

MINUTES OF ANNUAL GENERAL MEETING

STRATA PLAN VR 68
2040 CORNWALL AVENUE
VANCOUVER, B.C. V6J 1E1

Held November 6, 2008 at 7:30 p.m. in the Lobby

Sheila Goddard was chair and called the meeting to order at 7:45 p.m.

AGENDA

1. Certify Proxies and determine whether there is a quorum

Present: 11 owners

In addition, 3 owners were represented by Proxy. Quorum established.

2. Approve the Agenda

It was moved and seconded that the Agenda be approved.

3. Approve the minutes of the last AGM

It was moved and seconded that the minutes of the last AGM held November 15, 2007 be approved.

4. Review the Annual Financial Statements to end of September 30, 2008

It was moved and seconded that the Financial Statements be approved.

5. Approve the Budget for the coming year (Oct. 1, 2008 to Sep. 30, 2009)

Based on the annual financial statements, it was suggested that the amount budgeted for Building Insurance should be \$10,300.

Moved and seconded that the Budget be adopted with an adjustment to the Building Insurance line item.

6. Monthly Maintenance fees to increase 10% effective January 1, 2009

It was moved, seconded and passed that the monthly maintenance fees increase by 10% effective January 1, 2009.

NOTE: Refer to bottom of Page 2 for your new monthly rate.

7. Special assessment for balcony repairs/upgrades (payment schedule)

The Chair reported that due to the good weather in October, the balcony repairs/upgrades were progressing faster than expected. As a result, the Strata has been Invoiced \$13,636.00 which represents the second installment due upon completion of 50% of the work. Owners were also reminded that \$20,000 must be paid back to the contingency fund for the down payment.

It should be noted that several owners commented that they were very happy with the work done by All-Teck Construction.

MINUTES OF STRATA COUNCIL MEETING

Strata Plan VR 68
2040 Cornwall Avenue
Vancouver, BC V6J 1E1

Meeting in lobby on February 15, 2009 at 11:00 a.m.

Discussion issues:

- 1) Security in parking lot: After the vandalism on the door, the discussion of video cameras continues. Strata has approved \$100.00 for fake video cameras as an interim solution, and members will be pricing out a real video system. If the cost is reasonable, we will likely install one.
- 2) Complaints regarding appearance of decks: some residents are displeased with the finished deck's appearance. It is the understanding of the current strata council that the appearance of the decks wasn't to be perfect, as the cost to residents would have been significantly higher. All rotting surfaces and supports have been repaired, which was the intention of the repairs.
- 3) Cracks on deck cover over #301: At some point the building will require painting. Because of cracks like these, it is clear we will need to address the condition of the building stucco before said painting.
- 4) Water pooling on roof: As evidenced by the loud banging from ice forming on the roof, it is clear that we have some drainage issues. We will be bringing a (new) roofer up to the roof to assess the situation and suggest solutions.
- 5) Powerwashing of building: Will need to be done soon. One of the strata members has a powerwasher.
- 6) Path on the west side of the building: Improvements to the path on the west side of the building were discussed, with the idea of making it a more pleasant route to the back lot. It was decided that most improvements would be impractical.
- 7) Strata has decided to have regular meetings. They will now be once a month, on the last Sunday at 11 AM, commencing on March 29.

MEETING ADJOURNED.

MINUTES OF STRATA COUNCIL MEETING

Strata Plan VR 68
2040 Cornwall Avenue
Vancouver, BC V6J 1E1

Meeting in lobby on March 29, 2009 at 11:00 a.m.

Discussion issues:

- 1) Due to computer error, the minutes of the meeting has been delayed. We apologize for the delay. This summary encompasses all strata discussions since the last mailer.
- 2) General security: Due to recent vandalism and thefts, we have put up cameras in the lobby and garage. We are legally obligated to inform owners that THESE CAMERAS ARE NOT REAL. Only owners are required to be informed of this fact, so do not tell anyone who doesn't need to know. This measure is strictly preventive in nature, and the decision reflects two things: First, video surveillance systems are expensive, and second, convictions and sentences in this province are weak.
- 3) Condition of deck job: while it is clear that the decks don't look modern or new, this is a reflection of the fact that at the AGM we opted for the \$60,000 contract instead of the \$120,000 contract. One of the tenants initial complaints, however was looked at more closely and it is indeed unfinished work instead of an appearance issue. The deckers will be brought back..
- 4) Building exterior stucco: some cracks have begun to form on the upper levels. This does not appear to be a leak issue, but will have to be addressed before the building receives a repainting. Said re-painting has not been discussed at any length.
- 5) Carpets in the lobby will be replaced by the roofer's insurance from the front door, to the west stairway, to the first floor fire doors. We are looking to see if we can press the insurance company to cover the whole first floor (for continuity). Failing this, to the entirety of the first floor we would have to add about \$1900 of our own money. Clearly if we decide to do this we will get competing quotes. As for the color of the new carpets we have two options. First, we could choose a carpet that closely resembles the current carpets and consider the issue closed for now. Second, as many residents have suggested we modernize the common areas, we could consider a completely new color (which would, initially, likely clash with current colors.) For us to undertake the second option, we would have to establish what we would like the building to look like once a revamping is

completed. Such a revamping would be conducted over two or three years due to the cost involved in such an undertaking, which would include new carpets on all floors, a repainting of all walls (or a change in wallpaper), painting of all doors to a more appealing color, and possibly new lobby furniture. This issue has not been discussed.

- 6) Water pooling on roof: It appears that, when the roofer (who, was you all know, we have already had no end of trouble with) gave us an assessment, he neglected to mention that the roof drainage was not sufficient. It is not clear whether we can enter legal proceedings on this issue as well. One of the strata members is arranging an independent assessment before further action is taken.
- 7) Arrears: One of the owners has found themselves SIGNIFICANTLY in arrears. A lien will be placed upon their property. If this continues to go unpaid, further legal proceedings will result.
- 8) The path on the west side of the building has become muddy. The landscapers will be contacted and told that when re-seeding occurs, this area must be better tended to.
- 9) The front walk was been powerwashed. General powerwashing of the building will be arranged at a further meeting.
- 10) There was a very loud fight in one of the suites recently. According to those who heard it, it sounded as if it might become violent. Tenants who hear a fight are encouraged to call the police as soon as the fight seems to becoming dangerous. The names of tenants who phone the police on such issues WILL NOT BE RELEASED TO OTHER RESIDENTS.
- 11) Rentals during the Olympics: While said rentals are technically allowed based on the current by-laws, it is to be made clear: First, move-in/move/out fees will still be charged, regardless of whether the suite is rented furnished; second, all by-laws (especially noise) will be aggressively enforced; and third, given the short-term nature of these rentals, all owners who plan to rent out their suite on terms that are less than six month and include the of the Olympics will be required to show proof that they are properly insured to do so.
- 12) Residents are to be reminded that exterior appearances of their suite must comply with strata by-laws. This applies to exterior decorations and general clutter.

NEXT MEETING MAY 31, IN THE LOBBY, AT 11 am. Anyone is welcome to attend.

