

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE

Minutes of the Council Meeting

Tuesday, March 2nd, 2010 at 7:00 p.m. – unit 401

COUNCIL PRESENT:

Vice President Pamela Vlahos (208)
Secretary Lora Garland (101)
Councillors Ken Baimbridge (401)
Councillors: Lawrence Lott (205)

REGRETS: Charles Milner (109)
Nathalie Prystajacky (304)

MANAGEMENT PRESENT: Christine Turner, Property Manager

PACIFIC QUORUM PROPERTIES INC.

Guest: Strata Lot (SL) 8

Prior to meeting commencement, an owner attended to request that council give consideration to the adoption of a dog under the Strata's Bylaw #6 – Pets and Animals (6.1). Given her volunteer work with the SPCAS, the owner is confident that she will be able to control the behaviour of the dog and there will be no negative impact to other occupants. After discussion regarding the pros and cons, council agreed to propose a bylaw amendment at this year's AGM – all owners should be involved in the decision.

1. **CALL TO ORDER**

The meeting was called to order at 7:07 p.m.

2. **ADOPTION OF PREVIOUS MINUTES**

The minutes of the council meeting held on December 1st, 2009 were adopted with amendments provided to the manager for distribution to owners.

It was:

MOVED AND SECONDED (Lott/ Garland)
to approve the minutes of December 1st, 2009.
CARRIED

The minutes of the council meeting held on January 27th 2010, were reviewed and adopted as presented.

It was:

MOVED AND SECONDED (Garland/Vlahos)
to approve the minutes of January 27th 2010.
CARRIED

3. **FINANCE**

a) **Financial Statements**

The financial statements for November and December 2009 and January 2010 were reviewed but tabled for approval in the absence of the treasurer.

b) **SL 12 Arrears Status**

Council discussed the ongoing and increasing arrears of SL 12. It was noted that the 2nd registered letter sent to the owner was returned by the post office to the property management company. In addition, a copy of the letter was delivered to the unit by two council members. The owner has not responded by the date outlined in the letter.

It was:

MOVED AND SECONDED (Baimbridge/Vlahos)
to commence legal action with small claims court (the filing fee is nominal) to recover the outstanding arrears, fines and legal fees.
CARRIED

c) **Fiscal Budget**

The Property Manager presented a draft budget for this fiscal year's operating expenses. With a few changes to be made, a final version will be included in the AGM package to owners.

4. **BUSINESS ARISING**

a) **Agreement with Pacific Quorum**

Before renewing the management contract, the Strata Council requested clarification on a few points. The Property Manager will obtain the information requested before the next meeting.

b) **Status of External Work SL 4**

The Property Manager will again contact Silex to find out when the work will be completed. The strata has not been invoiced for the work to date, but the work needs to be completed now that the weather has improved.

c) **Elevator**

Lawrence reported that he contacted the supplier and was told that the code on the back of the sample did not identify whether the laminate was fire resistant or not. Panels would need to be removed and the labels on the back checked to see if the panels are fire rated. Pamela agreed to again contact BCSCA to ascertain exactly what is needed to resolve this issue, without the need to remove the panelling - and to move forward in obtaining the permit.

Pamela will contact Richmond Elevator to proceed with installation of the alarm and emergency lights. She will coordinate this with the Property Manager who will contact Royal City fire inspection to arrange testing of the smoke alarm in the elevator shaft at the same time.

The property manager was provided with the wording for filing a formal complaint with the BBB regarding Elevate, the company contracted by Savage Design to perform the elevator upgrade.

d) **Stairwell Carpet**

A quote provided by Strata G for a cost of almost \$3,000 for the landing between the 3rd and 4th floor and east side stairwell, including underlay, was thought to be excessive. The Property Manager was asked to obtain additional quotes.

e) **Drywall Eastside Exit**

Lawrence reported that 80% of the work has been done and the remaining work will be completed shortly.

f) **Home Renovations Tax Credit**

The compiled expenses from the Special Levy and Operating accounts that qualify for the tax credit have been completed and owners have been notified by mail.

