency water shut-off, the fire alarm panel, the intercom system, the garage door, winterization of the water valves and piping, elevator inspections, the history of the boilers, the building membrane, the sprinkler system, the roof and garage fans and the history of the sump pump at the bottom of the parking ramp.

During the tour, Council noted the following items that needed to be addressed:

- Building supplies were being stored in the electrical room. A Council member volunteered to remove the debris.
- The timer of the garage fans is broken and should be fixed.
- The door of the elevator room does not close tightly.
- In the parkade, the extra recycling bins that are never used should be returned or removed.
- Electrical cords are being used inappropriately in the parkade (Council will discuss further at its next meeting)
- There is no outside electricity available for Suite 112

### **Landscaping**

Lynne Taylor continued the tour with a detailed review of the building's landscaping and Council saw very noticeable evidence of exposed roots and diseased plants. Prior to the meeting, various landscaping experts had provided their assessment and recommendations to improve the current conditions. Council was advised of both short term and long term solutions to protect the health of our plants as well as the property value of our building, and Council agreed to accept

the proposal of JustGarden to immediately proceed with adding topsoil to all of gardens that need it. Council also agreed to sign a one year contract with JustGarden to take over the regular maintenance of the landscaping, and Lynne Taylor, with the assistance of Michel LaLiberte, will work closely with the landscapers throughout the year to ensure we see the improved health of our gardens.

Council also discussed whether there is a need for tree experts to further treat the pines and hornbeams, and Council decided that no work was necessary for the time being. However, Council will continue to collect information.

### **Previous Minutes**

Council passed a motion to approve the minutes of the Council meetings held on Monday, December 21, 2009 and Tuesday, December 22, 2009, with a note that the minutes prepared by Jason Chabot for the Monday meeting showed an incorrect date of December 22, 2009 instead of December 21, 2009.

### **Business Arising from Previous Minutes**

#### **Roof Replacement**

Council discussed at length the roof replacement project, including the need to sign a Letter of Intent to Hazelmere Roofing as a means of serving notice that the Strata Corporation plans to use their company for the roof replacement project. Council approved the signing of the letter and this will ensure that Hazelmere will be able to proceed with prep work now in the winter months to prevent any delays with the start of the project. Signing the Letter of Intent also allows Council to request Hazelmere to fix any roof leaks without additional costs until the replacement of the roof is complete.

Council prepared a game plan for going forward with this project and identified potential risk areas that would require Council's careful attention. Council discussed the need to get J. Taylor & Associates Ltd. to finalize the contract terms and to get back to Council regarding certain outstanding questions about the slope and drain options.

Council members plan to monitor the progress of this project at the initial stages as well as when the work starts. Deadlines and objectives will be set and adhered to.

#### **Boiler Room Noise Complaint**

National Plumbing came to the building to determine the cause of the vibrations from the boiler room that are causing problems for Suite 105. National Plumbing narrowed the problem down to a specific pump and they recommended that the pump be replaced with a new one (leaving the old pump behind as backup). Before proceeding, Council requested that National Plumbing be contacted to ensure that this is the only solution.

**Balcony of Suite 311**

The final work to the balcony has not been completed and further follow-up is required.

**Parkade Drip Pans**

At the moment, there appears to be no issues with parkade drip pans. Any owners who experience a problem should contact a Council member or inform Bayside.

**Gutter Cleaning**

Council will follow up with Bayside to make sure that the previous concerns about the gutter cleaning have been addressed. Council discussed the possibility of a leaf-guard gutter system for the building.

**Financial Reports**

Tabled

**New Business****Building Signage**

With the replacement of the window in the front lobby, the building's address is no longer on display. Council will follow up with Bayside to make sure that there are plans to replace the lettering, but only after Council approves the design.

**Lobby Ceiling - Drywall Repair**

Based on discussions with the owner who experienced the water leak, the damage to the drywall of the lobby ceiling will be repaired by the owner.

**Fire Alarm Testing**

Tests of the fire alarm system and the emergency lighting were conducted on Monday, January 18, 2010 and no problems were noted.

**REMINDER: Council would like to remind owners to please dial 911 if the fire alarm goes off at any other time than during a test. Contrary to what most people expect, the fire alarm does not automatically summon the fire department, and they will only know to come with a call to 911.**

**Parking Stalls**

Council noticed that some parking stalls still have items inappropriately stored in the spaces. Council will contact owners to make sure that the stalls are cleaned up.

**Snow Removal**

Council will follow up with Bayside to make sure plans are in place to coordinate snow removal with Granville West.

**Guest Parking**

Please note, especially during the Olympics, that anyone parking in guest parking, whether inside

or outside of the parkade, must display a sign that states which suite the guests are visiting. If necessary, cars will be towed if these signs are not displayed properly.

**Personal Belongings in the Hallways**

Council would like to remind owners that personal belongings should not be left out in the hallways, including shoes, umbrellas, mats, strollers and shopping carts. Not only could they be a safety concern in the case of an emergency, these items also make it more difficult to clean the hallways, and they take away from the appearance of the building.

**Debris from Balconies**

Please remember that nothing should be thrown from balconies. Council recently received a complaint about cigarette butts that were being tossed from a balcony overhead.

With no further business to discuss, the meeting was adjourned at 5:18pm on a motion by Jason Murray.

Jason Chabot  
Suite 203  
Phone: (604) 738-7347

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

---

Held: Tuesday, February 23, 2010 at 7:00 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Jason Murray	President	Suite 311
	Lynne Taylor	Vice President	Suite 307
	Jason Chabot	Treasurer/Secretary	Suite 203
	Dave Boyle		Suite 310
	Derek Morrison	Roof Liaison	Suite 112
	Christina Fong		Suite 212
	Karen Ostroff	Bayside Property Services Ltd.	

**CALLED TO ORDER**

The meeting was called to order at 7:06 pm by Jason Murray, Council President.

**PREVIOUS MINUTES**

Council passed a motion to approve the Minutes of the Council meeting held on Sunday, January 24, 2010, subject to an amendment in the Landscaping section to read that "... Council agreed to accept the proposal of JustGarden to immediately proceed with starting to add topsoil to the gardens at the front and at the east side of the property that need it." Thanks to Jason Chabot for the great job he has done in preparing the minutes.

**BUSINESS ARISING FROM THE MINUTES**

**1) Roof**

Council reported that the Letter of Intent was signed and sent to Hazelmere Roofing. John Taylor advised that he had attended on site with Hazelmere Roofing and the sloped insulation manufacturer for further review of possible options, and will be obtaining estimates from the plumber. Council will co-ordinate a meeting with Mr. Taylor next week to discuss final information in preparation for finalizing the contract.

**2) Building Signage**

Bayside has arranged with Kodiak Signs to prepare replacement signage for the front entry. Kodiak will prepare design options for Council approval. Thanks to Lynne Taylor who has placed a temporary sign at the front entrance with the building's address for identification purposes.

**3) Balcony of Suite 311**

Bayside will follow up with Farris Contracting to attend and complete repair work at the balcony of Suite 311.

**Owners are reminded that they are to inform Council or Bayside if your deck or balcony requires repair. Owners are required to maintain their balcony in an effort to prolong the life of the balcony, and extend the period of time before which it must be replaced.**

**4) Heating Pump Noise Complaint**

Council has discussed this matter with National Plumbing who advises that the replacement of the heating circulating pump should significantly reduce the noise and subsequent complaints. The replacement of the pump is anticipated to cost approximately \$2,000 and accordingly, Council instructed Bayside to obtain a comparative quote for this work.

**FINANCIAL REPORTS**

1. Financial Reports: It was moved, seconded and carried to approve the Financial Reports for the months of October 2009 to January 2010 inclusive as prepared by Bayside.
2. Accounts Receivable: The accounts receivable as at February 23, 2010 were reviewed and Council instructed Bayside to effect collection as necessary. Owners are reminded that payments for the Special Levy for the roof are to be paid on the due dates as set out in the Resolution.
3. The Treasurer approved the auditor's financial statements for the year ended December 31, 2009.
4. Council approved the following invoices for payment:  
Tim the Tree Man      Tree maintenance      \$378.00  
Overhead Door      Garage door Maintenance \$184.28  
The invoice for J.Taylor & Associates for Consulting Services in the amount of \$3,377.37 will be approved once Council meets with Mr. Taylor next week.

**NEW BUSINESS**

**1) Home Renovation Tax Credit**

Council discussed the letter received from Bayside in respect of compiling data on behalf of the Strata Corporation in order for eligible individual Owners to claim the HRTC on their 2009 income tax returns. Council discussed the renovations undertaken by the Strata Corporation in the previous year and will notify Bayside of its decision in due course.

**2) Enquiry from the Owner of Suite 210**

The Owner of Suite 210 has reported an anomaly in the ceiling of the bedroom which, upon discussion, appears to have resulted from loosening of drywall tape due to settlement. Council will inspect, review and will undertake to monitor the situation and report further if necessary.

**3) Owner's Request to Allow Dog Visit**

An Owner advised Council that a dog was to be visiting their suite for a period of time. Council instructed Bayside to write to the Owner advising of the following bylaw prohibiting pets in the building. The bylaw reads as follows:

8 (1) An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:

- (a) a reasonable number of fish or other small aquarium animals;
- (b) a reasonable number of small caged mammals;
- (c) up to two caged birds.

**4) Clothing Donation Bags at Front Entrance**

It has come to Council's attention that there have been clothing donation bags collecting at the front entrance of the building. Owners need to be responsible for their own goods and are asked not to leave any donation bags of this sort at the front entrance on an extended basis.

**5) CHOA Membership**

The Strata Corporation's membership in CHOA had been previously cancelled. Council will review the merit of reinstating membership and this matter will be discussed further at the next meeting.

**6) Exterior Maintenance**

Council is reviewing various measures to improve the appearance of the exterior of the building. It was brought to Council's attention that the exterior of the building was last painted in 2004, and while planning should commence to consider painting the exterior, it was suggested that planning could consider having the building painted in stages, perhaps commencing with the south side and ends of the building. Further discussion will take place at a later date.

**7) Parkade Maintenance**

**a) Exhaust Fan Timer**

Council will obtain a quote to replace and install the timer switch for the garage fan.

**b) General Maintenance**

Council notes that the interior walls of the parkade are in need of power washing and will consider power washing the parkade at the same time as the exterior of the building is cleaned.

**8) Tree Maintenance**

Council reviewed and discussed at length tree maintenance of the pine trees and hornbeams on the property. Some of the pine trees were recently pruned away from the building and one of the limbs of a hornbeam was damaged when it was struck by a garbage truck in the lane. Tree maintenance quotations from Davey Tree and Arbutus Tree Service were discussed in detail. Council ultimately agreed that the goal is to enhance the health of the trees on the property and not to change the trees. In the meantime, Council will clarify certain aspects of the quotes, will suggest planning a budget line-item for tree maintenance, and come up with recommendations to bring to Owners at the Annual General Meeting.



**9) Power Supply on a Balcony**

The Owner of Suite 112 reports that there is no electricity on his balcony. Council will arrange for an investigation of this matter by the same contractor who will be providing a quote to replace the garage fan timer.

**10) Patio Drain at 102**

The Owner of Suite 102 reported that the drain on the patio is plugged and has requested that Roto Rooter be dispatched to clear the drain. Council instructed Bayside to arrange for the contractor to be dispatched.

**11) Chimney Cleaning and Dryer Vents**

Council instructed Bayside to arrange for a contractor to inspect and clean fireplaces. At the same time, it was noted that dryer vents require cleaning and Bayside will arrange for this work to also take place.

**12) Council Resignation**

Council has received correspondence from Michel Laliberte advising that he has resigned from Council due to work-related commitments. Council and Bayside would like to express appreciation for his efforts and commitment to the best interests of Twelve Pines. (Shortly after the meeting, Michel approached Council, who agreed to his request to be re-appointed to Council.)

**13) Parking in Laneway**


Bayside advised that contact was made with the City of Vancouver to determine whether or not parking was restricted in the lane, as it has been noted that from time to time, large service vehicles have had difficulty maneuvering through the lane, and some of the trees on the property have been damaged as a result. (Shortly after the meeting, the City of Vancouver responded with information that advises "vehicles are not allowed to stop within 2 metres of the inside edge of the closest sidewalk, an intersecting street or lane; vehicles must leave 1.5 metres on either side of and 5.5 metres directly in front of private driveways, roads, and garbage entrances; and vehicles are not allowed to stop in front of or within 1.5 metres of either side of a garbage container. The City further suggests that should Council wish to pursue the idea of having signs erected in the lane, a request can be made by calling 311.)