**Minutes of Strata Council Meeting
September 27, 2009**

**Strata Plan VR68
2040 Cornwall
Vancouver, BC V6J 1E1**

Attendees: Daniela Clarotto (210), Gene Derreth, Maureen Twaites, Heather Burrett (309), Sheila Goddard (207), Chris Haylett (310), Mickey Fabbiano (110), Donna (301), Gail Surcess (bookkeeper), Georgia Damiano, George Sainis

1. Overview

- Strata started strong this year, people have moved away
- Looking for new strata members
- AGM in November
- President (Gene) thinking of selling

2. Looking at Strata Management Company because of inability to maintain required number of active council members

- Management company would:
 - o be on-call for maintenance
 - o arrange for contractors
 - o cost approx. \$800/month plus extra amounts for additional activities such as attending strata meetings
 - o provide some administrative duties
- would keep Fairview Maintenance
 - o very pleased with them
 - o to be voted on at the AGM in November
- need someone to take care of:
 - o extra keys for the building
 - o cards for the washers/dryers
 - o clickers for garage
 - o does the strata management company do this?
- Will always need to be someone in the building, on-demand
- Per Sheila, have investigated this before and it is very expensive
- It was also noted that Gail is doing an excellent job as bookkeeper and we would not want to replace that aspect of current strata administration.
- Research to be done by AGM, at which point it can be voted upon
 - o Will be sent out with agenda for the meeting
 - o Week of the 13th, after thanksgiving

3. New Residents

- new residents feel lost when they move in, don't receive a package or information
 - o Lisa was to be in charge but she has moved out of town —new council member would take over this task

4. Break-ins

- No break-ins in the past month
-
- Possibly due to phantom cameras around building

- 5. Maintenance
- railing
 - o not fixed yet
 - o will cost \$350
 - will probably be done next week
 -
- roof
 - o brand new roof
 - o problem: standing water
 - north-west corner, two inches of standing water during a dry spell
 - Fairview Maintenance brought in a roofer, said not an imminent disaster but must be dealt-with
 - Original company unable to fix the issue
 - o Per Mark's roofer, need to get:
 - Drain on north-west corner - \$1800
 - Drain on south-east corner - \$1800
 - Must be decided by quorum by owners, as over \$1,000
 - Considered an imminent threat, as rains will begin soon
 - Therefore, can go through contingency fund
 - Want to fix drains now, before rainy season
 - o In favour: everyone present
- Carpets
 - o Newly installed
 - o Works, looks good
 - o 2nd and 3rd floor carpets are damaged
 - could possibly be replaced
 - estimate: \$8,000-\$10,000 (roughly) (\$400/resident) (same company)
 - two floors and stairs
 - to be voted upon at AGM
 - special assessment
- Intercom
 - o Works for some, doesn't work for others
 - o Buzzing-in works, talking doesn't necessarily work
 - o Was serviced, still doesn't work for talking
 - o Rough Estimate: \$5,000-\$6,000 to fix
 - o Complicated to fix, won't be able to go through current phone system
 - o Security issue
 - o Gene will get estimates, to be voted upon at AGM
 - o Considered more important than new carpeting
- Sump pump
 - o Have purchased/installed a new sump pump already
 - o Three sump pumps
 - Bicycle room
 - Corner in garage
 - Near front hallway – broken
 - o Per maintenance company, fixed – however, not
 - Sump pump always on
 - Smell in front hallway
 - Holding payment until it's fixed

- Lawn company
 - Some have complained that it's not being done
 - Looks good now
- Fence
 - o Needs to be weatherproofed (back wooden fence along alley)
 - o Estimate (rough) \$2,000
 - o Neighbours next door may share cost

Topic: Resident concerns

- minutes and financials not received since March
 - o 4 months financials to be sent with minutes
- Key not returned by deck contractor
- People updating their suites
 - o New bylaw: new renovations must be shown to council before starting
- Decks
 - o Overall, all decks must be the same
 - o Two are different
 - Deck coating colour different
 - Different railings
- Bushes in front of first floor corner window (apt. 210)
 - o Rotting, dead trees, dark boxing in the apartment's windows
 - o Same sort of bushes on the other side
 - o Wants to move trees out a little bit so as to get more light in
 - o Will pay for himself

Topic: Date for AGM

- carpets
- sump pump – issue #1
- Wednesday, November 18th, 7 pm
- Makeup of new strata

Per Gail:

- Approx. \$44,000 in the contingency account
- Approx \$10,000 in the chequing account

AGM Strata Meeting – November 18, 2009

Attendees:

Quorum: 11

Attendees: 13

Proxies: 1

Motion to adopt the agenda.

Agenda:

Report on Insurance

- Given to all residents.
- Insurance increased approx. \$40/month.

Bank

- No accounts payable.
- All strata fees paid.
- \$50,000 in bank.

Financial statements/Budget

- Increase in this year's revenues due to strata and maintenance fees for the prior year being paid off in the current year. (cash basis of accounting rather than accrual)
- Possible vote on increase in strata fees, 2-3% to keep with inflation.
- MOTION: Want to have a 2% increase in maintenance, plus a special assessment (for carpets)
 - o As of January 1st, 2010
 - o 11 for, motion passed

Repairs and maintenance

Roof

- Roof is complete.
- Had previous issues with drainage.
- Fixed in north-western corner.
- Roof slopes over 309
 - o Roofer dug too far down, into person's roof.
 - o Water may be trapped inside. (old water, not new leak)
 - o Water slowly dripping into this apartment.
 - o Being addressed by Fairview and a roofer.
 - o The remaining roof is completely fixed.

Sump pump

- Cambie Heating and Plumbing

- Constant problem.
- Now have completely new sump pumps.
- Issue: electronic panel is too outdated to run the sump pumps.
- New issue, costs are unknown at this point.
- Fixing the sump pump is essential.
- No bills for most current work yet received.
- Could be \$3,000-\$5,000 (estimated).

Carpets

- Estimate of replacing all carpets WITHOUT stairwells with that in foyer: \$7,000 if
 - o \$4,000 more with all stairwells.
 - o \$220 per suite for just floors.
 - o \$350 if all floors/stairs included.
 - o MOTION: all carpets replaced, including stairs
 - 10 for, motion passed
 - January 1, 2010 assessment enacted

Shrubs in front of building

- Calls from Warner Lum
 - o Shrubs have grown right up against the building, tall and dying on the inside. (front corners of building)
 - o Police have told them it's a security problem currently.
- Mickey also wants to remove his shrubs.
- Want to cut down the ones on the West side to 5 feet, and plant new ones on the other side at 5 feet.
 - o Gardener said this would kill western shrubs.
- Mickey planted his shrubs several feet (5-6) out of the building so that they would not die on the inside, as other shrubs have done in the past.
 - o Has essentially extended deck into the common lawn area
 - This is too far, according to some on the strata council.
 - o The same treatment must be done on the Western side of the building as on the Eastern side (both within reason)
- Resolution proposed: The shrubs on the eastern side must be moved to within 1-2 feet of the building.
- Consensus to be determined at a future date after everyone has a chance to look at the issue.
 - o To get an opinion from the landscape gardeners.
 - o Will be an issue for the next meeting.

Intercoms

- A new intercom is an option, as discussed at the previous meeting.
 - o Old system cannot be fixed.
 - o Security issue.
- More people needed on strata in order to make the intercom decision.
- Phone intercoms will likely no longer be used.

Mice and silverfish

- Pest control came in and put traps in the garage
 - o A couple have been spotted in the basement
- Silverfish noticed in some apartments
 - o Want to spray the building occasionally
 - o However, may be better to spray after carpets installed
 - o Suggestion: boric acid powder can be used to get rid of issue

Discussion on expanding responsibilities for Gail and Fairview

- Prior year, did not have enough council members involved
- Wanted to have a management company
 - o Would rather use Gail and Fairview maintenance more, expanding their duties
 - o Difficult for Gene to be on-call, has done a lot of work in the past year.
 - o However, still need a contact in the building
- Have previously had 5 people on council, all whom lived in the building
 - o Sheila believes we should be able to have enough people on the council within the building
- Gene:
 - o Strata left at the beginning of the year, new membership began with 3 members
 - o New owners came into to strata, but have all left the building
 - o Gene has tried to hold the strata together, amidst others leaving
 - o Need someone to keep track of new people to the building, one to take care of the basement
 - o Basically need 3-4 more people on the strata who live in the building
 - o Would like co-chairs of the strata (3-4), not just one president
 - Equal members of the strata, so all take equal responsibility
 - o Gene is planning to move
 - Willing to stay on strata to work with new people (will sell in March 2010)
 - Need a new president or co-chairs
- MOTION: strata
 - o Daniela Clarotto: Treasurer
 - o Donna:
 - o Georgia Damiano:
 - o Chris Haylett:
 - o Doreen Wild
 - o Sheila Goddard: (on council)
 - o Mickey Fabbiano
 - o Gene: will stay on strata until March, will be president until January 1, 2010

Underground parking and leaving things on decks

- New system (VanDelta):
 - o Roughly \$2,600 before tax
 - o Building has to buy a phone line for the system
 - o Another fee for increasing the size of the area to install it
 - o Need to pay another fee for synching this with everyone's personal phones
 - Possibility of using phone jacks for intercom system
 - As long as the landline jacks are live (activated by some telephone company), intercom can be used
- Need 3 quotes, at next strata meeting the vote will be taken.
 - o Will ask Mark at Fairview Maintenance for further quotes.
- Important issue that must be addressed
- MOTION: if the intercom is \$7,000 or less, go forward and take it out of the contingency
 - o Seconded
 - o 12 for, motion passed