5. **NEW BUSINESS**

a) **Hardship Rental Extension - SL 2**

The owner requested another hardship extension and provided council with information in support of the request. On behalf of council, the Property Manager invited the owner to attend a hearing with council. The owner did not attend. Council noted the unit has been rented since 2006. They agreed that the intent of the hardship clause is to provide temporary assistance where, due to circumstances outside their control, an owner is unable to reside in their unit. The owner will be advised that the hardship extension has been denied.

b) Bylaws

Two bylaw amendments were proposed for the next AGM. The first deals with the pet bylaw as noted above. The second is based on a change in the Strata Act. It was felt that owners whose strata fees are in arrears should not have the privilege of voting at AGMs or SGMs.

6. MAINTENANCE

a) Storage Area Upgrade

Lawrence advised that the work to hang tools and move items into the storage area should be completed shortly.

b) Royal City Fire Annual Inspection

The property manager will contact Royal City to arrange the annual inspection, usually performed in April.

c) JRS Inspection

Council will follow up with Charles to find out if the annual inspection has been arranged.

d) Parabolic Lenses

Lawrence has completed the work on the 3rd floor. One of the lenses did not fit properly for the 2nd floor and Lawrence will adjust the framing to support the new lens.

e) Bike Racks

The bike racks have been repositioned so that the bikes do not interfere with neighbouring cars.

f) Parkade Floor

Thanks go to Lawrence for washing down the floor in the parkade.

7. ADJOURNMENT

There being no further business the meeting was adjourned at 9:40 p.m.

**THE NEXT MEETING IS THE AGM TO BE HELD ON APRIL 27th 2010 AT 7:00 PM
4th FLOOR HALLWAY**

**Please Note Christine Turner's New Direct Phone Number
604-638-1965 effective immediately.**

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

430-1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone : (604) 638-1965-Direct; (604) 685-3828-General Line; (604) 685-3845-Fax

e-mail: christine@pacificquorum.com

Website: www.pacificquorum.com

ATTENTION

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Annual General Meeting
held on Tuesday, April 27, 2010, at 7 p.m. in the Building 4th Floor Hallway

COUNCIL PRESENT:

President: Charles Milner
Vice President: Pamela Vlahos
Secretary: Lora Garland
Councillors: Ken Baimbridge
Lawrence Lott

REGRETS:

Treasurer: Natalie Prystajacky

MANAGEMENT PRESENT:

Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. **CALL TO ORDER:**

The meeting commenced at 7:05 p.m.

2. **QUORUM:**

The 26 strata lots were represented by 17 owners, 14 in person (1 being a tenant representing the owner by proxy), and 3 others by proxy therefore; a quorum was present and the meeting legal to proceed.

3. **OPENING REMARKS:**

The President of the Strata Council, Charles Milner, talked about a number of activities of the Strata Council over the last fiscal year.

Council dealt with matters such as noise from a unit, an owner's strata fees arrears, 2 hardship rental extension requests, annual inspections, upcoming renewal of Agreement with Pacific Quorum, and the request by an owner for a dog. Discussion ensued regarding the strata fees arrears and the request for a dog - tabled for further discussion under Other Business.

Charles reminded owners that a noise complaint in passing in the hallway is not an official reporting. An owner responded that the noise from a unit was continuing. The owner was asked to document the occurrences and forward them to Council.

Ken Baimbridge welcomed a new owner in attendance and introduced the Property Manager to owners. Christine Turner was assigned to the Strata in the late spring of 2009.

4. **ADOPTION OF PREVIOUS MINUTES:**

After a brief review of the AGM highlights from 2009 by the Property Manager it was:

MOVED AND SECONDED (401/109)

To approve the meeting minutes of the April 23rd, 2009 Annual General Meeting.

CARRIED

5. **FINANCIALS:**

Charles reviewed the financials based on a summary provided by the Treasurer prior to the meeting. He also explained that the Strata Fees reported as income in the budget include the outstanding arrears as these are monies owing to the Strata and so expected to be collected.

6. **INSURANCE OVERVIEW**

The Property Manager provided an overview of the Strata's insurance coverage, explaining areas covered, limits of coverage, and deductibles.

All owners were provided a copy of the insurance cover note in their notice of this meeting.

NOTICE

Owners are reminded that they may be responsible for the Strata's insurance deductible in the event of a claim emanating from within the owners unit.