**14) Monthly Council Meetings**

Council has decided to hold Council meetings on a monthly basis on the last Wednesday of each month. A representative from Bayside will attend Council meetings every second month.

There being no further business to discuss, the meeting was terminated at 8:55 pm on a motion by Jason Murray.

The next Council meeting is scheduled for Wednesday, March 31, 2010 at 7:00 pm in the Meeting Room, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Bayside will not be in attendance at this meeting.



Karen Ostroff  
Property Manager  
kostroff@baysideproperty.com  
**BAYSIDE PROPERTY SERVICES LTD.**  
#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9  
Direct Tel: 604-629-8752  
Fax: 604-430-2698  
Office: 604-432-7774 (24 hours – after office hours, emergencies only please)

**\*\*Weekend / Holiday / Evening Service Call Instructions**

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## **MINUTES OF COUNCIL MEETING STRATA CORPORATION VR 62**

Held: Thursday, March 4, 2010 at 7:00pm in the Meeting Room, Parkade Level,  
1720 West 12<sup>th</sup> Ave, Vancouver, BC

Present:	Dave Boyle	Suite 310
	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Michel Laliberté	Suite 206
	Derek Morrison	Suite 112
	Jason Murray	Suite 311
Guest :	John Taylor	J. Taylor & Associates Ltd.
Regrets :	Lynne Taylor	Suite 307

### **Called to Order**

The meeting was called to order at 7:00pm by Jason Murray, Council President.

The purpose of the meeting was for Council to meet with John Taylor, the consultant for the building's upcoming re-roofing project, to get an update on the progress of the final contract as well as pose questions about outstanding issues.

Mr. Taylor presented two options for draining water from the roof:

1. Enhance the slope of the new roof to drain water to the three existing drains along the north side of the building, or
2. Hire a plumbing contractor to add additional drains along the south side of the building.

The difference in cost between the two options was relatively insignificant, so Council weighed the pros and cons of each before deciding to proceed with the enhanced sloping package (Option 1) that will take advantage of the existing drains. An engineer's report confirmed the existing drains can handle the capacity of the potential water that will need to be drained from the roof.

Council asked Mr. Taylor to confirm the following:

1. Since there seems to be no need to remove the existing membrane, will a credit be applied to the cost of the project for leaving it on?
2. Will the roof warranty still be valid if the existing membrane is not removed, given our plan to mechanically fasten the new roof to the old one?

3. What will be the final quote from Hazelmere for the full slope package option, including building up the vents and the firewall?

Council requested that Mr. Taylor get back to the Council president in a timely manner with the final draft of the contract for Council's review.

After Mr. Taylor made his presentation, Council discussed its game plan for proceeding with the project and for working with Mr. Taylor in both the preliminary stages, as well as when there are contractors on site.

Council also reviewed in detail each expense component for this project including such things as the cost of re-roofing the main roof, the cost of re-roofing over the front entrance, and the costs associated with warranties, commissions and taxes that will have to be paid.

With no further business to discuss, the meeting was adjourned at 8:19pm on a motion by Jason Murray.



Jason Chabot  
Suite 203  
Phone: (604) 738-7347

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

Held: Monday, March 15, 2010 at 8:30pm in the Meeting Room, Parkade Level,  
1720 West 12<sup>th</sup> Ave, Vancouver, BC

Present:	Dave Boyle	Suite 310
	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Michel Laliberté	Suite 206
	Derek Morrison	Suite 112
	Jason Murray	Suite 311
	Lynne Taylor	Suite 307

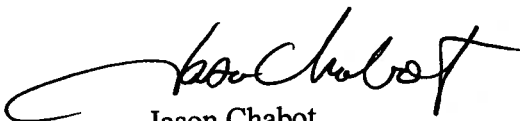
**Called to Order**

The meeting was called to order at 8:30pm by Jason Murray, Council President.

The purpose of the meeting was for Council to discuss the invoice submitted by J. Taylor & Associates for contract preparation, administration and inspection. This payment would be John Taylor's first draw, calculated as a 33% retainer on the overall commission that will eventually be paid.

Given that a final draft of the contract has not yet been provided, Council agreed to exchange a cheque for the first payment only upon receipt of the final draft.

With no further business to discuss, the meeting was adjourned at 9:20pm on a motion by Jason Murray.



Jason Chabot  
Suite 203  
Phone: (604) 738-7347

## **MINUTES OF COUNCIL MEETING STRATA CORPORATION VR 62**

Held: Wednesday, March 31, 2010 at 7:00pm in the Meeting Room, Parkade Level of "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Dave Boyle	Suite 310
	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Michel Laliberté	Suite 206
	Derek Morrison	Suite 112
	Jason Murray	Suite 311
	Lynne Taylor	Suite 307

### **Called to Order**

The meeting was called to order at 7:05pm by Jason Murray, Council President.

### **Previous Minutes**

Council passed a motion to approve the minutes for the Council meetings held on February 23, 2010, March 4, 2010 and March 15, 2010.

### **Business Arising from Previous Minutes**

#### **Roof Replacement**

Council discussed the re-roofing project including information about the warranty and finalizing the contract with Hazelmere Roofing.

#### **Balcony of Suite 311**

Council will ask Bayside to follow up with Farris Contracting to attend and complete repair work for the balcony of Suite 311.

#### **Heating Pump Noise Complaint**

Council will follow up with Bayside to get a second quote for the cost to replace the pump that is causing the noise.

#### **Home Renovation Tax Credit**

After reviewing an estimate of potential 2009 expenses that could be considered eligible for the Home Renovation Tax Credit, Council decided that the cost of obtaining official documentation from Bayside for owners to file their 2009 income tax returns outweighed the benefit that owners would receive with the actual tax credit.

#### **Membership in CHOA (Condominium Home Owners' Association)**

Council decided to proceed with a membership in CHOA. A CHOA membership can provide information and support for not just Council members, but also owners.

Owners should be on the lookout for CHOA publications that will be posted on the lobby bulletin board in the near future.

#### **Parkade Maintenance – Exhaust Fan Timer**

Council agreed to proceed with repair work to fix the switch and timer for the parkade exhaust fan.

#### **Landscaping**

Council reviewed the landscaping contract for Just Garden and asked for a revision to the wording to state that workers for Just Garden should only take orders from two specific Council members.

Council received an inquiry from an owner concerned with how Oakwood Landscaping was notified that their services at Twelve Pines would no longer be used. When Council decided to proceed with Just Garden, Council had Bayside Properties send a letter to Oakwood Landscaping advising them of the change and thanking them for their years of service to our building.

#### **Tree Maintenance**

Council heard information about possible options for the care of trees on the property and then members discussed things such as pruning, deep root fertilizing, the possibility of damage to trees because of large trucks in the back lane, as well as budgetary constraints related to tree maintenance.

Council will continue to collect information and discuss further.

#### **Financial Reports**

##### **Monthly Reports**

Council passed a motion to approve the monthly financial statements for February 2010 as prepared by Bayside Properties.

##### **Approval of Invoices**

Council approved the following invoices for payment.

- Roto-Rooter - \$489.77 – To clear plugged patio floor drain
- Davey Tree - \$357.00 – Tree surgery
- Just Garden - \$420.00 – Landscaping
- Revcore Electrical Systems - \$69.55 – For electrical work for Suite 112 patio.

An invoice from National Plumbing for \$180.44 for water tap problems in a bathroom will be redirected to the owner who had the problem.

## **New Business**

### **Suite 301 Alterations**

Council received correspondence from the new owner in Suite 301 who wishes to proceed with the installation of new hardwood flooring. Council will coordinate with the owner to prepare the necessary paperwork and get an alteration agreement signed.

### **Water Damage in Suite 101**

Council was advised of water damage between the paint and the bedroom wall of Suite 110. Council will investigate further and have repairs made as necessary.

### **Laneway Parking**

Council is concerned with cars parked in the back lane that do not leave enough room for large trucks (like garbage trucks) to clear the corner without damaging the trees. Council discussed the option of posting "No Parking" signs and Council will continue to consider other possible solutions.

### **Pet Complaints**

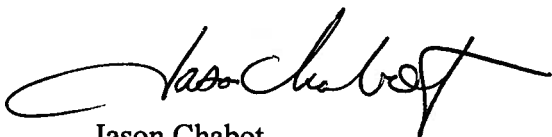
Council was advised of an unauthorized cat in the building and Council will ask Bayside to follow up with the owner.

### **Crack in Wall in Suite 306**

Council was advised of a crack in the wall above the header of a window in Suite 306. Council will investigate further and have repairs made as necessary.

There being no further business to discuss, the meeting was adjourned at 9:05pm on a motion by Jason Murray.

The next Council meeting, which Bayside will be attending, will be held on Wednesday, April 28, 2010 at 7:00pm in the Meeting Room.



Jason Chabot  
Suite 203  
Phone: (604) 738-7347



**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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**Held:** Wednesday, April 28, 2010 at 7:00 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

<b>Present:</b>	Jason Murray	President	Suite 311
	Lynne Taylor	Vice President	Suite 307
	Dave Boyle		Suite 310
	Derek Morrison	Roof Liaison	Suite 112
	Christina Fong		Suite 212
	Karen Ostroff	Bayside Property Services Ltd.	

<b>Regrets:</b>	Jason Chabot	Treasurer/Secretary	Suite 203
	Michel Laliberte		Suite 206

**CALLED TO ORDER**

The meeting was called to order at 7:03 pm by Jason Murray, Council President.

**PREVIOUS MINUTES**

Council passed a motion to approve the Minutes of the Council meeting held on Wednesday, March 31, 2010.

**BUSINESS ARISING FROM THE MINUTES**

**1) Roof**

Council reviewed and discussed various suggestions to clarify clauses in the draft contract. Once all of the matters in the contract have been agreed upon, Council will determine the merit of having the final contract reviewed by legal counsel.

**2) Heating Pump Noise Complaint**

Bayside has arranged System-Ex to provide a quote to replace the heating circulating pump to alleviate noise complaints within the building. (Shortly after the meeting, System-Ex provided the quotation to Bayside, who forwarded same to Council for review.)

**3) Laneway Parking**

Council continues to consider the suggestion of posting "No Parking" signs in the back lane so as to allow clearance for large vehicles and reduce the risk of damage to trees.

**4) Pet Complaint Update**

Council has received correspondence from Owners against whom the complaint was made in reference to keeping a cat in their suite. The Owners advised that the cat had gone by the time that the complaint had been received and correspondence sent to the Owners.

**5) Chimney and Dryer Vent Cleaning**

Council followed up with Bayside to arrange for a contractor to inspect and clean fireplaces. At the same time, it was noted that dryer vents require cleaning and Bayside will arrange for this work to also take place.

**FINANCIAL REPORTS**

1. Financial Reports: Council passed a motion to approve the monthly financial reports for March 2010 as prepared by Bayside.
2. Accounts Receivable: Bayside advised that there were no accounts receivable as at April 28, 2010.
3. Council approved the following invoices for payment:

a) Thomas Lighting	Light bulb inventory	\$595.84
b) Just Garden	Landscaping Maintenance	1,076.50
c) Kodiak Signs	Window lettering	352.80

**NEW BUSINESS**

**1) Elevator key**

Council discussed the location of the elevator service key and the protective padding for the elevator for the benefit of all Council members.

**2) Communication with Bayside Property Services**

A Council member inquired of Bayside whether or not it is necessary to retain minutes of Council meetings where Bayside is not in attendance. Bayside advised Council that pursuant to the *Strata Property Act*, minutes must be prepared of every general meeting and every strata council meeting, and Bayside as management agent of the Strata Corporation, has an obligation to retain these records for a period of two years in Bayside's office prior to sending the records to the building for storage. The Strata Corporation is required to keep minutes for at least six years.

There being no further business to discuss, the meeting was terminated at 7:46 pm on a motion by Jason Murray.

The next Council meeting is scheduled for Wednesday, May 26, 2010 at 7:00 pm in the Meeting Room, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Bayside will not be in attendance at this meeting.



Karen Ostroff  
Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct Tel: 604-629-8752

Fax: 604-430-2698

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**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

Held: Wednesday, May 26, 2010 at 7:00pm in the Meeting Room, Parkade Level of "Twelve Pines",  
1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Dave Boyle	Suite 310
	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Michel Laliberté	Suite 206
	Derek Morrison	Suite 112
	Jason Murray	Suite 311
Regrets :	Lynne Taylor	Suite 307

**Called to Order**

The meeting was called to order at 7:05pm by Jason Murray, Council President.