New owners fees, possible move-in fees

- Currently have \$100 as a move-in fee.
- No move-out fee.
- Most of the damage in the building is from renovations.
- Possible increase to \$200.
- MOTION: to increase to \$200
 - o Seconded
 - o For: 9, motion passed
 - o To be effective December 1, 2009

Elevator

- Not happy with Schindler Elevator
 - o Weekend of it being down
 - o Charged a lot for maintenance, didn't work.
 - o Dangerous situation
 - Nov 17th
 - Late afternoon, went into elevator, all the pressure of the door pushed against Sheila's arm and wouldn't open.
 - Hurt her arm.
 - Schindler came to look at elevator and said it was fine.
 - Door was ripping from side to side, slamming the wall.
- Recommendation: Richmond Elevators
 - o Regular maintenance program
 - o Considered very good by some owners

Cedar fence

- Quote: \$4,000 estimate
- Cannot be completed until May, therefore left until a future meeting.

- in violation of fire bylaws if storing things at car stalls other than cars and bicycles
 - o People can receive fines.
- Some people leave items on decks that do not belong there

Personal tax credit on home improvements

- A tax credit can be received for improvements to primary residences
- Some owners have asked for receipts for improvements made during the year

MOTION: adjourn

Seconded Volker Bodegom

Motion passed, meeting adjourned

Minutes January 31, 2010

Gene stepping down

- Gene will be stepping down today as president, as he's selling his apartment
- Everything running very well at the moment
 - o Roof
 - o Pipes
 - o New carpets
 - o No recent breakins
 - o Car port doing well
- Has provided the binder of contacts, keys, etc.

Intercom

- Will be paid for through contingency fund – voted on previously
- Clarification on estimate from VanDelta
 - o Put in a system which uses the existing jacks using digital phones
 - o Digital board at the front
 - o \$5,000 plus tax
- Will contact Joanna and Rob
- One-year warranty
- Have been working in the area for 35 years
- Company will ensure everyone has the information clearly so strata is not responsible
- Will be installed in the next couple weeks

Sump pump

- Still vibrating and making lots of noise
- Cambie Heating and Plumbing still working on it
- Joanna's been taking good care of it

Overhead door

- In the spring, likely needs servicing done
- Door sometimes stalls

Roof leak in 309

- Haven't heard anything from 309 or Marc
- Haines Roofing in Surrey completed the fix
- Likely some original water trapped from the leak 2 years ago
- Likely an isolated incident
- Therefore, roof likely in good condition
- Latch to get onto roof is very dangerous
 - o Have left it unlocked in order to mitigate some danger

Weatherproofing fence

- Spring
- Quote: \$4,000
 - o Considered too high, should get another estimate in the spring
- Should ask Mark and Joanna if they have any contacts

02/02/2010

- Expenses will need to be shared halfway
- It could be replaced by wood
- Georgia will deal with the owner of the building next door
- Possible to get ride of fence altogether?
- Cinder block fence on our property
 - They're falling down
 - Georgia will ask Rob and Joanna to find someone to rebuild it
- Garbage in the parking garage
 - People are leaving their garbage, furniture etc. Down in the basement, rather than bringing it to the dump
 - People leaving oil-soaked rags, propane tanks -- could be a fire hazard
 - Hockey equipment -- could be stolen
 - Doing car repairs -- evidently illegal in the parking garage
 - Possibly send out a letter to everyone's door
 - Could threaten that garbage will be taken by cleaners by a certain date, and that payment will be covered by owners
 - Address certain safety issues
 - Propane tanks
 - Oil-soaked rags
 - Mattresses
 - Furniture
 - Flammables
 - Jerry cans
 - Sports equipment
- Gene is stepping down as he is moving after the Olympics
 - Looking for a new president
 - To be decided at the next month's meeting
 - Meeting set for March 7th
 - Mickey says that he's interested in stepping up as president
 - His number: 778-898-6425
 - To coordinate presidential responsibilities with Gene
 - Gene has given the keys to the building to Chris Haylett

Meeting adjourned

MINUTES OF STRATA COUNCIL MEETING
Strata Plan VR 68
2040 Cornwall Avenue
Vancouver, V6J 1E1

Meeting in lobby on March 7, 2010

In attendance:

Daniela Clarotto
Georgia Damianos
Gene Derreth
Dennis Donovan
Mickey Fabbiano
Chris Haylett
Heather Burritt
Donna Stocks
Kim Burton

1. Strata council members
Chris Haylett - Chairperson
Gene is stepping down as President
Daniela - Treasurer
Georgia Damianos
Dennis Donovan
Mickey Fabbiano
Donna Stocks

Can have up to 7 people on the council. Chris would like to have as many people as possible join the council. Sheila has decided to resign.

2. Adoption of minutes of previous meeting.
The roof in Heather's living room has not been fixed, there is still a large patch in the ceiling.
The outside panelling must still be fixed in #309 due to accidental drilling into her suite.
Minutes are adopted.
3. Financial report.
Presented by Gail
Expenses from February minus the Terasen gas bill leaves a balance of \$10,741.00
Haven't received bill for intercom, paid \$1500.00 down additional cost expected to be \$3500-\$4000.
\$24,323.36 left in deck account to go into contingency or emergency spending.
Contingency account \$20,224.07. Financial report accepted

4. Zone Valves

Each suite has a zone valve. Strata will continue to pay to replace them unless they are damaged by the owner/resident in which case the owner/resident will be charged. All zone valve replacement to be done by Xpert Mechanical.

5. Heating in the Boiler Room

Hot water heating has been fixed, and all pump motors have been replaced. Maintenance must be done and all pressures checked. There is no service agreement in place, so a quote from X-Pert Mechanical for \$285.00 with visits to be done quarterly. Agreement covers checking out the roof for excessive water. Council voted to go ahead with the maintenance agreement. Accepted.

6. Sump Pump

Found that sump pump motors are burned out again. Cambie Plumbing determined that this was due to pumps ingesting large amount of debris. Pumps have been sitting on a dirt floor with collapsed walls of silt. Repairs done by Cambie Plumbing to put in a cement floor and cement walls at bottom of pit to eliminate this problem. Electrical circuit has also been overloaded when the second pump motor comes on. Recommended that Cambie Plumbing put in a new 30 amp circuit to allow both pumps to work at same time. Also to get a mechanical engineer to look at the drainage situation in its entirety. This includes the recently increased roof drainage, possibility of catchment basin problems, and of broken water pipes on property. The engineer's mandate is to examine how to stop the cycle of poor drainage and over-worked sumps. Everyone was in favour of getting a mechanical engineer to look at the building drainage. Estimated at around \$2000.00

7. Elevator

The elevator has outlived its practical life (25 years, but has been used for 40 years. There are issues that must be addressed quickly. Quotes have been requested from 5 companies. The governor cable mechanism broke and was replaced by Schindler Elevator. Parts have been found in the elevator shaft. Estimates to repair the elevator could exceed \$125,000 plus taxes. On the newer elevators the door beam recognize the presence of a person in the way of the door before closing. Schindler warned of the possibility of a liability issue due to the door. Parts are not available due to the age of the elevator. If contract to repair the elevator is entered into before July 1st we wont have to pay 12% HST, just 5% GST.

8. Fairview Maintenance

Get Mark Vance to do a quarterly check of the building, including verifying that all scheduled maintenance has been performed, all safety permits are up to date, and any areas of concern are brought to attention of Strata. We are currently under-utilizing Mark. His charge will be \$30/quarter (filling out a check list and notifying Strata. Moved: quarterly checklist to be done every 3 months at a cost of

\$30 per. A more extensive written report will be given once every per year before the AGM at a cost of \$140.00 Accepted by strata.