Current water escape insurance deductible is \$5,000.00

Owners should investigate coverage for such deductible charge backs through their individual homeowners insurance broker.

7. CONSIDERATION OF THE 2010/11 OPERATING BUDGET

The Property Manager presented the budget with explanation, noting that the budget contained a 5% increase in strata fee rates for the upcoming year - mainly due to the HST coming in July, increase in R&M General for repairs and increase in the building's insurance. Lawrence Lott mentioned that the strata fees for the building are very reasonable in comparison to neighbouring stratas.

After questions and answers,

It was:

MOVED AND SECONDED (403/101)

To approve the budget as presented.

CARRIED, 16 in favour, 1 opposed

NOTICE RE: STRATA FEES

With the passing of the budget, new fee rates are effective retroactively to **March 1, 2010**. (See attached schedule.)

For those owners paying by way of auto debit, the withdrawal rate will be adjusted automatically on **May 1, 2010**, and include the shortfall for March and April, 2009.

Those owners paying by cheque please remit cheques in the new amount including the shortfall.

*Questions regarding your strata fees should be directed to
Pacific Quorum Accounting Department at 604-685-3828 or via email:
accounting@pacificquorum.com*

8. OTHER BUSINESS

a) Strata fees arrears

There was further discussion regarding the strata fees arrears by an owner. Owners were given an update regarding the steps the Property Manager and Council have been, and continue to take, in collection.

b) Interior upgrade and Elevator

Pamela Vlahos reported the funds left in the special levy account - which will not be submitted to Savage Design until all deficiencies, including the elevator permit, have been satisfied. She also reported on the elevator permit situation giving owners more detail in her communications with BCSA, their recent contact with Elevate, and the reporting of Elevate to the Better Business Bureau (BBB) along with Elevate's response when they were notified of the complaint by BBB.

Ken Baimbridge mentioned that the long overdue carpet and repair work in the stairwells was not part of the upgrade and the cost for this is outside the funds remaining in the special levy account. The work is to be completed this year.

- c) **Maintenance**
Lawrence Lott documented a report on building maintenance that he has supervised or performed during the year. It is attached to these minutes.
- d) **Building Envelope Fund**
Council was reminded by JRS Engineering that there needs to be a fund of \$10,000 set aside for building envelope maintenance. The Property Manager will investigate and make a recommendation to council as to the best way to set this up.
- e) **Pothole**
Lawrence mentioned the large pothole outside the driveway near the garbage container. The Property Manager will contact the City to have them come and repair it.
- f) **Pet Bylaw**
Council explained their reasons for approving the pet as under the current bylaw noted in the minutes of the meeting held April 15th, adding that this was an uncomfortable and difficult position for a council to find themselves in. Council would like to have the discretionary sentence removed from the bylaw.

There was discussion about whether dogs should or should not be allowed. Pamela advised owners that at one time, dogs were permitted and due to the noise some owners experienced from barking, the current bylaw was passed by owners.

The Property Manager will poll the owners via e-mail in the near future to obtain their opinions. Lawrence suggested a check list would be useful. Owners agreed. An SGM will be held subsequently to propose an amendment to the pet bylaw.

9. **ELECTION OF 2009/10 VR 1705 STRATA COUNCIL**

Council was thanked for their work and contribution to the building's well-being over the last fiscal year. The floor was opened to nominees and/or volunteers to the 2010/11 Strata Council, with the following outcome:

Pamela Vlahos	208
Lawrence Lott	205
Colin Haskell	204
Christine Forget	107
Lora Garland	101

The above named individuals were elected by acclamation.

10. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:15 p.m.

NEXT MEETING DATE IS TO BE ANNOUNCED

Attention:

Please keep these minutes as a permanent record of your strata corporation's business.

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
430-1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Telephone: (604) 685-3828 / Fax: (604) 685-3845
E-mail: christine@pacificquorum.com

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE

Minutes of the Council Meeting

Tuesday, May 25th, 2010 at 7:00 p.m. – unit 205

COUNCIL PRESENT:

President: Pamela Vlahos (208)
Vice President: Colin Maskell (204)
Treasurer: Lawrence Lott (205)
Secretary: Lora Garland (101)

REGRETS:

Councillor: Christine Forget (107)

ABSENT:

Property Manager (not scheduled)

1. CALL TO ORDER

The meeting commenced at 7:15 p.m.