**Previous Minutes**

Council passed a motion to approve the minutes for the Council meeting held on April 28, 2010.

**Business Arising from Previous Minutes**

**Roof Replacement**

The final contract with Hazelmere Roofing has been signed and the estimated start date is June 15<sup>th</sup>. This date could change, however, depending on Hazelmere's ability to finish their current project.

**Heating Pump Noise Complaint**

Council reviewed a second quote from System-Ex Mechanical Maintenance regarding the cost to replace a noisy pump in the boiler room. Before making a final decision to proceed with the replacement, Council will coordinate with the owner who filed the complaint to make note of the magnitude of the noise and vibrations.

**Laneway Parking**

A Council member volunteered to contact Princeton Manor, the building on the other side of the back lane, to see if arrangements can be made for "No Parking" signs.

**Chimney and Dryer Vent Cleaning**

Council will follow up with Bayside to schedule chimney and dryer vent cleaning.  
(Subsequent to the meeting, Council was advised that chimney cleaning will take place on either June 12<sup>th</sup> or June 26<sup>th</sup>, depending on the suite. Please see posted notices.)

**Hallway Fan**

Council will investigate whether there are regulations for the use of hallway fans to determine if they should be left on continuously or intermittently. Council also discussed the desire to replace the old fans on the roof and the need to enquire about the difference between fans that heat the air and those that don't.

## **Financial Reports**

### **Monthly Reports**

Council passed a motion to approve the monthly financial statements for April 2010 as prepared by Bayside Properties.

### **Approval of Invoices**

Council approved the following invoices for payment.

- Genesis Security - \$637.00 – For the security guard hired when the garage door stopped working.
- National Plumbing - \$378.00 – For preventative maintenance.

An invoice from National Plumbing for \$128.63 for thermostat problems in a suite will be redirected to the owner who had the problem.

Council decided to consult with Bayside before paying an invoice from Xpert Mechanical for \$319.80 regarding a water leak into Suite 212.

## **New Business**

### **ServiceMaster Restoration Quote for Suites 112, 212 and 312**

Council reviewed a quote for restoration work required in Suites 112, 212, and 312 for water damage. Council decided to consult with Bayside before proceeding.

### **Energy Efficiency**

Council discussed issues regarding energy efficiency in the building and focused on the need to upgrade existing windows to double-pane windows to cut down on the amount of heat that is allowed to escape. Council will collect further information about options to present to owners in the near future.

### **Painting**

Council discussed the need to paint the exterior of the building as part of a regular maintenance plan.

### **Landscaping**

Council asked the landscaping committee to investigate whether new rhododendron plants could be planted at the front entrance to replace the ones that are currently struggling. Council also discussed the need for weeding, especially near the parkade ramp.

There being no further business to discuss, the meeting was adjourned at 8:57pm on a motion by Jason Murray.

The next Council meeting, which Bayside will be attending, will be held on Wednesday, June 29, 2010 at 7:00pm in the Meeting Room.



Jason Chabot  
Suite 203  
Phone: (604) 738-7347

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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**Held:** Wednesday, June 30, 2010 at 7:00 p.m. in the Meeting Room, Parkade Level,  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

<b>Present:</b>	Jason Murray	President	Suite 311
	Lynne Taylor	Vice President	Suite 307
	Jason Chabot	Treasurer/Secretary	Suite 203
	Dave Boyle		Suite 310
	Derek Morrison	Roof Liaison	Suite 112
	Michel Laliberte		Suite 206
	Christina Fong		Suite 212
	Karen Ostroff	Bayside Property Services Ltd.	

**CALLED TO ORDER**

The meeting was called to order at 7:05 pm by Jason Murray, Council President.

**PREVIOUS MINUTES**

Council passed a motion to approve the Minutes of the Council meeting held on Wednesday, May 26, 2010, subject to noting that the date for the next Council meeting should have read Wednesday, June 30, 2010 (as opposed to June 29).

**BUSINESS ARISING FROM THE MINUTES**

**1) Roof**

Roofing materials were delivered on June 29, 2010. Notice had been given in advance to both Twelve Pines and Granville West, forewarning Owners that "the location of the crane and truck may impact access to and from the complex between 8:00 AM and 12:00 noon" on June 28, 2010. The truck and crane delivered the roofing materials on June 29, 2010 and blocked the driveway during morning rush hour, inconveniencing a number of owners. Council felt that the content of the advance notice was insufficient. It is anticipated that any future access of materials can be accommodated by ladder. Work is expected to commence on July 15, 2010. Derek Morrison has agreed to be the Roofing Project Liaison and will be working with the Consultant with a common goal to ensuring that the project runs smoothly.

**2) Heating Pump Noise Complaint**

Council has contacted the Owner and listened to the noise reported. Contractors have investigated the matter but cannot find a cost effective solution that would guarantee resolution of the humming noise. Accordingly, Council passed a motion to monitor the situation for the present time.

**3) Laneway Parking**

A Council member made contact with the Council President of Princeton Manor to discuss parking issues on the lane. It was reported that Council of Princeton Manor has placed the matter of posting "No Parking" signs on their agenda for discussion at an upcoming Council meeting. Further information will be reported in due course.

**4) Chimney and Dryer Vent Cleaning**

Father & Son Chimney Sweeping Ltd. attended at Twelve Pines on June 12 and June 26, 2010 to inspect and clean fireplaces, and Council reported that they appeared to do a thorough job. Several issues were brought to light in their report. Council directed Bayside to send notices to those Owners whose fireplaces have maintenance issues, suggesting that their fireplaces should not be used until further notice and until arrangements are made for repairs to be undertaken.

Dryer vents will be cleaned from the exterior, together with the common laundry dryer vents, on Tuesday, July 20, 2010. A notice will be posted closer to the scheduled date.

**5) Landscaping**

Lynne Taylor discussed various issues pertaining primarily to the trees on the property, including her opinion that maintenance has been deficient in the past and a maintenance program should be implemented for trees on the south side of the building to ensure the health of the trees. Owners on the south side of the building have expressed concern with privacy and any impact a maintenance program of those trees would have. There was concern noted by some that part of the work contemplated, ie. Removal of 25% of the trees' foliage, would trigger a significant change to common property, thereby requiring a 75% vote by the Owners of the building. It was suggested that a meeting could be arranged whereby Owners of south-facing units would be provided with details of a maintenance plan and an opportunity to express opinions, questions and concerns related to the trees on the south side of the building. No arrangements were made. In the meantime, Owners should submit questions to the Landscaping Committee (Lynne Taylor and Michel Laliberte) Council agreed that the trees need to be maintained and pruned at the proper time.

**6) Hallway Fans**

Council reviewed a quote to replace hallway ventilation fans and directed Bayside to obtain another quote for comparative purposes for the hallway fans (3). The request was made to determine if there are any options in terms of fans heating the air, pushing cold air into the building, or a mixture of the two. In addition, Council directed Bayside to obtain a quote to replace the ventilation fan in the garage.

**FINANCIAL REPORTS**

1. Accounts Receivable: Council reviewed the accounts receivable as at June 30, 2010.

2. Council approved the following invoices for payment:

a)	Just Gardens	Landscaping Maintenance	\$ 808.39
b)	Thomas Lighting	Light bulb inventory	221.21
c)	Father & Son Chimney	Chimney cleaning	640.50
d)	Service Master I	Emergency repairs	5000.00
e)	Service Master II	Final repairs	2224.62
f)	Overhead Door	Garage door repair	1170.75
g)	National Plumbing	Leak in pressure valve	501.07
h)	Rod Esplin	Drywall repair in lobby	150.00

**NEW BUSINESS**

1) **Irrigation Sprinklers**

An Owner sent a request to Council to change the timer to have sprinklers come on later than 6:00 am. Council discussed the Owner's location and the operation of the sprinkler system, and will attempt to implement a solution whereby the rotation of the sprinklers will commence at different location or different time.

2) **Elevator Noises**

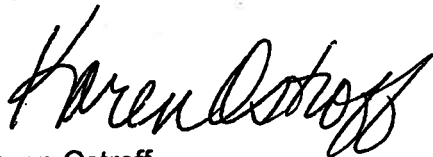
A service call had been made recently to address noises made by the elevator. Council reports that these noises are recurring and directed Bayside to contact Schindler Elevator to report same.

3) **Volunteers Requested**

The Landscaping Committee has requested volunteers to help water flowers on Mondays to ensure that the summer plantings flourish.

There being no further business to discuss, the meeting was terminated at 8:50 pm on a motion by Jason Murray.

The next Council meeting is scheduled for Wednesday, July 28, 2010 at 7:00 pm in the Meeting Room, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Bayside will not be in attendance at this meeting.



Karen Ostroff

Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct Tel: 604-629-8752

Fax: 604-430-2698

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**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**Held:** Wednesday, July 28, 2010 at 7:00pm in the Meeting Room, Parkade Level of "Twelve Pines",  
1720 West 12<sup>th</sup> Avenue, Vancouver, BC

<b>Present:</b>	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Michel Laliberté	Suite 206
	Derek Morrison	Suite 112
	Jason Murray	Suite 311
	Lynne Taylor	Suite 307
<b>Regrets:</b>	Dave Boyle	Suite 310

**Called to Order**

The meeting was called to order at 7:04pm by Jason Murray, Council President.

**Previous Minutes**

Council passed a motion to approve the minutes for the Council meeting held on June 30, 2010.

**Business Arising from Previous Minutes**

**Roof Replacement**

The roof replacement project began on July 26<sup>th</sup> and the liaison with the roofing contractors advised the rest of Council that progress is being made.

**Chimney and Dryer Vent Cleaning**

The dryer vents were cleaned for all suites. Air-Vac Services informed Council that during their visit, a small metal object used for cleaning was accidentally dropped down one vent and may cause noise for the suite that uses it. Council will advise the owners of the suite, but also requested that Air-Vac Services return to the property to fish out the object.

Council reviewed the second report from Father & Son Chimney Sweeping regarding the results of their chimney inspections and requested that Bayside contact the owners who should not be using their fireplaces. Council will review the reports in more detail to determine a course of action for getting the repairs completed.

**Landscaping**

Council reviewed a revised report from BC Plant Health Care Inc. that prioritized various recommendations for tree maintenance on the property including pruning of the hornbeams, pines, rhododendrons, and magnolia trees, deep root fertilization, soil aeration, and pest management.

A motion was brought to the table to proceed with pruning the hornbeams along the back lane to minimize damage caused by trucks and to remove branches that are dead, diseased or too close to power lines (costing \$1,725 before taxes). After discussions about the nature of the proposed work, Council voted against the motion.

Council requested the landscaping committee contact Just Garden to start preparing a plan for the overall improvement of the building's landscaping, including cost estimates for the various projects that Council should consider.

### **Financial Reports**

#### **Monthly Reports**

Council passed a motion to approve the monthly financial statements for May 2010 and June 2010 as prepared by Bayside Properties.

#### **Approval of Invoices**

Council approved the following invoices for payment...

- |                                  |   |
|----------------------------------|---|
| 1. Air-Vac Services Canada       | \$644.00 - for dryer vent cleaning            |
| 2. Father & Son Chimney Sweeping | \$372.75 - for second inspection and cleaning |
| 3. Just Garden                   | \$485.05 - for ongoing yard work              |
| 4. Parklawn Sprinklers           | \$167.48 - for service call                   |

### **New Business**

#### **Door Repairs**

Council identified doors in the building that are not functioning properly and requested Bayside arrange for repairs.

#### **Future Projects**

Council discussed a brief wish list of future projects including painting the building and replacing the windows.

There being no further business to discuss, the meeting was adjourned at 8:28pm on a motion by Jason Murray.

The next Council meeting, which Bayside will be attending, will be held on Wednesday, August 25, 2010 at 7:00pm in the Meeting Room.



Jason Chabot  
Suite 203  
Phone: (604) 738-7347

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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**Held:** Wednesday, August 25, 2010 at 7:00 p.m. in the Meeting Room, Parkade Level, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

<b>Present:</b>	Lynne Taylor	Vice President	Suite 307
	Jason Chabot	Treasurer/Secretary	Suite 203
	Dave Boyle		Suite 310
	Derek Morrison	Roof Liaison	Suite 112
	Michel Laliberte		Suite 206
	Christina Fong		Suite 212
	Karen Ostroff	Bayside Property Services Ltd.	

**Guest:** John Taylor, J. Taylor & Associates Ltd.  
Sheldon Franken, Suite 208

**CALLED TO ORDER**

The meeting was called to order at 7:00 pm by Jason Chabot.