9. Funding necessary repairs.

Possibilities:

Sell the strata owned suite – estimated at \$290.00-\$305.00

Tax consideration to be made on sale

Raise the strata fees

Mortgaging the suite owned by the strata

If decision to sell the suite – need to call a special meeting and a decision Must be made by July 1st. Dennis Donovan – to get an estimate on the selling price.

Special meeting to be held on Wednesday April 7, 2010 at 7: PM.

10. Insurance

Building currently has building insurance, but is considering getting Insurance for legal liability.

11. Pets in the building

An owner has asked whether his tenants can have a small dog in the apartment. Some members are opposed because of the risk of barking. Standard bylaws allow one dog. The dog must be below 20 pounds: three complaints and the pet must be removed. To be voted on April 7, 2010 at special general meeting.

Meeting adjourned at: 1:11 pm

MINUTES OF STRATA SPECIAL MEETING APRIL 07, 2010

In attendance: Daniela Clarotto, Kim Burton, Mike Giroday, Gene Derreth, Jobin Mgtabavi, Sheila Goddard, Donna Stocks, Volker Bidegan, Donna Stocks Mickey Fabbiano, Heather Burrett, Dennis Donovan, B. Lay, Kathleen Lum, Chris Haylett, Mona Singal, Jeff Easton, Holly Rivers, Georgia Damianos, Rick Fee, Darren Sauer, Lisa Ackerman
Proxies:
Darrell Kowalski, Michael Etherington

Chris Haylett called the meeting to order at approximately 7:10 pm

SMOKE ALARMS

Chris noted that there are still some smoke alarms in the suites that have not been inspected and that this work would be done April 16, 2010 starting at 8 am. If owners do not accommodate inspection at that time, there will be extra charges to the individual owners.

ELEVATOR REPAIRS

Elevator repairs will cost between \$77,000 and \$125,000 – this will include replacing controller motor, frequency drive motor, and hoist machine. There has also been a Directive from the Safety Board requiring a seismic upgrade – approximately additional cost would be \$10,000. If the contract is signed prior to April 30th, the seismic requirement could be avoided. General discussion indicated that the upgrade should be incorporated in the repair.

RENTAL SUITE SALE

Unit #106, which is currently owned by the strata, rents for \$918/month. Property taxes are approximately \$1,100 per year. The owners discussed exploring the possibility of selling the suite versus obtaining a mortgage or charging a special assessment to the owners. The suite has been assessed at \$305,000. There will likely be real estate fees which will reduce the net amount received from the sale. The proceeds would be used to pay for elevator repairs and any other required maintenance. The remaining balance would be put in the contingency account. There would be no income tax consequences from this sale as the proceeds are not being disbursed to the strata owners. The original intent of the suite was to house a caretaker. The strata has not had a caretaker for many years.

The required elevator refurbishment could be funded in one of three ways:

- 1) Sale of suite #106
- 2) Charge a one-time assessment of \$5,000 to cover the elevator cost.
- 3) Finance the repairs and charge each suite owner approximately \$300 per month for 2 years.

A decision, including two proxies was: 20 in favour of selling suite #106; 3 against selling. The suite will be put up for sale.

DECISION ON ELEVATOR REPAIRS

Given the results of the above vote, Mike Giroday moved that the strata owners vote on whether the strata council should be given discretion to choose one of the quotes. The move was seconded and a vote was taken. The strata voted unanimously to allow the strata council to decide on the quote to accept.

COMMITTEES AND COUNCIL MEETING

Two committees will be needed – one to direct the sale of the condo and the other to review the elevator quotes. A council meeting will take place on April 18th at 11 am to decide on how to proceed.

DISCUSSION SUBSEQUENT TO VOTE

Elevator

Chris Haylett has been working on obtaining quotes for several months. Some quotes include cost of seismic upgrade and some do not as the directive came out 6 weeks ago. The difference between the highest and the lowest quote is related to a Chinese-manufactured controller. Many companies will not or do not have the capacity to work on these controllers. If we went with the Chinese equipment and were unhappy with the company contracted to do the monthly maintenance, we would have problems replacing them. The elevator would have to be shut down for 3 months for repair. There is a 12 month warranty on the repair. We would also have to enter into a service agreement, which would result in an additional charge each month.

Drainage

\$11,000 has been paid on sump pump repair issues. After the above repairs, the building has a state of the art system. Cambie has completed the job but the floor sustained some damages. Cambie will be asked to take care of repairs. If this is not done, Cambie will be replaced by another plumbing company for future maintenance purposes. We have agreed to get a mechanical engineer to look at the drainage issue in its entirety. A question was raised as to whether the City of Vancouver should be asked to look at the issue because the water is draining from other properties up the hill into 2040 Cornwall. It was stated that the city is not responsible for any issues within the boundaries of our property.

Pet Restrictions

Mickey Pabbiano asked whether strata would approve a small dog in the building. The owners will allow cats but no dogs.

The meeting adjourned at 8:25 PM

**STRATA MEETING
APRIL 18, 2010**

**In attendance: Chris Haylett, Dennis Donovan, Daniela Clarotto,
Georgia Damianos, Kim Burton, Donna Stocks**

Meeting called to order at 11:12 am

1. Sale of suite #106

Need to look at mechanism of selling it.

Interest coming from within the building-should be explored before finding a realtor.

No offers as of yet.

Looking to start a committee to take care of the sale, take care of negotiating of internal offers.

Strata council to make final decision.

Volunteers:

Daniela

Donna – could help with access to the suite

Georgia

Kim

Assessment done professionally: \$305,000

Suggested that if selling internally doesn't work, that we try to sell the apartment ourselves before using a realtor

Others would rather use a realtor, in order to begin the process of fixing the elevator immediately.

Committee will present offers to the strata via email or phone, giving a recommendation as a sub-committee

Daniela to contact those interested within the building

10 days to report back to strata committee.

2. Elevator quote

Dennis has taken all quotes and created a summary

6 quotes received (see summary)

Fire alarm panel (building may not have one; must be mandated by code)

May need heat and smoke detectors connected to fire alarm panel inside elevator

Total costs relatively the same for the majority: around \$130,000.

Richmond elevator lower than the remainder

Hoist ropes not included, others have it included in their maintenance

Non-Union (therefore lower labour costs), not great service, not necessarily the best product, difficult to deal with.

Kone and Thyssen unionized, knocked their prices down \$51000-\$6,000 because competing against Richmond Elevator in bids.

Schindler's cost should actually be around \$7,000 higher

Dennis likes Thyssen

Offers a lifetime guarantee (25 years)
Obtain a maintenance agreement with them
Works professionally with them often
Thyssen controller in elevator
2 years no charges on maintenance if switch to them
Dennis would like to negotiate with Richmond and Thyssen
Will look into these three, narrow down the prices, determine their scope of work
& report back to council
It will be a 3 week process, will also need to look into service agreements
Quotes are good for 30-60 days
New legislation coming in for seismic upgrades-included in Richmond already.

3 Open Projects

Intercom is officially finished. Can now pay balance (\$4286.25)

4. Other Issues

Trees around Mickey's deck haven't been moved. This will occur when it is safe to transport trees.

Pavers will have to be moved.

Note to be given to suite with BBQ and various other items around their apartment to clean up around their suite.

5. Storage Locker room

Things stored in the area blocking the telephone panel, carted off because no one claimed them.

Little wood door next to telephone panel where main electrical service comes in
Jerry cans, oil drums, stored nearby – all cleaned out

Anyone can wander into this room – key to be put on door

Custom steel door with grate to be custom-made.

6. Cleaning up parkade

People working on cars, oil getting all over the concrete

Dangerous: oil-soaked rages.

7. Tiles in basement – ruined by people doing the sump pump

Need to be replaced, however, they've been paid by strata

Costs may be be recoupable- Dennis to talk to the company

Dennis to also check up on sump, filled with water again?