2. ELECTION OF COUNCIL

There were two nominations for President. After a considered discussion, council members were appointed as noted above.

3. BUSINESS ARISING

a) Pet bylaw amendment

Pamela will follow up with the Property Manager regarding the survey that was to be e-mailed to owners to obtain their opinion on allowing dogs, or not, as discussed at the AGM.

b) Agreement with Pacific Quorum

John Peccia, the President of Pacific Quorum, had reviewed the changes and corrections council had proposed. He required clarification on a few points. Pamela will contact him to explain them. An updated Agreement should be signed in the near future.

c) Carpet repairs

Three quotes obtained by the Property Manager were reviewed for the replacement of the carpet between the 3rd and 4th floor on the west side stairwell. They ranged from \$790 to \$1050, not including GST. After some discussion and an examination (by council) of the carpet in the stairwell, Colin volunteered to obtain one more quote from the contractor he has been dealing with for the installation of his hardwood floors.

d) Strata fees arrears SL 14

Subsequent to the AGM, Colin had the opportunity to speak to the owner. The owner advised he had received the letter from Clark Wilson and was arranging to have the arrears fees paid. On follow up with the Property Manager, council was advised that the owner had submitted a cheque for the May strata fees and arranged for automatic withdrawal for future fee payments. A cheque for the arrears owing would follow. Pamela will follow up with the Property Manager to see if it has been received.

e) Planter pots SL 20

The owners reported that they were still awaiting the removal of the 3 pots on the outside of their patio. Colin and Lawrence will work together to have them emptied and removed by the end of June.

f) East side entrance repairs

Lawrence advised he would have this work completed by mid-June.

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Council Meeting

g) Exterior tap/pipe repair SL 4

The work has been completed and JRS has approved it. It was reported by the owner that the flashing surrounding the exterior pipe does not match the building colour and is an eyesore. Lawrence will investigate a paint that can be used over the flashing that will withstand weather conditions and better match the colour of the building.

h) Pothole work

The City was contacted by the Property Manager regarding the pothole behind the building. It was addressed promptly and work is underway to repair it.

4. NEW BUSINESS

a) Ceiling pipe leak SL 13

An owner reported a water stain and then a drip coming from the ceiling in their laundry room. The Property Manager arranged for City Wide to come and look at the problem. The pipe has been temporarily clamped but the quote submitted to complete the work seemed high so Lathams was contacted. Lathams discovered that the pipe was connected to the sprinkler system, and not the domestic water supply. It was agreed that Royal City Fire Prevention perform the work due to the sprinkler implications.

b) Royal City annual inspection

In arranging the annual inspection for this year, Lawrence discussed the ceiling pipe leak. Royal City advised they would call him back shortly to arrange a time to have the pipe repaired.

The upcoming inspection led to a brief discussion regarding the City Building Code requiring that all unit doors have automatic door closure devices in place and connected. This is for safety and insurance reasons. Doors will be checked during the annual inspection.

c) JRS Annual Inspection and SL 23

Council is waiting for the official inspection report to review possible repairs needed in more detail. In the meantime, Lawrence, in attendance during the inspection reported that the operation of a unit's exterior door is being affected due to repairs required on the door frame. JRS also suggested that the door be replaced. Council will further investigate repair/replacement options with the Property Manager.

d) Exterior window cleaning

Pamela will contact the Property Manager to arrange for a quote for the annual exterior window cleaning.

e) Replacement of door handle SL 2

The owner reported that the new door handle installed during the interior retrofit has broken. Lawrence attempted to repair it but advised council it needed to be replaced. Pamela contacted the vendor who agreed to repair or replace it.

5. ADJOURNMENT

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

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STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Council Meeting
Thursday, September 9, 2010 at 7:00 p.m. – 4th floor lobby

COUNCIL PRESENT:

NOT SCHEDULED: Christine Turner, Property Manager

President:	Pamela Vlahos	(208)
Vice President:	Colin Maskell	(204)
Treasurer:	Lawrence Lott	(205)
Secretary:	Lora Garland	(101)
Councillor:	Christine Forget	(107)

1. **CALL TO ORDER**

The meeting, primarily called to discuss the pet bylaw proposals for the SGM, was called to order at 7:05 p.m.