**GUEST BUSINESS**

1. John Taylor advised that there are approximately 4 days of work left to be done on the roof before a pre-final inspection is to take place. He reported that one small leak occurred into a suite on the 3<sup>rd</sup> floor and that interior repair would take place after the roof has been completed.

John Taylor has made various suggestions of work to be done at this time including replacement of skylights, installation of a skylight with a hydraulic lift over the roof hatch, and improving the piping in existing vents. In addition, Mr. Taylor suggested cutting new vents into the roof to provide additional ventilation to the attic. Once Mr. Taylor has obtained more definitive pricing for these items, Council will make a determination as to whether or not this work will be undertaken now or in the future.

Mr. Taylor took members of Council onto the roof to inspect the new surface and provided an explanation of various features.

2. Sheldon Franken attended the Council Meeting to provide information in respect of a recent problem concerning telephone lines affecting suites 108, 208 and 308. On Friday, August 20, 2010, Mr. Franken reported that he and his neighbours (108 and 308) had lost telephone service, the cause of which is still under review. Telus had attended at the Owner's request, but advised that an electrician was required to re-install telephone wiring. Once complete, Telus would return to connect the wiring to the telephone equipment, thus restoring service. Once further details are received, Council will review evidence in an effort to determine responsibility.

**PREVIOUS MINUTES**

Council passed a motion to approve the Minutes of the Council meeting held on Wednesday, July 28, 2010.

**BUSINESS ARISING FROM THE MINUTES**

**1) Roof**

(See above under Guest Business, #1)

**2) Chimney Repairs**

Bayside confirmed that letters have been sent to those Owners whose fireplaces have issues, suggesting that some fireplaces should not be used until further notice after arrangements are made for repairs to be undertaken. Council instructed Bayside to arrange with Father & Son to undertake repairs as noted on their service report, and to see if Father & Son could refer another contractor to provide a quote on other work required outside of Father & Son's realm.

**3) Landscaping – BC Plant Health Care**

Further discussion took place amongst Council members and members of the Landscaping Committee in an ongoing attempt to reach a consensus as to recommendations for tree health and maintenance. Council proposes to reconsider options that were previously discussed. Council discussed the possibility of proposing two budget items (when the terms of the budget are reviewed for 2011) that would encompass a Grounds Program, including a comprehensive plan for tree maintenance and health of all trees and plants on the property, and Landscaping, which would cover maintenance of lawns and gardens. BC Plant Health Care provided a revised proposal dated August 19, 2010, which has been attached to these minutes for Owners' review. Council passed a motion to proceed with Priority 1 (as identified by BC Plant Health Care in their August 19, 2010 proposal) as part of the repairs and maintenance budget, and Priority 2, which would include items that need to be done this year which would be part of the Landscaping budget.

**4) Landscaping – Just Garden**

Just Garden is the contractor which provides landscaping maintenance of the lawns and gardens at Twelve Pines. Owners are reminded that only members of the Landscaping Committee are to have any contact with landscaping contractors. Any Owners approaching these contractors will be asked to direct their questions and/or concerns to Bayside.

**5) Hallway Fans**

Bayside reported that two contractors had been dispatched to provide a quote to replace 3 hallway ventilation fans as well as the ventilation fan in the garage. At the date of the meeting, both contractors had attended the property and advised that the reports would be forwarded in due course. The contractors had been requested to provide options in terms of heating the air, pushing cold air into the building, or a mixture of the two.

### **FINANCIAL REPORTS**

1. **Financial Reports:** Council passed a motion to approve the monthly financial report for July 2010 as prepared by Bayside.
2. **Accounts Receivable:** Council reviewed the accounts receivable as at August 25, 2010.
3. Council approved the following invoice for payment:  
a) Action Lock & Security: Door repair and adjustment      \$ 313.60

### **NEW BUSINESS**

- 1) **Water Leak in Suite 306**  
A water leak was reported as entering Suite 306. The damage to the ceiling will be repaired and the light fixture that had filled with water will be inspected by an electrician for safety. The cost of the repair will be paid by the roofing contractor.
- 2) **Dead Telephone Lines**  
(See above under Guest Business #2).
- 3) **Door Repairs**  
Council reported a worn out cylinder on the front door which required replacement, as well as several doors on the first floor and the basement which did not close properly. Bayside was instructed to dispatch Action Lock and Security to address the repairs.
- 4) **Heating Pump**  
While conducting preventative maintenance work on the boiler, National Plumbing noted a noisy pump and provided a quote for repair. Council authorized that the bearing assembly and impeller of the pump be replaced.
- 5) **Emergency Light System**  
During a recent testing of the fire alarm system and emergency lights, it was noticed that the charging system for the emergency lights was not operating properly. Council instructed Bayside to dispatch P and P Safety Services to check the emergency lighting packs and replace same if necessary.
- 6) **Council Resignation**  
Council has received the written resignation of the Council President, Jason Murray. Council and Bayside would like to express appreciation for the work Jason has done by serving on Council and wishes him well. Accordingly, there is now a vacancy on Council, and any Owner who wishes to volunteer to serve, please contact a Council member or Bayside.
- 7) **Reminder to Owners**  
Fire Regulations prohibit the storage of any item except a vehicle or bicycle in the parkade. Owners are reminded to immediately remove any items that may be stored in a parking stall or risk the possibility of a fine being imposed.

There being no further business to discuss, the meeting was terminated at 9:40 pm on a motion by Jason Chabot.

The next Council meeting is scheduled for Wednesday, September 29, 2010 at 7:00 pm in the Meeting Room, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Bayside will not be in attendance at this meeting.



Karen Ostroff

Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct Tel: 604-629-8752

Fax: 604-430-2698

Office: 604-432-7774 (24 hours – after office hours, emergencies only please)

**\*\*Weekend / Holiday / Evening Service Call Instructions**

For after hours, holiday, or weekend emergencies, **DO NOT** call the property manager's direct line or send an e-mail. For any matter that cannot wait until the next business day, should you encounter a situation requiring emergency attention, please contact Bayside's office at 432-7774 and advise the operator of the situation giving as many details as possible. Ensure that you state it is an emergency and leave your name and telephone number. Your call will be returned promptly by the on-call property manager so please keep your telephone line free in order that the emergency may be addressed. Your cooperation in this regard is appreciated.

**\*\*Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

**MINUTES OF COUNCIL MEETING** RECEIVED OCT 18 2010  
**STRATA CORPORATION VR 62**

Held: Wednesday, September 29, 2010 at 7:00pm in the Meeting Room, Parkade Level of  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Jason Chabot	Suite 203
	Christina Fong	Suite 212
	Derek Morrison	Suite 112
	Lynne Taylor	Suite 307

Regrets:	Dave Boyle	Suite 310
	Michel Laliberté	Suite 206

**Called to Order**

The meeting was called to order at 7:02pm by Jason Chabot, Treasurer/Secretary.

**Previous Minutes**

Council passed a motion to approve the minutes of the Council meeting held on August 25, 2010.

**Business Arising from Previous Minutes**

**Roof Replacement**

Except for the pending installation of new skylights, the roof replacement project is essentially complete. Council requested Bayside Properties follow up with J. Taylor & Associates as to any loose ends that still have to be dealt with.

**Electrical Repairs – Suite 308**

Hazelemere Roofing has made arrangements to fix damage to electrical wiring in Suite 308 caused by workers installing the new roof. A electrical permit for the work will be obtained from the City of Vancouver so that an inspection can be made after the repairs have been completed.

**Interior Repairs – Suites 108, 208, and 308**

Council will make the necessary arrangements with a contractor to hide the new telephone wiring which had to be fed into Suites 108, 208 and 308 after phone lines were lost in August.

**Painting – Suites 306 and 307**

Hazelemere Roofing will fix damage done to the ceilings of Suites 306 and 307 as a result of the roof replacement.



### **Wall Repairs – Suite 110**

Council requested Bayside Properties make arrangements to repair water damage to a wall in Suite 110.

### **Hallway and Parkade Fans**

Council has received three quotes for replacing the fans for the hallway and parkade. Council will continue to collect information to be presented at the AGM, including whether the parkade fan should have a carbon dioxide sensor to turn it on, and whether the rooftop fans should heat or cool the air before it enters the hallways. In the meantime, Council requested Bayside Properties follow up with System-Ex to make sure their quote also includes details for a new fan in the parkade.

### **Chimney Repairs**

Council requested Bayside Properties follow up with Father & Son Chimney Service regarding repairs to chimneys as recommended in their service reports, and to also see if they can refer Council to other contractors to obtain quotes on required work that is outside of Father & Son's capabilities.

## **Financial Reports**

### **Monthly Reports**

Council passed a motion to approve the monthly financial statements for August 2010 as prepared by Bayside Properties.

## **New Business**

### **Visitor Parking**

Several weeks ago, an unidentified car was left in the visitor parking outside the parkade for a lengthy period of time, and this raised concerns with Council, especially after attempts to contact the owner were unsuccessful. Council learned just in time before having the car towed that it belonged to an owner of the building. Council reminds all owners that cars parked in visitor parking should clearly indicate which suite they are either visiting or belong to, and that Council should also be advised of any lengthy stays in guest parking stalls.

Christina Fong, Lynne Taylor and Jason Chabot agreed to be registered as contacts with Buster's Towing so that any one of them can authorize to have cars towed from Twelve Pines property.

### **Ceiling of Suite 309**

Upon the request of the Owner, a Council member went to inspect the ceiling of Suite 309 and discussed the causes of the cracks and stains. Both Council and the Owner will continue to monitor the situation and will report further if necessary.

### **Dripping Water in Parkade**

Council requested Bayside Properties follow up on water dripping from the overhead pipe above parking stall #28.

### **Landscaping**

Council requested the Landscaping Committee contact BC Plant Health Care regarding the pruning of the magnolia trees on the property to ensure they have been pruned sufficiently.

### **\*\*\*REMINDER\*\*\***

P & P Safety Service will be performing the annual inspection of fire protection equipment on the following dates...

Wednesday, October 13, 2010 – Common Areas – Commencing at 10:00am

**Saturday, October 16, 2010 - All In-Suite Fire Detectors – Commencing at 10:00am**

If you are unable to be home during the in-suite inspection, please make alternative arrangements for access to your suite.

Owners are reminded that if you fail to provide access to your suite, you will be charged for a return inspection from P & P Safety Services.

There being no further business to discuss, the meeting was adjourned at 8:52pm on a motion by Jason Chabot.

The next Council meeting, which Bayside will be attending, will be held on Wednesday, October 27, 2010 at 7:00pm in the Meeting Room.



Jason Chabot  
Suite 203  
Phone: (604) 738-7347

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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Held: Wednesday, October 27, 2010 at 7:00 p.m. in the Meeting Room, Parkade Level, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Lynne Taylor	Vice President	Suite 307
	Jason Chabot	Treasurer/Secretary	Suite 203
	Dave Boyle		Suite 310
	Derek Morrison	Roof Liaison	Suite 112
	Christina Fong		Suite 212
	Karen Ostroff	Bayside Property Services Ltd.	

Regrets: Michel Laliberte Suite 206

Guest: Graeme Hamilton, Suite 104  
Attended as an Observer

**CALLED TO ORDER**

The meeting was called to order at 7:03 pm by Jason Chabot.

**PREVIOUS MINUTES**

Council passed a motion to approve the Minutes of the Council meeting held on September 29, 2010.

**BUSINESS ARISING FROM THE MINUTES**

**1) Roof**

The final report promised by J. Taylor & Associates did not arrive in time for the meeting. Council had been up on the roof and noted some areas that required repair. (Shortly after the meeting, John Taylor's report was received and appeared to address most of the issues noted by Council.) Council discussed the importance of knowing when the date of substantial completion had occurred, since the legislated time period to release final lien holdback funds is calculated from that date. Bayside will obtain a copy of the certificate of completion as required. Bayside will also co-ordinate touch-up painting to occur on the ceiling of two suites which sustained minor leaks attributed to the roof project.

**2) Reimbursement of Phone Costs for Suites 108 and 208**

Council decided by majority vote to reimburse the Owners of Suites 108 and 208 for additional telephone expenses incurred when telephone lines were lost in August. The Owner of 308 did not report additional expenses.

**3) Repairs to Suites 108, 208 and 308**

Waldron Design Management was retained to hide telephone cable under the baseboards in each unit as a completion of this repair job.