8. Strata management

Annual review; checklist with Marc

Checklist for strata – procedures manual for the year

Have caretaker's duties summary

Meeting adjourned 12:24 pm

Minutes for Council Meeting

Bryanston Court - VR68

held on Sunday, June 13 at 11:00am

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in Attendance:

Georgia Damianos, Mickey Fabbiano, Donna Stocks, Chris Haylett, Dennis Donovan, Gail Surcess

- 1. Call to Order at 11:00am**
- 2. Adoption of Previous Council Meeting Minutes
read and approved.**
- 3. Status of sale of suite#106**

An offer of \$303,000 has been made through the agents. The prospective buyer has requested an inspection at our earliest convenience. Chris Haylett has agreed to meet with them and deal with the inspector. Strata Council discusses offer and agrees unanimously to accept the offer. ***UPDATE***** Strata relayed their acceptance of the offer conditional to a positive inspection. Conditions were removed on June 19/2010, offer was accepted and a \$20,000 deposit was given to Strata VR68. Sale to close September 1, 2010. Current tenant of suite#106, Mike Rensmaag, was given 60 days notice to terminate residency as well as all documents required by Tenancy Act, including the Termination of Tenancy Form from new owner, Kathryn Patterson. Mike Rensmaag signed for receipt of doc's.**

- 4. Old/Open Business**

hedging re: and re: on front corner units

Quotes and options were discussed. Our current landscaper, Palaina Gardening, quoted under \$1500 for the entire job depending on the condition of the existing cedars at the east corner suite and thus the number of total cedars needed to purchase. Council discussed what to do about the area between the cedars and the patio bricks. Options were grass, dirt, and river rock. Council unanimously agreed that river rock was the best choice if it could be provided for \$300 or less, to be added to the quote. Chris Haylett agreed to contact Palaina Gardening to have the river rock added to the quote as a separate item.

patio and parkade entrance brickwork

Georgia Damianos obtained a number of quotes from masonry companies. Dennis Donovan offered to contact a masonry company that had done work for his development company in the past. Council agreed to table the issue until the cedar hedging is completed and more exact quotes are given. Council also agreed to look at the possibility of adding steel gates as there are on the west and south patios in order to minimize potential damage from owners/tenants repeatedly climbing over the cinder blocks.

fire inspections

Bryanston Court is now in complete compliance with in-suite smoke detectors and hallway fire extinguishers having been inspected and approved.

Minutes for Council Meeting

Bryanston Court - VR68

held on Sunday, June 13 at 11:00am

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fire inspection cont'd

The inspection of all suites took approximately seven months and three trips from the inspection company to complete. In that time we were at risk of being in violation of our insurance policy. The company charges us for each trip made, whether they are granted access to the necessary suites or not. The inspection of all suites requires that each owner/tenant either be at the suite at the scheduled inspection time or give a key to the Strata Chairperson in order that they can give access to the inspectors. All inspectors are licensed, bonded and insured. Written notice is given to every suite two weeks prior to the scheduled inspection date and a written notice is posted on access doors.

An owner gave a letter to Strata saying that they had not been given written notice of the second round of inspections and that they did not believe that Strata had the right to levy fines. They also stated that the fine of \$250 was too high. Chris Haylett rebutted this letter saying that every suite had a notice put under their door and that they were “checked off” after doing so, in addition to notices being posted about the building, and that at the Special Voting Meeting regarding the sale of suite#106 on April 6th immediately prior to the vote he brought the issue up and provided the inspection date. Further, this was the second time in less than 5 months these suites had neglected to allow an inspector in. Council discussed this letter and the issue of fining owners for not granting access to their suites for fire inspections. Council decided the following:

- Not granting access to suites for fire inspections is a serious matter and must be taken seriously by all owners as it costs every owner money when some owners do not grant access. It also puts all of us at risk by potentially invalidating our insurance if we are not in compliance and there is ever a fire.
- Strata does have the legal right to levy fines in these matters according to the Strata Act
- Strata did previously decide in the February Council meeting that a fine of \$250 would be levied in such non-compliance cases but that it did not put the actual amount into the minutes and therefore would rescind all fines related to non-compliance this time only.
- future non-compliance fines will be \$250 for a first offence, \$500 for a second offence and \$750 for a third offence.
- Failure to pay the fine will result in a lien being placed against the suite which will be collected at the time of sale of the unit.
- Strata recognizes that some owners are renting out their suites and their tenants may not care about this issue. To this end, Strata will send a notice either via e-mail or Canada Post to the owner who must either get their tenant to grant access or if the tenant is unable or unwilling, the owner must make arrangements themselves to grant access to the inspectors.
- It is the responsibility of the owner to ensure that Strata has a current mailing address, phone number and e-mail address if they have one.

Minutes for Council Meeting

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sump and catchment basin cleanout

These have not been cleaned out for approximately two years and need to be done. Strata Council agrees to get Fairview Management to contact the company that has done this work here before.

dryer exhausts are due for cleaning out

Council agrees that the maintenance of these exhaust fans should be done immediately. Chris Haylett to make arrangements.

new door needed on electrical room in storage locker area

There is a wood door that does not close properly and cannot be locked where there should be a lockable steel door. This is important as this room is where the main electrical service enters Bryanston Court from the laneway. Dennis Donovan agreed to look into getting this done.

deck replacement suite#307

The previous owner of suite#307 opted out of having the deck re-done when all the others were fixed almost two years ago. She had put down ceramic tile and had a canopy roof built as a sunshade and wanted it to remain that way. Unfortunately, the canopy roof has started to break down and is now leaking onto the suite immediately below. As soon as the weather improves we must have this repair started. We have two quotes- one from the company who did the previous deck work and a second quote from another company. Council discussed the merits of the quotes and agreed that All-Teck Construction, who did our previous deck work, was competent to do the work but we must wait for drier weather and then hope that All-Teck is not too busy by then. When the estate sale of suite#307 was nearing completion, we arranged for a \$10,000 hold-back in order to pay for the deck work to the unit. The previous owner did pay approximately \$1700 towards the deck repair, so this amount will be applied against the total bill, with the hold-back funds paying for the remainder.

yard/bushes on east side

The bushes in the east lawn area had become a real mess and needed to be cleaned up. There were pieces of metal, furniture and loads of paper and litter. It is possible some homeless person had been using it. Fairview Maintenance was contacted and cleaned up the mess and had it carted away as some of it wouldn't fit in our garbage.

Minutes for Council Meeting

Bryanston Court - VR68

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5. New Business

boiler/pump motor

The boiler/pump motor is leaking and needs to be replaced. Chris Haylett contacted Xpert Mechanical and had their senior foreman come to look at it. His assessment: The system is a closed system which means the water continually re-circulates and eventually the minerals in the water break down and clog the volute. He pointed out that in the corner of our boiler room there were three 5 gallon pails of a chemical which is added to the water in order to minimize this effect. This is a false economy as the pails are \$700 each and the problem could be taken care of by installing a side filtration system which removes the water impurities and saves motors, pumps and volutes. The cost would be approximately \$1000 to \$1200. Strata discussed the situation and recommends going ahead with the installation of the filtration system. The filtration system will take awhile to remove the existing impurities and therefore we should not replace the pump immediately until the water is cleaner, unless the leaking becomes worse. Rob and Joanna from Fairview Maintenance are keeping an eye on it every Monday, Wednesday and Friday, and changing the filters as needed. We anticipate replacing the pump in the Fall at a cost of about \$500-\$700. Strata discussed entering into a service agreement with Xpert Mechanical to ensure that all pressures are monitored and all lubrication is done as required. We have never had a regular maintenance program for our boiler room and not doing so is like buying a brand new car and never changing your oil for 10 years. Xpert would do the maintenance when the heat comes back on in the Fall and again in mid-January during the heaviest useage periods. Strata agreed to proceed with Xpert Mechanical.

parkade gate breakdown

The gate broke down and required a service call. The repair company checked everything over and did a yearly maintenance of the equipment at the same time.

roof situation

When Mark from Fairview did his checklist he found that even though it was Spring, there was a huge amount of debris on the roof blocking the drains and scuffers. There was approximately 6" of standing water in the NW and SE corners. He did a quick muck-out of the drains and released the pools of water. Strata discussed expanding Fairview Maintenance's role to include the following:

during the heavy rain, leaf, debris months of September through December (inclusive)

Fairview would check and clean the roof weekly for an additional cost of \$35/week. During the less problematic months of January through August, Fairview would check and clean the roof monthly at a cost of \$45/month. The roof is currently a real debris mess and will require a full 8-10 hours of work which must be done by hand - not rakes - at a cost of \$150. Strata voted unanimously to undertake this expanded Fairview/roof program.

Minutes for Council Meeting

Bryanston Court - VR68

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move-out problems

There has been a real problem of people dumping all sorts of garbage and things they don't want especially when they move out. This includes mattresses, boxsprings, carpets weighing hundreds of pounds, whole 8' entertainment centres, etc. This stuff can't and won't go in our regular garbage so it must be carted away. We have been spending hundreds of dollars recently on cartage companies and still finding our garbage bins overflowing to the point where we can't even use the parking area bins for days because our dumpster is full. There have also been incidents where people have dragged leaking garbage bags out and ruined our new carpets. Strata discussed possible solutions and decided we would look at charging a hefty move-in fee to cover costs associated with moving out. The amount and mechanics of this will be discussed at the next meeting and will need to be voted on at the AGM.

tree pruning

The trees and shrubs are badly overgrown and need to be trimmed. The trees by the northwest and southeast corners are overgrown and actually growing onto the decks of the 2nd and 3rd floor suites. These need to be cut back before the decks become damaged. Quotes are being arranged.

parkade storage mess

Owner Tony Wild has brought to Strata's attention the worsening situation of people storing things in their parking spots. Some parking spots are loaded with belongings that shouldn't be stored in an underground parking garage. These include gas cans and propane tanks. Some people have also been storing their stuff in other people's parking spots, believing that they were empty spots, when in fact they weren't. Tony's argument that if a fire inspection was done, we would have to clear out virtually everything is accurate. Strata will discuss this issue further at the September meeting.

mechanism and cost recovery for new names being added to intercom panel

Currently Vandelta Communications, who installed our new intercom panel, must send out a technician on a service call to program new names into the panel. The cost is roughly \$95/hour, and if there are only one or two names to change the cost becomes prohibitive. Vandelta is trying to find a way of doing the name changes from their office, but they haven't been able to do so yet. Strata will discuss this further at the September meeting.

Meeting adjourned at 2:10PM

Strata VR68

September 19, 2010

Strata Council Meeting

Attendees

Chris Haylett, Gail Surcess, Georgia Damiano, Mickey Fabbiano, Daniela Clarotto, Heather Burritt, Donna Stocks

Suite 106- The unit was sold for net proceeds of \$190,550.00. Additional paperwork was needed for registering the property with the Land Title office. The transfer should now be complete.

New Hedges –New hedges have been installed on both the east and west sides of the building. River rock was also added at a nominal extra cost. One of the owners has been watering the hedge during the dryer months.

Mickey Fabbiano provided pictures of the hedges and is dissatisfied with the work performed. Hedges on east side are 4.5 feet from patio while those on west side are 5.5 feet from that side of building.

Mickey stated that the work done is not what was agreed to in previous discussions with the strata. He would like to be reimbursed \$3,800, his original cost of the hedges. Several Council members viewed hedges-there is a one foot difference between sides, Much of this is due to the fact that the differences in terrain on each side of the building. Daniela moved that the council make a proposal to reimburse Mickey for a reasonable portion of the cost. This was seconded by Chris Haylett.

Patio walls

Council is requesting estimates for replacing patio walls and the brick wall in the lane near the garage ramp. Consideration is being given to incorporating gates in the brickwork on the first floor patios.

A Fairview-recommended contractor has estimated a cost of \$5,600 for a partial repair. The contractor used for deck repairs, Allteck, has estimated \$5,620 for repairing the damaged walls, including the gates. It was suggested that Allteck be used as we had been satisfied with the work done by them previously. Mickey suggested replacing the walls with aluminum railings with gates and will look into that cost.

Non-Compliance with Bylaws

A proposal was made that a new penalty structure be put into place for owners who do not comply with bylaws, for example, the availability of suites for smoke alarm inspections. It

was proposed that the fine for the first infraction be \$250 and that it should be escalated to \$500 and \$750 for each subsequent infraction.

Dryer exhaust has been cleaned.

New door has been put into the electrical area.

City lock will rekey so that same key can be used for all utility doors.

307 deck has been completed and paid.

East side bushes—Shopping carts and other items have found in the area around the top of the entrance to the garage. Fairview cleaned up and is reviewing what to do with this area in the fall. It was suggested that we might look at pruning these bushes.

Boiler pump replaced—A service agreement has been signed with Expert Mechanical. The company will provide maintenance service twice a year—start of season to fire up the boiler and January or February during maximum load time. It was suggested that we switch to Xpert Mechanical with regard to sump issues.

Roof Cleaning—Fairview is checking the roof every week and cleaning leaves out of drains on a regular basis.

Move in and move out—Problems have been noted during move in and move out situations. There have been carpet stains left and furniture, mattresses, etc placed in parking garage. The strata council will explore a move-in fee as well as a refundable deposit.

Security cameras were discussed but it was decided that upkeep would be onerous.

It was also observed that moves in and out are not scheduled.

It was suggested that we should look at a new bylaw which would require people to schedule a move with Fairview so we can blanket the elevator and perhaps have the move coincide with Rob and Joanna's attendance. The following fee schedule was suggested:

Increase move in fee-\$150

Refundable damage deposit-\$100

This will have to be addressed at the AGM in November.

Tree pruning has been done.

Intercom panel—many changes are needed because of new owners and new tenants. The supplier is required to come out to make changes and this is costly. It was decided that we

just use suite numbers as identification rather than include names. This will also have security benefits. Heather moved. Mickey seconded.

New Business

Fairview is now providing a checklist every three months summarizing the condition of the building. An annual written report will also be provided—in general, everything looks good—a couple of items related to roof drainage are outstanding—unclear what the problem regarding sumps is. Scuffers dumping into yard may be causing the sump problems.

Issue to be addressed—drainage issue to be looked at by Francesco Clarotto in conjunction with the City of Vancouver. Basement is 11 feet below grade and water drains from 4th Avenue towards Cornwall.

Roof hatch replacement- Mark recommends that a new hatch be put on the roof-fibreglass spring loaded—Chris moves that Fairview get a quote and make arrangements to get this done. It was agreed that if the cost is under \$500 that we proceed with the work.

Bedbugs update-Two rounds of spraying have been completed and this appears to have taken care of the problem.

Elevator reno-Richmond Elevator has been awarded the contract for \$100,000 plus tax. They have ordered all parts and a mid-October start date has been agreed to. It will take 5 weeks for the cab upgrade—no deposit yet has been provided yet

Owner/resident info forms need to be updated—tenant/owner family member etc. Information is needed-35 forms sent but only two were received. It was recommended that Gail compile this information and that she be paid \$15 per hour to generate an up to date list of owners and tenants. A November deadline was set so that it is complete by the AGM date.

Flood in suite 106—A flood occurred on closing day of the sale of the strata-owned suite. A broken toilet leaked into the parkade and boiler room. The new owner was compensated for a new toilet and installation. The owner was not reimbursed for the carpet as it was being removed and replaced by hardwood floor. We will compensate the new owner if the subfloor has any damage.

Sump in parkade is on an extension cord with exposed wire. The electrical has to be

redone relating to this equipment and a proper grate put over the hole. Xpert Mechanical will look at this as well.

Ramp has to be replaced—it was suggested that we have Allteck quote on this in addition to the patio walls. Fairview also has a carpenter who could do this job.

Rekeying is required for front and basement doors as the lock cylinders are damaged. This will be the third time in approximately two years at a cost of \$1500 - \$1800 each time. The damage occurs when the door is opened by pulling on the key while it is in the lock. Consideration is being given to changing key to a fob system—we have one quote so far for \$8,900 for three doors—including small garage gate. It was suggested that fob could be tied into the intercom system. This will be discussed at AGM.

Renovation Package--There are currently six renovations in progress. It was suggested that a package be provided to all owners and, as new owners come in, that they be provided with a package of instruction.

Mickey will draft a letter to be sent out to owners relating to renovations.

Updating bylaws—The strata needs a committee to look at updating bylaws---Gail to provide instructions. Changes need to be registered with the Land Titles Office.

Additional Business

Front door stays open—The front door wedges open against the concrete in front of it and has been found wide open several times by residents. We will ask Fairview how this should be addressed.

Fencing may be required on the west side as people are walking through to the back of the property. This was not explored further.