**4) Hallway Fans**

Bayside provided information to compare 4 quotations to replace 3 hallway ventilation fans as well as the ventilation fan in the parkade. Council instructed Bayside to determine the additional cost of installing a CO2 sensor in the parkade fan, and to gather information about how long a fan must run pursuant to City of Vancouver Bylaws and Fire regulations. While the replacement of these fans was originally contemplated to be part of the roofing project, Council determined ultimately that the cost and installation of same should be separate. Council will continue to review these quotations and will present their recommendation to Owners to vote upon at the upcoming Annual General Meeting.

**5) Chimney Repairs**

Bayside confirmed that Lions View Chimney & Fireplace will be inspecting those fireplaces previously noted by Father & Son as requiring facing rebuilding repairs to be undertaken. This inspection will take place on Saturday, October 30, 2010. Bayside further confirmed that Father & Son will undertake other repairs in two suites on November 25, 2010. Owners have been notified of specific appointments.

**FINANCIAL REPORTS**

1. Financial Reports: Council passed a motion to approve the monthly financial report for September 2010 as prepared by Bayside.
2. Accounts Receivable: Council reviewed the accounts receivable as at October 27, 2010.
3. Council approved the following invoices for payment:

a) Waldron Design Management	Door repair and adjustment	\$537.60
b) National Plumbing	Pump repair	775.36
c) MDE Electrical	Replace motion detector	335.71
d) P and P Safety Services	Emergency lighting system	1,092.00
e) P and P Safety Services	Annual Fire Safety Inspection	585.76

**NEW BUSINESS**

**1) Renovation Request from Suite 309**

A request to renovate their suite was received from the Owners of Suite 309. Council reviewed the material submitted from the Owners, and noted that the Owners are aware of the fact that city permits are required for the work to be done. Council will send a letter to the Owners stating that Council has granted approval to the Owners to proceed to the City of Vancouver to obtain required permits.

**2) Painting; Replacing Windows**

Council discussed the possibility of approaching Owners at the Annual General Meeting to determine the general consensus of Owners as to which projects Owners may be interested in having Council pursue on their behalf. Exterior painting and replacing windows will be items for discussion purposes only at the Annual General Meeting.

**3) Proposed 2011 Operating Budget**

Council reviewed the draft 2011 Proposed Operating Budget as prepared by Bayside. A 5% increase to maintenance fees is proposed. After discussion and some modifications, Council approved by majority vote that the budget would be presented to Owners at the upcoming Annual General meeting.

**4) Upcoming AGM**

Council would like to remind Owners of the importance of attending the upcoming Annual General Meeting, either in person or ensuring that they provide their proxy to another person to allow for the most involved decision making. Council would also like to remind Owners that in order for a Strata Corporation to function effectively, Owners should be willing to participate in managing the Strata Corporation by serving on the Strata Council.

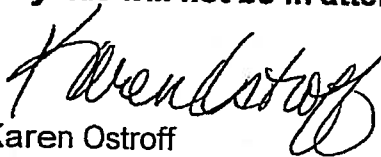
**5) Reminder to Owners**

Owners are reminded that noise travels easily in a wood frame building, especially during the night, and to be aware of being respectful to neighbours by not contributing to unreasonable noise.

Owners are further reminded that any items for recycling or disposal are not to be left in the garbage room; it is the responsibility of individual Owners to dispose of unwanted household items, clothing, electronics, etc. by taking these items to an appropriate recycling depot. Information is noted on signs posted in the garbage room or contact the Recycling Council of BC online at [www.rcbc.bc.ca](http://www.rcbc.bc.ca)

There being no further business to discuss, the meeting was terminated at 9:10 pm on a motion by Jason Chabot.

**The next Council meeting is scheduled for Wednesday, November 24, 2010 at 7:00 pm in the Meeting Room, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Bayside will not be in attendance at this meeting.**



Karen Ostroff  
Property Manager  
[kostroff@baysideproperty.com](mailto:kostroff@baysideproperty.com)

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

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**\*\*Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

## **MINUTES OF COUNCIL MEETING STRATA CORPORATION VR 62**

Held: Wednesday, November 24, 2010 at 7:00pm in the Meeting Room, Parkade Level of  
"Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Christina Fong	Suite 212
	Derek Morrison	Suite 112
	Lynne Taylor	Suite 307
	Dave Boyle	Suite 310
	Michel Laliberté	Suite 206
	Jason Chabot	Suite 203

### **Called to Order**

The meeting was called to order at 7:02pm by Jason Chabot, Treasurer/Secretary.

### **Previous Minutes**

Council passed a motion to approve the minutes of the Council meeting held on October 27, 2010.

### **Business Arising from Previous Minutes**

#### **Roof Replacement**

Council discussed the last remaining details of the roof replacement project that have now been finalized including the issuance of the warranty certificate, the installation of the skylights, the City of Vancouver inspection to approve electrical work, and the upcoming release of the lien holdback payment.

Council agreed that the third and final payment to J. Taylor & Associates will be made upon John Taylor's last inspection of the roof which Derek Morrison volunteered to attend on behalf of Council.

#### **2011 Budget**

In order to finalize the AGM notice that will be mailed out on November 26, 2010, Council reviewed the final budget numbers and discussed three resolutions that will be presented to the Owners at the upcoming Annual General Meeting (see below).

#### **Chimney Repairs**

Council discussed the recommendation of Lions View Chimney & Fireplace to fix the problems being experienced in a number of suites where the facings have pulled away from the fireplaces. Given the repair work that is being contemplated, Council requested Bayside to follow up with Lions View Chimney to see what other alternatives might exist.

## **Financial Reports**

### **Monthly Reports**

The Treasurer will contact Bayside to reallocate an expense on the October 2010 Statement of Receipts & Disbursements that was assigned to the wrong account.

### **Approval of Invoices**

Council approved the following invoice for payment:

1. National Plumbing - \$218.61 – To repair a leak from a zone valve.

## **New Business**

### **Window Replacement**

Council received a third quote for replacing the windows. The topic of window replacement will be discussed with Owners at the upcoming AGM.

### **Heating Issues in Suite 109**

Council was contacted by the owner of Suite 109 who has been dealing with issues of insufficient heat within the suite. Council requested Bayside dispatch Expert Mechanical to visit the suite and provide an opinion as to the possible causes and how the problem can be fixed.

### **Ceiling Stain in Suite 204**

A Council member recently went to inspect stains that were noticed on the ceiling of Suite 204. Both Council and the Owner will continue to monitor the situation and will report further if necessary.

### **Winterization of Outside Taps**

Parklawn Sprinklers winterized the building's sprinkler system, but upon realizing that this did not include the outside water taps, a Council member made sure to take care of everything else that was overlooked. Council will ask Bayside to follow up with Parklawn to determine whether the water taps were also supposed to be dealt with during their visit.

### **Agenda Items Brought Forward by Owners**

A Council member was approached by an Owner who wondered how an item (i.e. a potential resolution) could be proposed and added to the agenda for an AGM or SGM. Council advised that the person could start a petition to collect names of interested owners who would like to see the proposal voted upon, and then present this petition to Council in a timely manner before an agenda for an AGM or SGM is finalized.

### **Correspondence from Granville West**

Council reviewed a proposal from Granville West (our neighbor to the west) about sharing the expense of snow removal on the parking ramp, as well as the cost to repair concrete delamination at the parkade entrance on their side. To remain consistent with how repairs and maintenance were handled in the past between the two buildings, Council decided to respectfully decline.



### **Upcoming AGM**

Council would like to remind all Owners of the importance of attending the upcoming Annual General Meeting, either in person or ensuring that they provide their proxy to another person. Council would also like to remind Owners that in order for a Strata Corporation to function effectively, Owners should be willing to participate in managing the Strata Corporation by serving on the Strata Council.

There being no further business to discuss, the meeting was adjourned at 9:40pm on a motion by Jason Chabot.

The next meeting for VR 62 will be the Annual General Meeting scheduled for Wednesday, December 15, 2010 in the lobby of "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC.

A handwritten signature in black ink, appearing to read "Jason Chabot", with a stylized flourish at the end.

Jason Chabot  
Suite 203  
(604) 738-7347

November 26, 2010

**PLEASE BRING THIS NOTICE TO THE MEETING!**

**AGENDA**

**NOTICE OF ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 62  
"TWELVE PINES"**

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**NOTICE:** The Annual General Meeting of the Owners, Strata Plan VR 62, is scheduled to be held on **Wednesday, December 15, 2010, at 7:00 PM** in the lobby of "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC.

**(Registration to commence at 6:45 PM)**

**\*\*PLEASE BRING A CHAIR!\*\***

**PURPOSE OF MEETING:**

1. To Discuss/Vote on Resolution #1;
2. To Discuss/Vote on Resolution #2;
3. To Discuss/Vote on Resolution #3'
4. To Discuss/Vote on the 2011 Proposed Operating Budget;
5. To Provide an Update on the completion of the Low Slope Roof Replacement Project;
6. General Discussion regarding window replacement and interior/exterior painting;
7. To Elect the 2011 Strata Council;

**RESOLUTION #1 by ¾ Vote:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to transfer the remaining funds from the Roof Replacement Project into the Contingency Reserve Fund for use in future projects.

**BE IT RESOLVED AS A ¾ VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to transfer the remaining funds from the Roof Replacement Project into the Contingency Reserve funds for use in future projects. The remaining funds total approximately \$12,500.00.

**RESOLUTION #2 by ¾ Vote:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to approve replacement of the three (3) rooftop air supply fans plus the repair or replacement of the parkade exhaust fans, complete with a carbon monoxide sensor, at a maximum cost of \$7,500.00, including contingency costs;

**BE IT RESOLVED AS A ¾ VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of replacement of the three (3) rooftop air supply fans plus the repair or replacement of the parkade exhaust fan, complete with a carbon monoxide sensor, at a maximum cost of \$7,500.00, including contingency costs, to be paid by withdrawal from the Contingency Reserve Fund. The Contingency Reserve Fund as at October 31, 2010 has a balance of \$63,365.87.

**RESOLUTION #3 by ¾ Vote:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to upgrade the building's gardens at a maximum cost of \$7,500, including contingency costs, to be paid by withdrawal from the Contingency Reserve Fund. A written description from JustGarden outlining the work to makeover the gardens is attached for Owners' review.

**BE IT RESOLVED AS A ¾ VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of upgrading the building's gardens pursuant to the attached estimate, at a maximum cost of \$7,500.00, including contingency costs, to be paid by withdrawal from the Contingency Reserve Fund. The Contingency Reserve Fund as at October 31, 2010 has a balance of \$63,365.87.

**2011 PROPOSED OPERATING BUDGET**

The Proposed Operating Budget for 2011 together with a proposed Strata fee schedule is provided with this Notice of Meeting. It is proposed that the amount of \$7,578.00 indicated as line 108 Transfer Prior Year Surplus be a transfer of funds from previous years' operating surplus to offset what would otherwise be a larger maintenance fee increase. Accordingly, there is a proposed 5% increase in maintenance fees for fiscal 2011. A copy of the current Strata Corporation insurance coverage is included with this Notice of Meeting.

## **GENERAL DISCUSSION**

Council will review with Owners information regarding window replacement and interior/exterior painting, in order to obtain a consensus to provide the new Council with a course of action to pursue for the coming year.

## **VOTING:**

Pursuant to the bylaws of the Strata Corporation, in order to vote an Owner must be paid up in all arrears of strata fees, special levies, fines or other charges (including charge-backs) owing to the Strata Corporation. If you are uncertain of the status of your account, please call our Accounting Department at 604-432-7774 between 9:00 am and 4:00 p. m. Owners may be represented by proxies – a blank proxy is provided for your convenience. A spouse who is not registered on title MUST have a proxy authorization to vote.

## **QUORUM**

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum requires that eligible voters holding 1/3 of the Strata Corporation's votes be present in person or by proxy. A quorum for VR 62 is 12 votes (including proxies).

## **PROXY**

An instrument appointing a proxy shall be in writing under the hand of the appointer or his/her attorney, and may be either in general or for a particular meeting. A proxy need not be an owner.

## **VOTING PROCEDURES**

At any general meeting, a resolution by the vote of the meeting shall be decided on a show of voting cards, unless a precise count is demanded by any eligible voter present in person or by proxy. Unless a precise count is so demanded, a declaration by the Chair that a resolution has, on a show of voting cards been carried, is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favor of or against the resolution. A demand for a precise count may be withdrawn.

In case of equality in the votes, whether on a show of voting cards or on a poll, the president, or, if the president is absent or unable or unwilling to vote, the vice president of the Strata Council is entitled to a casting vote in addition to his/her original vote. On the show of voting cards, each strata lot shall have one vote. On a show of voting cards or a precise count, votes may be given either personally or by proxy.