Minutes for AGM
Bryanston Court - VR68
held on Thursday, Dec.2/2010

1. **Call to Order at 6:30PM**
2. **Certification of Proxies**
4 proxies + 9 owners attending - quorum achieved. Tony Wild moved to accept quorum and proceed with meeting. Seconded by Mike Giroday.
3. **Proof of Notice of Meeting.**
Bev Lay moved to accept. Kathryn Patterson seconded.
4. **Adoption of Agenda**
Mike Giroday moved to accept. Seconded by Tony Wild
5. **Adoption of Minutes of previous AGM.**
Mike Giroday moved to accept. Tony Wild seconded.
6. **Annual Report on Insurance**
Insurance Form provided and accepted
7. **Report on Financial Statements**
The deck account funds have not been moved back to the contingency account. As maintenance is required on deck surfaces, it was recommended that the money be left in the deck account and used to pay for the upcoming work. The owners voted unanimously to keep the funds in the deck account for future maintenance. There will be no assessment to owners for the upcoming deck maintenance. A question arose regarding the figures related to the sale of unit#106 and the cost of the elevator renovation. It was determined that the figures were accurate but the wording was confusing in the most recent minutes. The situation was clarified and accepted unanimously. Tony Wild indicated the requirement to file forms T2 and T1044 with CRA relating to the sale of suite#106. Daniela Clarotto will investigate this. \$100,000 of contingency balance to be transferred to investment fund. The current Budget was unanimously accepted with the amended wording regarding the sale of suite#106.
8. **Overview of Old Business for 2010**

sale of suite#106 - \$290,000 net proceeds.
elevator renovation underway and should be completed by mid-December
***update - elevator renovation completed at end of December and operating smoothly
There is no dedicated area for cleaning staff so they use boiler room for storage. Richmond Elevator has been using boiler room to store valuable tools during elevator reno. This is crowded but does not pose a fire hazard. Now that reno is completed, Richmond Elevator has removed all tools and it is less crowded in boiler room.

Hedges at front of building. As per decision of Strata Council, hedges have been moved back on eastern corner and replaced at western corner. All work done by regular gardeners, Palaina Gardening. Strata Council's decision was to have all front hedging at 5' centres from patio retaining walls.

Minutes for AGM
Bryanston Court - VR68
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8. hedging cont'd

Owner of eastern corner unit, Mickey Fabbiano, was not satisfied with the result, saying that the hedges were 6" too close to his patio wall and 6" too far from the western patio wall, resulting in a net 1' difference between the two hedges. Palaina Gardening said this was due to the vast difference in terrain between the two corners, especially the eastern corner. The result was the only way to do it short of re-grading the whole area at a cost of tens of thousands of dollars. Strata previously agreed to reimburse Mickey Fabbiano one-half of the total amount we paid Palaina (\$1600), which would be \$800 to settle the matter once and for all. An offer of \$800 was made to Mickey Fabbiano who accepted the offer, thus ending the hedge issue.

Main sumps have not posed any problems this Fall. There was a flood in the bike room which extended to the hallway and elevator pit. This was the result of the sump electrical cord being accidentally dislodged by a bike being moved. The sump in the bike room and the parkade are both on shoddy electrical extension cords which are dangerous and not to code. Xpert Mechanical has been retained to rewire both of these sumps and put in lockable on/off switches.

update both sumps have been re-wired.

Roof maintenance is an ongoing issue. Leaves and debris were plugging the drains resulting in far too much standing water. Fairview Maintenance is checking the roof and removing problem debris weekly during the rainy season and monthly during the dry season. It is essential that future Councils recognize the necessity of this program and continue with it to ensure roof longevity and no leaks.

Intercom.

Re-programming the intercom to change the names when people move in or out costs Bryanston \$95 each time. It was proposed that we change the intercome name descriptions to "occupied" and thus avoid the constant costs. It was approved unanimously.

Boiler/heating

Some residents found their suites too cold during the recent cold weather. Xpert Mechanical advised us that the boiler temperature was set to approximately 120degrees F but could go up to 155-160 degrees if we really needed to but the increased gas costs would be huge. We bumped the temp up to about 140degrees and will monitor the gas bills and will look at dropping the temp when the weather warms up. The boiler unit is in excellent shape and we now have a maintenance agreement with Xpert Mechanical to check, adjust and lubricate the system at the start of the "heat on" season in September and again during the heavy usage period in February. A previous Council had instructed Xpert to treat the water in the system with an expensive chemical (\$500-\$1000 per year) to minimize the buildup of impurities which resulted in our pumps failing regularly (cost of \$1000-\$1400 each time). Xpert recommended the installation of a water purification filtration system (\$1450) which would negate the need of the costly chemical treatments and also preserve the motors and pumps far better. This was completed in the summer.

Fairview Maintenance

We have expanded the role of Fairview Maintenance. Fairview manager Mark Vance now conducts site surveys and provides a check list of essential items and issues. He also provides a yearly written report in the Fall prior to the AGM to address any major issues which might need consideration.

Minutes for AGM
Bryanston Court - VR68
held on Thursday, Dec.2/2010
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8. Old Business cont'd

New hinge and piston mechanism was put on roof hatch to allow easier access to roof for Fairview Maintenance workers.

Retaining wall between parkade and adjacent apartment building, as well as patio cinder block walls, issue has not been resolved. We are exploring the installation of metal railings rather than cinder block.

Fairview arranged for power washing of the parkade driveway. We will have the whole parkade power washed in the near future.

Fire/smoke alarms are all inspected.

Parkade cleanup resulting from report to the Fire Department is now completed.

9. New Business

It was recommended that all move-ins and move-outs should be scheduled with Strata Council, and when possible be scheduled to co-incide with Fairview Maintenance being on-site to allow for a loose supervision. This would also ensure that the elevator protective blanket is put up, main doors are not left open, the building is not beat up, and that there is not excessive dumping of unwanted items in the garbage area. Mike Giroday moved to give this responsibility to Council and to levy \$200 fines for residents not scheduling moves. Kathryn Patterson seconded. ***update*** Chris Haylett, Sheila Goddard, Kathryn Patterson, Bev Lay and Donna Stocks have agreed to be available to loosely supervise moves and ensure that the elevator blanket is always used. They will be given a key to the boiler room where the blanket is stored, as well as an independent service key for the elevator.

Bicycle storage in parking stalls can be arranged as long as there is a proper and approved by City Licensing Department bike rack professionally installed. This will be explored with the City and Fire Marshall by incoming Council.

Main floor patio retaining walls are deteriorating and require repair/replacement. Replacing them with similar cinder block will cost between \$29,000 and \$40,000. A vote to explore replacing the cinder block with less costly metal railings was taken and the vote was 12 in favour, one against. Council will explore this option.

Drainage issues/leaks in parkade may be due to perimeter drainage membrane issues. Fairview Maintenance has someone who can help with this in the short term by installing a tin catchplate beneath the leaking areas in the parkade for approximately \$400-\$500 per area. This has been done in the past and works well. It was suggested that in the long term we should commission an engineer's report on the building's global drainage problems to determine the best way to proceed. An adjacent apartment building had similar issues and Bev Lay has agreed to contact them to find out what the issues were and how they dealt with it.

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9. New Business cont'd

It was proposed that Bryanston Court switch from our current lock and key system to a fob/strike pad system. This would give far better security and save money in the future by avoiding constant re-keying. We are currently faced with the need to re-key the building at a cost of \$1800. This will be the third time in 3 years. Quotes for a fob/strike pad system are between \$8500 and \$10,500. Tony Wild moved that we move ahead with switching to the fob sytem with a ceiling of \$10,500. Seconded by Bev Lay. Vote was unanimous to proceed. It was also decided that each owner would be responsible for deciding how many fobs they would require and that they would be responsible for paying for them. Fobs for the front and parkade door only are approximately \$8-\$10 . Combo fobs which open the main doors and the parkade gate are approximately \$40-\$45 each.

update a more recent quote of approximately \$8500 was tendered that will complete the job as required plus allow residents who use ShawCable to view on their TV's who is at the front door buzzing them. Council has agreed to proceed with this quote

It was proposed that for increased security and the ability to deter constant dumping in the garbage/parkade area we look at installing a video camera system. The costs would be approximately \$4000-\$5000. It was agreed to not move forward with this currently but to consider pre-wiring for it, as to pre-wire when the new fob system is being installed presents a huge saving. Mike Giroday moved to authorize up to \$1000 to pre-wire for future video camera installation. Seconded by Mickey Fabbiano. Vote was unanimous to proceed.

The following items were also discussed:

raising move-in fees to \$200 - penalty if not paid within 7 days - \$50 additional monthly - majority voted in favour

\$200 fine for non-compliance of scheduling move-ins/move-outs - majority voted in favour
re-coating decks as required by warranty to be paid from funds currently in deck account - approved unanimously

10. Open Floor for Discussion of Items Not on Agenda

Council to have lawyer review Strata Bylaws. Landlords responsible for notifying renters of all bylaws

Look into replacing stairwell windows as they are drafty and inefficient

Roof shingles should be cleaned

While elevator is being renovated the emergency exit doors are being used and propped open. If this continues after elevator is back we may need to look at re-arming exit door alarms.

Residents are allowed small dogs but if there are problems Council has the right to insist on removal of dog.

Six suite renovations have taken place this year. All owners have been given Council's renovation instructions and permission

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11. Election of Incoming Strata Council for 2011

Donna Stocks
Chris Haylett
Daniela Clarotto
Kathryn Patterson
Mickey Fabbiano
Georgia Damianos
Bev Lay

12. Meeting Adjourned

Strata Council Meeting for Bryanston Court VR68

March 20, 2011

Present: Chris Haylett, Bev Lay, Mick Fabbiano, Donna Stocks, Daniela Clarotto, Georgia Damianos, Kathryn Patterson

1. Call to Order at 11:00am

2. Approval of 2010 AGM minutes - First: Daniela; Second: Mick

3. Old Business

3.1 Patio railings on ground floor units: quotes for cinderblock replacement are expensive; quotes for aluminum railing range from one quote of about \$7100 to a second quote of \$29000 (Altech – they said there was an issue of damage to cement flooring of some units). We need more quotes and need to ensure pertinent issues are appropriately addressed. Possibly cheaper to have one company remove cinderblock and another to put up railings. Complaint by a Council member about previous work that Altech had done in the building. **Decision: hold off on work to ground floor patio railings until we determine where water in back yard is coming from.**

3.2 Leaks in parkade: 3 areas (to the right of the gate, above Unit 207's parking spot, and to the left of the gate). Fairview put up fibreglass sheeting to divert water away from cars. We need to determine cause of leaks. Bev spoke to building next door – they had leaks in the parkade, they were happy with the company that did the work on the patios to solve the problem. **Action: Bev will get the name of the company who did the work next door. Bev and Daniela will look into the problem of the water in the back yard and the parkade.**

3.3 Elevator: it is working. We made the final payment. No longer in the contract with Schindler – the initial amount Schindler requested for the buyout was \$7200. Chris negotiated a buyout of \$2000.

3.4 Boiler: As requested, Xpert Mechanical turned boiler up to upper safe limit when there was a cold snap. Now that we have passed the cold weather, we will have Xpert turn the boiler down. There is a service charge for having Xpert come and turn the boiler down. **Question: could we be turning the boiler down ourselves? Would there be an insurance issue with us doing it ourselves?**

4. New Business

4.1 Plumbing issues between suite 207 & 106: Suite 106 was experiencing backup in the bathtub when suite 207 used their garburator. Verbal advice from Xpert – buildings of a certain age should not have garburators (it may be connected to diameter of pipes). **Suggestion: get a letter from Xpert re: not using garburators in a building of this age.** Suite 207 reports experiencing problems when

they use their dishwasher (backup in their sink). **Action: Have Xpert assess Suite 207's plumbing to try and determine what the issue might be.**

4.2 Owner/Resident forms: Gail was updating who owns/rents/is living in the building. Unfortunately, some owners have not responded. It is important for owners to know it is the law for the Strata to know who is living in/renting each suite as contact information is needed in case of an emergency. There are provisions in Strata Act that allow us to fine owners if they do not comply. **Suggestion: in the future, have this information updated when people move in.**

4.3 Fire Inspection: will hold off on fire inspection until after fobs done - possibility of having inspection done in the first week of May. We need to have a licensed, bonded fire inspection company do the inspection. The choices for residents are to either be on hand during the scheduled inspection or to give Chris the key the night before and he will give it to Joanna (from Fairview Maintenance) who will supervise the inspection and then return the keys to the residents through their mail slots. Joanna and Fairview are bonded and insured. Ideally, we want to have the inspection completed in one day. We will need to put notes through doors re: needing access to suites; there will be fines for those who do not comply. Motion at last AGM for an initial fine of \$250, second time \$500, third time \$750 for not complying with Strata bylaws. Georgia obtained quotes from a fire inspection company (Royal City Fire Protection) other than the one we used last year. Royal City Fire Protection quoted a lower price than the previous company.

4.4 Updating Bylaws: need to register changes to Strata Bylaws. Possibility of having a set of 'house rules' – Question: Could 'house rules' be a stop gap until changes to bylaws registered? **Action: Kathryn and Chris will work to register changes to Bryanston Bylaws.**

4.5 Changing keys to fob system: \$8500 for strike pads at front door, at garage gate, and basement door, as well as prewiring for camera (intercom panel, lobby, and garage). We will be using Sentronic – they do the subcontracting for a lot of the other companies in town. Need to buy a computer for the fob system to operate. Computer needs to have windows XP/Pro operating system and that can run an external monitor. Computer will be set up in a room in the basement. We have a monitor.

Action: Daniela will volunteer her daughter & boyfriend to help reprogram fobs. How to determine how many fobs people need? Centronic will do initial programming. Suggestion: A couple of nights for the Strata to hand out fobs, Strata Council Members would be in the lobby to hand out fobs, record code, and collect money. If fobs are lost, the person will need to pay for the replacement. 3 doors (front door, 'gate' door, basement door) will be re-keyed once fob system up and running.

Action: any Strata member that will not be around in the next 6 weeks please email Chris. Action: Mick will take the list of what we need and purchase computer

4.6 Pets in the suites: small dogs less than 25lbs allowed; cats allowed; if the pet becomes an issue then there needs to be a written complaint to Strata and the Strata will take action.

4.7 Potential gate at west side of building: discussion re: gate vs. fence. A gate or fence would provide security and possibly prevent people from wandering through the back yard. We need to be careful of what the consequences might be if a fence goes up – will there be other problems that arise in the building as a result? Would it impact maintenance? **Suggestion: Think about it and we will re-visit the issue at the next Strata meeting.**

4.7 Perimeter drainage: The good news is that we did not have any sump issues during the last rainy season. However, there appears to be a problem with drainage in the back yard. **Action: Bev and Daniela will explore the issue and report back at our next meeting.**

4.8 Bike stands: Chris talked to the fire dept and City Council. Fire dept would like no bike stands in parking stalls at all; however, the City says they do not have a problem with it. The City recommends 3-4 different types of bike stands; they need to be licensed by the City. Action: Chris will approach Volker Bodegom (who is a daily biker) to research costs/procedures/etc. The bike room is too crowded. **Question: would Volker be prepared to take responsibility for registering bikes? Discuss issue at next meeting.**

4.9 Reno's package: there have been a number of renovations in the building. They have gone through Chris (application via email, then Chris replies with a list of what is OK and what is not OK). **Action: Kathryn will begin a draft of a standard package about house rules and renovation rules to give to new owners.**

5. Open discussion

5.1 Gardens: possible creation of a gardening committee that would answer to the Strata Council. We currently use Pelania for landscaping. **Action: Kathryn will find out what work Pelania will be doing.**

5.2 Power washing the underground parking: Action: Chris will email Mark from Fairview re: power washing.

5.3 Sign next to garbage re: not leaving mattresses etc. /things that cannot fit in the small garbage containers. Action: Chris will create a sign

5.4 Discussion re: a storage locker that has a lot of old Strata paperwork in it.

5.5 Changing day/time of Council meetings: We will try changing strata meetings to Tuesdays at 7pm

Next meeting: Tuesday May 17th @ 7:30 in the lobby