**\*\*\* ORDER OF BUSINESS \*\*\***

- a) Certify proxies and corporate representatives and issue voting cards;
- b) Determine that there is a quorum;
- c) Elect a person to chair the meeting, if necessary;
- d) Approve the notice of meeting dated November 26, 2010;
- e) Approve minutes from the Annual General Meeting held December 10, 2009;
- f) Receive reports of council activities and decisions since the previous annual general meeting, including reports of committees;
- g) Report on insurance coverage in accordance with section 154 of the Act;
- h) Discuss / Vote on Resolution #1;
- i) Discuss / Vote on Resolution #2;
- j) Discuss / Vote on Resolution #3;
- k) Approve the budget for the coming year in accordance with section 103 of the Act;
- l) Provide an update to the completion of the Low Slope Roof Replacement Project;
- m) General discussion with regard to interior/exterior painting and window replacement;
- n) Elect a council;
- o) Terminate the meeting.



# COASTAL INSURANCE SERVICES LTD.

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

## Summary Of Coverages

**NAMED INSURED:** The Owners of Strata Plan VR 62 Twelve Pines  
**LOCATION:** 1720 West 12th Avenue, Vancouver BC V6J 2E6  
**POLICY TERM:** June 1<sup>st</sup>, 2010 to June 1<sup>st</sup>, 2011  
**SUMMARY FOR:** Bayside Property Services Ltd.

- 
- \$6,560,000 **All Property** - "All Risks" including **Guaranteed Replacement Cost** and Blanket Bylaws. Subject to a \$1,000 Deductible except for \$5,000 Water Damage Deductible, \$5,000 Sewer Backup Deductible, \$10,000 Flood Deductible and 10% Earthquake Deductible
- REPLACEMENT** **Blanket Exterior Glass** - subject to a \$100 Deductible for Residential or \$250 Deductible for Commercial Units. **\*\*Provided by Kristo's Glass Company Ltd. (604-251-5931)\*\***
- \$5,000,000 **Commercial General Liability** - including Broad Form "occurrence" Property Damage, Medical Payments \$2,500/\$25,000, Cross Liability Clause, Personal Injury (nil participation), Non-Owned Automobile Liability, Contingent Employer's Liability, Contractual Liability, Employees as additional named insureds including any Property Management firms while acting on behalf of the Corporation, subject to a \$500 Deductible per occurrence. **\$10,000,000 General Aggregate Limit.**
- \$2,000,000 **Directors & Officers Liability** - (Errors & Omissions), TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSURED.
- \$10,000 **Condominium Discrimination Defense Costs** - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$25,000 aggregate.
- \$1,000,000 **Pollution and Remediation Legal Liability** - subject to a \$10,000 Retention.
- \$100,000 **Volunteer Accident Insurance Plan** - Accidental Death and Disability for owners who perform work on a volunteer basis. Subject to a 7 day Waiting Period, Maximum 52 Weeks.
- Comprehensive Dishonesty, Disappearance and Destruction**
- \$10,000 Employee Dishonesty - Form A
- \$5,000 Loss Inside/Outside the Premises, Money Orders/Counterfeit Paper Currency/Depositors Forgery.
- \$6,560,000 **Equipment Breakdown** - insuring all Fired & Unfired Pressure Vessels & Refrigeration Systems, Electrical & Mechanical Equipment, Repair or Replacement. Subject to \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable). **INCLUDES:** Hot Water Supply & Storage Tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, A/C Units, Intercom, Phone and Security Systems.

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**This is a generalized resume of coverages for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.**

Date: May 1<sup>st</sup>, 2010

E/OE/ME

# JustGarden

## Estimate for upgrades to "12 Pines" Strata development

Dale Robins 604-710-7414

Explanatory notes for set of proposal for upgrades [attached] to 1720 West 12<sup>th</sup> Avenue, "12 Pines" strata development. The cost estimates are the result of a meeting with Lynn Taylor and Jason Chabot on November 13, 2010 with their input regarding a priority improvements "wish list". This submission is completely separate from a maintenance proposal.

**Front Entrance East & West Upgrade:** The aim is to correct low spots, exposed roots and provide growing medium for a full planting in of the areas either side of the front entranceway through the installation of 14 yards of top soil. Suggested are an array of shade tolerant perennials and shrubs to provide color either through seasonal flowering or variations in foliage. The design will be enhanced through the installation of annuals in the maintenance budget. When complete, this will provide a lustrous and full appearance, improve curb appeal and provide living color through flower and foliage over three seasons and more minimally in winter.

**Front East Side Upgrade:** This area remains underplanted and is an attractive location for weeds. With the installation of four yards of new soil, we will be able to plant in an array of shade tolerant perennials and shrubs in keeping with the theme of those in the entranceway. As above, this will fill in and provide a more lustrous appearance with less bare soil areas.

**Northeast Corner Upgrade:** This work requires inspection by a drainage expert before proceeding. The intent of the design is to enhance the existing perennials, especially the pampas grass by installing more and filling in the areas on either side of the side entrance [which is used] with colorfully foliated ground cover. Along with that, we propose to meet

the request for a new lilac tree. This will not only improve the outward appearance of the property but will also enhance the appearance of the suites at the northeast end of the building

**Rear Upgrade:** This estimate replaces the earlier one regarding renovation work and includes the installation of new shrubs and perennials. At first, the entire area will be pruned, cleaned up, raked out and decisions made regarding two largely neglected areas at either end regarding size and new borders. This work, as also first proposed, will also mean the complete removal of dead and dying and inappropriate plants. After that, new shrubs and perennials will be added after the installation of new soil. The design is to provide shade tolerant plants in keeping with the overall theme in other areas will enhance and provide color through three seasons.

Of all the work proposed, we suggest this area is the single most important. Not only do a majority of owners access their homes from the rear parking garage, but it is part of the "curb appeal" of the entire property. Sadly it has been neglected over a period of years and it shows.

At the very least, the full clean up and pruning should be done as soon as possible.



**Strata Corporation VR 62**  
**2011 Operating Budget Proposal**

**Year End December 31st**

RECEIPTS		ACTUAL Year to Date (Oct 31/10)	ESTIMATED To Year End	APPROVED BUDGET 2010	PROPOSED BUDGET 2011
101	Owners' Contributions	112,010.77	134,150.00	134,430.00	141,150.00
103	Interest Income	180.50	200.00	200.00	200.00
104	Laundry Income	120.00	144.00	144.00	144.00
105	Sundry Income	236.00	250.00		0.00
107	Late Payment Fines				0.00
108	Transfer Prior Year Surplus	10,095.00	10,095.00	10,095.00	7,578.00
TOTAL RECEIPTS		122,642.27	144,839.00	144,869.00	149,072.00
DISBURSEMENTS					
300	Gas	14,454.88	20,000.00	28,000.00	25,000.00
310	Electricity	5,589.62	5,650.00	4,000.00	5,700.00
320	Management Fees	9,973.25	13,345.00	13,345.00	14,448.00
321	Special Levy Admin Fee	210.00	210.00	0.00	0.00
322	Statutory Review of Books	224.00	224.00	224.00	224.00
330	Insurance	14,537.00	14,537.00	16,200.00	16,000.00
340	Janitorial Maintenance	5,390.00	6,700.00	7,000.00	6,700.00
360	Audit	1,365.00	1,365.00	1,200.00	1,400.00
370	Legal	0.00	0.00	1,000.00	1,000.00
380	Appraisal	0.00	0.00	0.00	0.00
395	Sundry	1,027.18	1,100.00	700.00	1,000.00
405	Water/Sewer	4,665.58	6,300.00	6,000.00	6,500.00
415	Scavenging	4,249.08	5,000.00	3,900.00	5,000.00
425	Equipment/Supplies	897.52	950.00	800.00	800.00
435	Repairs/Maintenance	19,514.07	22,000.00	22,000.00	22,000.00
445	Landscaping	7,958.26	9,000.00	8,000.00	9,000.00
446	Tree Maintenance				1,500.00
475	Elevator	3,133.83	3,800.00	3,500.00	3,800.00
707	Elevator Reserve	2,500.00	3,000.00	3,000.00	3,000.00
708	Window Repair Reserve	2,500.00	3,000.00	3,000.00	3,000.00
709	Membrane Repairs Reserve	2,500.00	3,000.00	3,000.00	3,000.00
710	Contingency Reserve	16,666.70	20,000.00	20,000.00	20,000.00
		0.00			
TOTAL DISBURSEMENTS		117,355.97	139,181.00	144,869.00	149,072.00
Surplus (Deficit)		5,286.30	5,658.00		
Opening Operating		13,019.02	13,019.02		
Estimated Ending Operating		18,305.32	18,677.02		

**Contingency Reserve Fund**

Oct 31/10

Opening CRF	89,594.14	89,594.14
Owners' Contributions	16,666.70	20,000.04
Interest Earned	505.03	587.82
Service Charge	(50.00)	(60.00)
Cambie Roofing	(7,350.00)	(7,350.00)
Hazelmere Roofing	(36,000.00)	(36,000.00)
Estimated Ending CRF	63,365.87	66,772.00

**Elevator**

Opening Elevator	31,444.08	31,444.08
Owners' Contributions	2,500.00	3,000.00
Interest Earned	208.12	261.90
Estimated Ending Elevator	34,152.20	34,705.98

**Window**

Opening Window	6,034.29	6,034.29
Owners' Contributions	2,500.00	3,000.00
Interest Earned	48.24	63.14
Estimated Ending Window	8,582.53	9,097.43

**Membrane**

Opening Membrane	6,034.29	6,034.29
Owners' Contributions	2,500.00	3,000.00
Interest Earned	48.24	63.14
Estimated Ending Membrane	8,582.53	9,097.43

**Special Levy**

Opening SL	99,273.13	99,273.13
Special Levy	64,785.70	64,785.70
Interest Earned	834.66	886.47
Hazelmere Roofing	(55,173.60)	(55,173.60)
J Taylor & Associates	(7,001.07)	(7,010.07)
Holdback Transfer	(10,130.40)	(10,130.40)
Estimated Ending SL	92,588.42	92,631.23

**Holdback**

Holdback Transfer	10,130.40	10,130.40
Interest Earned	27.01	29.74
Estimated Ending HB	10,157.41	10,160.14

**Strata Corporation VR 62**  
**2011 Proposed Strata Fee Schedule**  
**January 1, 2011 to December 1, 2011 Inclusive**

						2011
Unit	Unit Entitlement	2010 Strata Fee	Operating	CRF	Proposed Strata Fee	
101	209	234.13	211.01	34.83	245.84	
102	300	336.08	302.88	50.00	352.88	
103	300	336.08	302.88	50.00	352.88	
104	300	336.08	302.88	50.00	352.88	
105	285	319.27	287.73	47.50	335.23	
106	209	234.13	211.01	34.83	245.84	
107	285	319.27	287.73	47.50	335.23	
108	285	319.27	287.73	47.50	335.23	
109	300	336.08	302.88	50.00	352.88	
110	300	336.08	302.88	50.00	352.88	
111	300	336.08	302.88	50.00	352.88	
112	209	234.13	211.01	34.83	245.84	
201	210	235.25	212.01	35.00	247.01	
202	300	336.08	302.88	50.00	352.88	
203	300	336.08	302.88	50.00	352.88	
204	300	336.08	302.88	50.00	352.88	
205	285	319.27	287.73	47.50	335.23	
206	209	234.13	211.01	34.83	245.84	
207	285	319.27	287.73	47.50	335.23	
208	285	319.27	287.73	47.50	335.23	
209	300	336.08	302.88	50.00	352.88	
210	300	336.08	302.88	50.00	352.88	
211	300	336.08	302.88	50.00	352.88	
212	285	319.27	287.73	47.50	335.23	
301	210	235.25	212.01	35.00	247.01	
302	300	336.08	302.88	50.00	352.88	
303	300	336.08	302.88	50.00	352.88	
304	300	336.08	302.88	50.00	352.88	
305	285	319.27	287.73	47.50	335.23	
306	209	234.13	211.01	34.83	245.84	
307	285	319.27	287.73	47.50	335.23	
308	285	319.27	287.73	47.50	335.23	
309	300	336.08	302.88	50.00	352.88	
310	300	336.08	302.88	50.00	352.88	
311	300	336.08	302.88	50.00	352.88	
312	285	319.27	287.73	47.50	335.23	
<b>TOTALS</b>		<b>10000</b>	<b>11202.56</b>	<b>10095.94</b>	<b>1666.65</b>	<b>11762.59</b>

**\*\* PROXY \*\***

I (We) \_\_\_\_\_ being the registered Owner(s) of Unit \_\_\_\_\_, "Twelve Pines", Strata Plan VR 62, hereby appoint \_\_\_\_\_ as my / our Proxy Representative at the Annual General Meeting of The Owners, Strata Plan VR 62, to be held Wednesday, December 15, 2010, at 7:00 PM in the Lobby, 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Discretionary authority is conferred on the proxy with respect to such proposals or matters which may properly come before the meeting and at any adjournment thereof.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

\_\_\_\_\_  
Owner(s)

**\*\*PLEASE NOTE\*\***

The Strata Corporation will need to retain a copy of this form for their records. Please bring a photocopy to the meeting if you wish to retain a copy for your records.

**MINUTES OF ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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Held: Wednesday, December 15, 2010 at 7:00 p.m. in the Lobby at "Twelve Pines",  
1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present: The Owners, Strata Plan VR 62, as per the Registration Sheet  
Karen Ostroff, Bayside Property Services Ltd.

**CALL TO ORDER**

Council Secretary/Treasurer, Jason Chabot, called the meeting to order at 7:05 p.m.

**REGISTRATION/PROXY/VOTING BALLOTS**

Owners in attendance were advised by Bayside that a quorum of 33 Owners was present, including 9 by proxy. Pursuant to the requirements of the Strata Property Act, no business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum requires that eligible voters holding 1/3 of the Strata Corporation's votes be present in person or by proxy. The registration sheet was signed, proxies were certified and ballots were issued.

**CHAIR OF MEETING**

It was moved, seconded (#306/#204) and carried that Karen Ostroff of Bayside Property Services would chair the meeting.

**NOTICE OF MEETING**

It was moved, seconded (#107/#103) and carried that the Notice of Meeting dated November 26, 2010 was proper notice as per the requirements of the Strata Property Act.

**MINUTES OF THE SPECIAL GENERAL MEETING**

It was moved, seconded (#203/#204) and carried, to approve the Minutes of the Annual General Meeting held December 10, 2009.

**REPORT OF COUNCIL ACTIVITIES DURING 2010**

Jason Chabot, Council Secretary/Treasurer, reported that the main issues that were addressed by Council was the replacement of the roof, together with landscaping and grounds improvement. The Roof Replacement Project has successfully completed and Council would like to express its thanks to Derek Morrison, the roof liaison, who worked to ensure that Owners' interests were taken care of. Some small issues arose during the project, involving a brief loss of electricity to a third floor unit as well as a brief loss of telephone service to three units. Hazelmere Roofing covered the cost of restoring these services.

The subjects of landscaping and grounds-keeping were also a focus of Council's concern. The goal is to have the grounds presentable and provide a "good face" to the property. Council worked to ensure that plans for a solid foundation were put into place so that future Council could benefit going forward, to follow the plans previously set in motion.

## **INSURANCE**

Bayside reported on the insurance coverage for the 2010/2011 year. A copy of the Strata Corporation's Summary of Coverages was included with the Notice of Meeting for Owners' records and information. Owners are reminded that the Strata Corporation's insurance is not contents insurance and that Owners are responsible for obtaining your own homeowner policy to cover your personal belongings and any improvements you have made to your strata lot.

### **All Owners – please note the following important items:**

- a) **Contents/Improvements**: We take this opportunity to advise all Owners and residents that the Strata Corporation's insurance covers the building, carpeting etc., as per original construction. Owners must insure any improvements to these items (wallpapering, paneling, flooring, general up-grading etc.,) completed by yourself or the previous Owner as well as your personal effects and furniture, through your personal Homeowner's coverage. It is suggested that all Owners and residents complete an inventory of their personal contents and belongings to ensure that you are adequately insured. Most insurance agents will provide you with an inventory guide booklet to assist you with an inventory. It is well worth it – also, take pictures or a video of your unit – and keep same in another location along with your inventory list.
- b) **Owner Responsibility**: There have been two court cases in British Columbia that dealt with the issue of Owner versus Strata Corporation responsibility, one involving a leaking dishwasher and the other, a broken pipe in a wall solely contained within one strata lot. Each incident caused thousands of dollars of damage to that strata lot. In both cases the strata lot Owner, not the Strata Corporation or the Strata Corporation's insurer, was held responsible for paying for the repairs. Based on these cases, it is apparent that if the "thing that breaks" (dishwasher, clothes washer, hot water tank, etc.) is owned by an individual unit Owner or is within the boundaries of the strata lot, either the cost of repairing any resulting damage or the deductible for the Strata Corporation's insurance policy, will be the responsibility of that Owner. Owners should therefore ensure that everything within their strata lot is in good working order, particularly things like dishwashers, clothes washers, toilets, sinks, faucets, hot water tanks, etc. where a breakdown could lead to water escape which might cause damage to your strata lot and others. Owners should also review your homeowner policy wording with your insurer to make sure that you have adequate protection for a chargeback of the strata corporation's deductible, or the actual cost of repairs, under these circumstances. Sometimes this coverage is provided as part of the basic policy, while other policies may only provide it as optional coverage requiring an additional premium. It is recommended that you provide the strata corporation's coverage details to your insurance broker to ensure that you are fully protected.

- c) **Claim Possibility/Notification:** Please note that any leakage or seepage of water should be reported promptly to Bayside, to ensure efforts are made to minimize the loss, and to ensure the Strata Corporation has an opportunity to make a claim with the insurance company. Such problems, if not reported, become repeated, ongoing leaks, and therefore may not be covered. The building's insurance normally covers incidents of leakage, but not those of a continuing nature.

**Residents are strongly advised to obtain homeowner's insurance not only for potential losses relating to personal property but also for liability for costs arising from damages caused by a problem arising in a suite (e. g. water leak from breakdown of bathtub caulking, dishwashers, etc).**

**RESOLUTION #1 by ¾ Vote:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to transfer the remaining funds from the Roof Replacement Project into the Contingency Reserve Fund for use in future projects.

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to transfer the remaining funds from the Roof Replacement Project into the Contingency Reserve funds for use in future projects. The remaining funds total approximately \$12,500.00.

There was discussion pertaining to the merit of retaining these funds to be able to utilize them in various projects that may be addressed in the future, most notably, improvement of the elevator. Even though regular maintenance is performed, it is understood that the elevator will need considerable work in the future. To this end, transfer of these funds to the Contingency Reserve Fund would reduce the amount of a potential levy in the future.

It was moved, seconded (#209/#204) and Resolution #1 was defeated.

Approved	15
Opposed	18
Abstained	0

**RESOLUTION #2 by ¾ Vote:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to approve replacement of the three (3) rooftop air supply fans plus the repair or replacement of the parkade exhaust fans, complete with a carbon monoxide sensor, at a maximum cost of \$7,500.00, including contingency costs;

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of replacement of the three (3) rooftop air supply fans plus the repair or replacement of the parkade exhaust fan, complete with a carbon monoxide sensor, at a maximum cost of \$7,500.00, including contingency costs, to be paid by withdrawal from the Contingency Reserve Fund. The Contingency Reserve Fund as at October 31, 2010 has a balance of \$63,365.87.

Bayside advised that one quote was received for a carbon monoxide sensor subsequent to the date of the Notice for the Annual General Meeting. The quoted price for the sensor was significantly greater than anticipated and accordingly, it was moved, seconded (#203/#107) and carried to amend Resolution #2 by removing the words "complete with a carbon monoxide sensor".

It was moved, seconded (#203/#107) and carried to approve Resolution #2 as proposed.

Approved	32
Opposed	1
Abstained	0

**RESOLUTION #3 by 3/4 Vote:**

**WHEREAS THE OWNERS, STRATA PLAN VR 62** deem it advisable to upgrade the building's gardens at a maximum cost of \$7,500, including contingency costs, to be paid by withdrawal from the Contingency Reserve Fund. A written description from JustGarden outlining the work to makeover the gardens is attached for Owners' review.

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION OF THE OWNERS, STRATA PLAN VR 62** (the "Strata Corporation") that, pursuant to section 96 of the Strata Property Act, S. B. C. 1998, c. 43, the Strata Corporation be and is hereby authorized to fund the cost of upgrading the building's gardens pursuant to the attached estimate, at a maximum cost of \$7,500.00, including contingency costs, to be paid by withdrawal from the Contingency Reserve Fund. The Contingency Reserve Fund as at October 31, 2010 has a balance of \$63,365.87.

There was significant discussion pertaining to the timing of putting additional funding into landscaping. Council stated that the landscaping was damaged; Just Gardens were retained on a trial basis for the first year to improve the curb value of the property, and then continue maintaining the landscaping in years to come. One of the goals is to look for colour in the gardens throughout the year. Council also addressed the increases of funding to landscaping over the past few years. They advise that the budget was held at a low amount for many years, which provided landscaping service only at a basic level. Council expressed thanks to Derek Morrison for watering flowering plants in the summer to ensure their survival.

It was moved, seconded (#107/#308) and Resolution #3 was defeated.

Approved	23
Opposed	10
Abstained	0



### **PROPOSED 2011 OPERATING BUDGET**

The proposed 2011 Operating Budget provides for a 5% increase in maintenance fees over the previous year. It was noted that the amount of \$7,578.00, indicated as line 108 Transfer Prior Year Surplus is a transfer of funds from previous years' cumulative operating surplus to offset what would otherwise have been a larger maintenance fee increase.

It was moved, seconded (#107/#204) and carried to approve the 2011 Operating Budget as proposed.

Approved	32
Opposed	1
Abstained	0

**All Owners are reminded that the monthly maintenance assessments are due and payable on the first day of each and every month, in advance. Please note that late or non-payment will result in penalty assessment in accordance with Strata Corporation VR 62 Bylaws. Post-dated cheques are welcome and those wishing to do so may arrange for pre-authorized withdrawals from their bank, *which is the preferred method of payment*. Interested Owners may obtain a Pre-authorized Withdrawal Form from Bayside to be filled out and returned to Bayside along with a void cheque.**

Alternatively, Owners may forward a series of twelve (12) post-dated cheques to BAYSIDE'S office located at Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9. Please note the following when making out your cheques:

1. Your cheques should be dated for the **FIRST** of each month (**January 1<sup>st</sup>, 2011 through to and including December 1<sup>st</sup>, 2011**);
2. Cheques are to be made payable to "**Strata Plan VR 62**";
3. Your **Suite Number** is to be noted on your cheques, if not already imprinted.

#### **NOTICE REGARDING INCREASED STRATA FEES**

As a result of the A.G.M. being held close to your Strata's year-end (December 31, 2010), Bayside will need to adjust your February 2011 Strata fees to reflect the difference between the 2010 Strata fees and the 2011 Strata fees for the month of January, 2011.

- For Owners who are paying by pre-authorized withdrawals from their bank account, the **February 1, 2011** automatic withdrawal will reflect the adjustment, as per the attached schedule.
- Please note that the **February 2011 automatic withdrawal** will include the amount of the increase in Strata fees for the month of January, 2011, **plus** the new Strata fee payment for February 2011.
- For Owners who pay by **cheque**, you will need to make your February 2011 payment for the increased Strata fee shown for your suite, as per the attached schedule, **plus** the amount of the increase in Strata fees for the month of January 2011.

**PLEASE REFER TO THE ATTACHED STRATA FEE SCHEDULE FOR  
DETAILS OF STRATA FEES OWING FOR YOUR SUITE.**

## **GENERAL DISCUSSION**

The update on the completion of the Low Slope Roof Replacement Project was addressed earlier in the agenda under "Report of Council Activities".

A discussion took place with regard to the Owners' opinion regarding various significant projects which may be undertaken at some point in the future. The exterior of the building was painted in 2004, and Council wants to take a pro-active approach to re-painting before any of the wood cladding starts to dry out and require replacement. The question put to the Owners was whether or not they would be interested in having Council obtain various quotes for this project all at once or by sections. The consensus of the Owners was to look at repainting the entire exterior of the building in 2011.

Council also inquired as to whether or not the Owners would be interested in funding a project to replace all of the windows and balcony windows/doors at Twelve Pines. The purpose of this exercise was to determine the Owners' position, ie, Council does not want to waste anyone's time in having contractors provide scopes of work and estimates, etc, if the Owners would defeat the project. The consensus of the Owners was to look at replacing all of the windows and balcony windows/doors of the building in 2011.

Council is looking at developing a 5 year plan to address various projects such as the elevator, gutter replacement, exterior painting, and interior painting.

## **ELECTION OF THE 2011 STRATA COUNCIL**

In accordance with the Strata Property Act, all current Council Members must resign but are eligible for re-election. The Chairperson called for nominations and the following Owners agreed to stand for election:

<b>Jason Chabot</b>	<b>#203</b>	<b>Fraser Ross</b>	<b>#210</b>
<b>Dave Boyle</b>	<b>#310</b>	<b>Jennifer Solley</b>	<b>#209</b>
<b>Lynne Taylor</b>	<b>#307</b>	<b>James Tracy</b>	<b>#107</b>
<b>Michel Laliberte</b>	<b>#206</b>		

The above Owners were elected by majority vote as the 2011 Strata Council.

The Owners expressed thanks to all of the previous year's Council Members, in particular to those not returning to serve on Council, for all of the hard work done and dedication to the best interests of Twelve Pines.

There being no further business to discuss, the meeting was terminated at 8:40 p.m. on a motion by the Owner of #203.

The Council met briefly following the meeting to elect Officers, and the results are as follows:

Michel Laliberte	Council President
Lynne Taylor	Vice President
Jason Chabot	Secretary
Jennifer Solley	Treasurer

James Tracy agreed to be the Council member responsible for common area keys, garage remotes, elevator protective padding and key.

**The next Council Meeting is scheduled for Wednesday, January 26, 2011 at 7:00 p.m. in the Meeting Room, "Twelve Pines," 1720 West 12<sup>th</sup> Avenue, Vancouver, BC**



Karen Ostroff  
Property Manager

kostroff@baysideproperty.com

**BAYSIDE PROPERTY SERVICES LTD**

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KMO/

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**Strata Corporation VR 62  
2011 Operating Budget**

**Year End December 31st**

RECEIPTS		APPROVED BUDGET 2011
101	Owners' Contributions	141,150.00
103	Interest Income	200.00
104	Laundry Income	144.00
108	Transfer Prior Year Surplus	7,578.00
TOTAL RECEIPTS		149,072.00
DISBURSEMENTS		
300	Gas	25,000.00
310	Electricity	5,700.00
320	Management Fees	14,448.00
322	Statutory Review of Books	224.00
330	Insurance	16,000.00
340	Janitorial Maintenance	6,700.00
360	Audit	1,400.00
370	Legal	1,000.00
380	Appraisal	
395	Sundry	1,000.00
405	Water/Sewer	6,500.00
415	Scavenging	5,000.00
425	Equipment/Supplies	800.00
435	Repairs/Maintenance	22,000.00
445	Landscaping	9,000.00
446	Tree Maintenance	1,500.00
475	Elevator	3,800.00
707	Elevator Reserve	3,000.00
708	Window Repair	3,000.00
709	Membrane Repairs	3,000.00
710	Contingency Reserve	20,000.00
TOTAL DISBURSEMENTS		149,072.00

**Strata Corporation VR 62**  
**2011 Approved Strata Fee Schedule**  
**January 1, 2011 to December 1, 2011 Inclusive**

					2011 Approved Strata Fee
Unit	Unit Entitlement	Operating	CRF		
101	209	211.01	34.83	245.84	
102	300	302.88	50.00	352.88	
103	300	302.88	50.00	352.88	
104	300	302.88	50.00	352.88	
105	285	287.73	47.50	335.23	
106	209	211.01	34.83	245.84	
107	285	287.73	47.50	335.23	
108	285	287.73	47.50	335.23	
109	300	302.88	50.00	352.88	
110	300	302.88	50.00	352.88	
111	300	302.88	50.00	352.88	
112	209	211.01	34.83	245.84	
201	210	212.01	35.00	247.01	
202	300	302.88	50.00	352.88	
203	300	302.88	50.00	352.88	
204	300	302.88	50.00	352.88	
205	285	287.73	47.50	335.23	
206	209	211.01	34.83	245.84	
207	285	287.73	47.50	335.23	
208	285	287.73	47.50	335.23	
209	300	302.88	50.00	352.88	
210	300	302.88	50.00	352.88	
211	300	302.88	50.00	352.88	
212	285	287.73	47.50	335.23	
301	210	212.01	35.00	247.01	
302	300	302.88	50.00	352.88	
303	300	302.88	50.00	352.88	
304	300	302.88	50.00	352.88	
305	285	287.73	47.50	335.23	
306	209	211.01	34.83	245.84	
307	285	287.73	47.50	335.23	
308	285	287.73	47.50	335.23	
309	300	302.88	50.00	352.88	
310	300	302.88	50.00	352.88	
311	300	302.88	50.00	352.88	
312	285	287.73	47.50	335.23	
<b>TOTALS</b>		<b>10000</b>	<b>10095.94</b>	<b>1666.65</b>	<b>11762.59</b>

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 62**

**"TWELVE PINES"**

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Held: Wednesday, January 26, 2011 at 7:00 p.m. in the Meeting Room, Parkade Level, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC

Present:	Michel Laliberte	President	Suite 206
	Jason Chabot	Secretary	Suite 203
	Jennifer Solley	Treasurer	Suite 209
	Dave Boyle		Suite 310
	James Tracy		Suite 107
	Fraser Ross		Suite 210
	Karen Ostroff	Bayside Property Services Ltd.	

Regrets:	Lynne Taylor	Vice President	Suite 307
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Guest:s Gay Dixon, Council Member, Granville West  
Laurie Goldsmith, Council Member, Granville West

**CALLED TO ORDER**

The meeting was called to order at 7:00 pm.

**GUEST BUSINESS**

Council Members for Granville West (VR 92), the building located next door to Twelve Pines, had approached Council to advise that they had noticed that some pieces of concrete had fallen from the ceiling of the shared driveway entrance to the buildings. Their Council produced an engineering proposal from RDH quoting a price of \$5,800 to investigate a possible reason for concrete delamination in this area. Council for Granville West has requested that the Strata Corporation VR 62 share initially in the cost of the investigation since this property is shared by both buildings. Council for VR 62 questioned whether there was more than one engineering report received. As RDH was the only engineer that had inspected the property, Council for VR 92 advised that they would be willing to obtain an additional engineering proposal, using an engineer of VR 62's choosing. Council of VR 62 instructed Bayside to contact an engineer to request that they make contact with Council for VR 92.

**PREVIOUS MINUTES**

Council passed a motion to approve the Minutes of the Council meeting held on November 24, 2010.

## **BUSINESS ARISING FROM THE MINUTES**

### **1) Roof**

Council authorized Bayside to have lien searches conducted for all strata lots prior to releasing lien holdback payments to Hazelmere Roofing. The result of the searches was that no builders' liens had been registered against any of the strata lots or the common property registry. Accordingly, the lien holdback funds were released to Hazelmere Roofing at the appropriate time. The only issue remaining is to have painting take place on the inside of the unfinished skylights located at the stop of the stairwells. Council will contact a contractor to undertake this work. Once this final job has been completed, Council will instruct Bayside to calculate the residual amount of the roof levy funds to be returned to Owners as determined at the Annual General Meeting.

### **2) Chimney Repairs**

Council instructed Bayside to approach Lions View Chimney & Fireplace to determine if there are any other options to replacing the marble subsequent to the required facing rebuilding repairs being done.

### **3) Heating Issues in Suite 109**

In early December, 2010, the Owner of Suite 109 reported that water was pooling on the patio and subsequently entering the suite. Pro Carpet was dispatched to deal with the wet carpet. The problem appears to have resulted from a patio drain clogged from roots, which has now been cleared. In addition a contractor was retained to seal areas of the membrane around the patio door that were thought to be weak points.

At the same time, the Owner of Suite 109 was complaining of a lack of heat, which was determined to be a result of an alteration made to the unit by a previous Owner. A plumber was dispatched to check the heating system and it was determined that the heat functions properly in this suite.

### **4) Hallway Fans**

Council made a decision to have Idraulico replace the 3 fresh air supply fans on the roof and to replace or repair the parkade exhaust fan, approval of which was granted at the Annual General Meeting. Council instructed Bayside to contact Idraulico and, while replacing the fans on the roof, repair the east garage fan individual 'switch' and the 'on/off timer' (timer is for both east and west fans), located in the electrical room.

## **FINANCIAL REPORTS**

1. Financial Reports: Council passed a motion to approve the monthly financial reports for November and December 2010 as prepared by Bayside.
2. Accounts Receivable: Council reviewed the accounts receivable as at January 26, 2011.
3. Council approved the following invoices for payment:

a) JustWork Landscaping	Landscaping	\$1,969.60
b) National Plumbing	Inspection	95.20
c) Cambie Roofing	Clear patio drain	499.52

## **NEW BUSINESS**

### **1) Globe and Mail Delivery Access**

A request was made to provide delivery access to The Globe and Mail newspaper. Council discussed the matter and authorized Bayside to contact the Circulation Department of The Globe and Mail to make appropriate arrangements.

### **2) Elevator Flooring**

Council discussed a suggestion to replace the elevator flooring with a durable vinyl product, and approved that this work should take place.

### **3) Bicycle Rack**

Council noted that the bicycle rack has accumulated a great number of bicycles over the past few years, a number of which appear to be un-used. **Council instructed Bayside to produce a notice advising Owners to claim and identify bicycles prior to March 1, 2011, or risk having them donated to charity.**

### **4) Window Washing**

Council instructed Bayside to arrange for washing of inaccessible windows. Once a date has been scheduled, Owners will be notified to remove screens from windows and close windows in advance of the cleaning.

### **5) Carpet Cleaning**

Council instructed Bayside to arrange for carpets to be cleaned. Once a date has been scheduled, Owners will be notified accordingly.

### **6) Security Reminder**

Owners are reminded that security is an important issue at any time of the year and there are a number of items that bear repeating:

- Do not let anyone that you do not know follow you into the building;
- Every visitor to the building must use the intercom;
- Do not buzz anyone into the building that you are not expecting;
- Do not leave doors propped open or unattended;
- Wait for the garage gate to close when entering or exiting the building;
- Do not leave remotes in your car;
- Under no circumstances should an Owner duplicate a common entry key, additional copies of keys can be purchased from a Council member;
- Council would like to remind Owners to please pay attention to security issues at all times;
- If you are going away on holidays or for extended periods of time, have someone check on your suite and collect your mail. Also, turn off the water supply to your suite if you are going to be away even for a few days to avoid the risk of any damage to your suite or others in the building.



**7) Committees**

Council has suggested that several committees be formed in order that the duties are shared amongst all Council members. The preliminary designations are as follows:

Landscaping and Trees	Lynne Taylor and James Tracy
Building Maintenance	Dave Boyle
Building Security	James Tracy
Parkade issues, remotes, keys	Sheldon Franken (Suite 208)
Monthly fire alarm testing	Fraser Ross and Michel Laliberte
Garbage disposal and recycling	Michel Laliberte

Any Owners wishing to lend assistance to any of these volunteers are welcome to contact the Council member noted above.

**8) Fire Doors**

Council has identified some fire doors in the building which require repair and has instructed Bayside to dispatch Richard Dmytriw to address the issues.

**9) Gutter Cleaning**

Council instructed Bayside to arrange for the cleaning of gutters. Owners will be notified once a date has been selected.

**10) Window Quotes**

Council gathered information from four contractors with regard to window replacements with a range of options and pricing. Additional information will be gathered prior to presenting to the Owners.

**11) Drainage Issues**

It has come to Council's attention that there are two areas of the property which appear to be suffering from poor drainage. One is located on the northeast corner of the building, and runs halfway down the east side to the walkway where the ground shows evidence of moisture or water pooling. Another area is to the west of the front entrance, close to the patio of suite 112. Council instructed Bayside to arrange for the drains to be cleared at these locations so that water can flow freely.

**12) Abell Pest Control**

Council discussed an issue pertaining to statements made by a technician for Abell Pest Control that exterior bait traps had been refilled. Further investigation is required on this matter before Council takes action.

**13) BC Plant Health Care**

Council reviewed the contract proposal for 2011 by BC Plant Health Care. Council required additional information prior to approval of the contract.

There being no further business to discuss, the meeting was terminated at 10:15 pm on a motion by Jason Chabot.

The next Council meeting is scheduled for Wednesday, February 23, 2011 at 7:00 pm in the Meeting Room, "Twelve Pines", 1720 West 12<sup>th</sup> Avenue, Vancouver, BC. Bayside will not be in attendance at this meeting.



Karen Ostroff  
Property Manager  
kostroff@baysideproperty.com

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