2. **BUSINESS ARISING**

a) **Pet bylaw**

Council discussed in detail the proposed Pet Bylaw amendments as well as restrictions. Council agreed that the restriction on the weight of dogs in the proposed resolution will be a maximum of 7 kgs.

b) **Agreement with Pacific Quorum**

Pamela e-mailed the President, John Peccia. She will be requesting a telephone meeting with him to discuss the Management Contract.

c) **Stairwell carpet**

The replacement of the west side stairwell carpet between the 3rd and 4th floor is scheduled for September 10th.

3. **NEW BUSINESS**

a) **Request for reimbursement of soil - SL #6**

An owner requested reimbursement for soil which they purchased for their ground floor unit planters. Council discussed the request with input from 2 ground floor council members. Historically owners with patio units have covered the cost of their soil and small plants. A reply will be sent to the owner explaining the precedent. It was noted that owners are responsible for maintaining their patio surface and decks. The maintenance of trees and large bushes such as Rhododendrons are the responsibility of the Strata Corporation and owners are not permitted to undertake pruning. Council agreed that an annual pruning of the large bushes by a professional is in order. The Arbourist will be consulted about the integrity of the soil and the pruning of the bushes.

b) **Request for hardship rental extension - SL #8**

The Property Manager and Council received a request from the owner to extend the rental of their unit. This is the 2nd request for an extension which would take the rental into a 3rd year. The Strata Council confirmed in writing in 2009 that there would be no further rental extensions for this unit. The rental had initially been approved on a short term basis due to the owner's employment out of the country. Pamela contacted Clark Wilson (law firm specializing in Strata law) for an opinion. They advised that Council must exercise due diligence and request financial information to support a claim of hardship. The Property Manager will be instructed to request this information from the owner.

c) **Noise complaint - SL #12**

The Property Manager and Council received an official complaint from an owner regarding ongoing noise from a unit, primarily due to the laminate flooring in the unit. A noise bylaw infraction warning letter was drafted by the Property Manager and Council is reviewing it prior to distribution to the owner. The owner will be given the opportunity to attend a hearing.

d) **Hot water tank leak**

There is a leak from one of the two tanks. Latham's was contacted and have recommended the replacement of both tanks as the leaking one cannot be repaired and the other tank is over 8 years old. The typical life span of a tank is 6-8 years. Council reviewed Latham's quote for \$12,990.00 plus taxes. It was noted that the quote was for less money than a competitor's for the same scope of work. Council agreed to proceed with the work.

4. **ADJOURNMENT**

There being no further business the meeting was adjourned at 9:35 p.m.

ATTENTION
Please keep these minutes on file as a permanent legal record of your Strata Corporation's business.

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Council Meeting
Tuesday, August 10th, 2010 at 7:00 p.m. – 4th floor lobby

COUNCIL PRESENT:

President: Pamela Vlahos (208)
Vice President: Colin Maskell (204)
Treasurer: Lawrence Lott (205)
Secretary: Lora Garland (101)

REGRETS: Councillor: Christine Forget

MANAGEMENT PRESENT: Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. **CALL TO ORDER**

The meeting was called to order at 7:08 p.m.

2. **ADOPTION OF PREVIOUS MINUTES**

The minutes of the Council meeting held March 2, 25, April 15 and May 25, 2010 were adopted.

It was:

MOVED AND SECONDED (Maskell/Vlahos)

to approve the minutes as presented.

CARRIED

3. **FINANCE**

The financial statements for February, March, April and May were reviewed and discussed.

It was:

MOVED AND SECONDED (Garland/Maskell)

To approve the financials of February, March, April and May 2010

CARRIED

a) **Water/sewer charges**

Council questioned the Water/Sewer charges this year. The Property Manager will investigate with the City - there was a large invoice in June of over \$1,800.

b) **Monthly administration fees**

Council questioned the monthly Administration Fees charged by Pacific Quorum. As at the end of June, the total is about \$650.00. The Property Manager was asked to provide details.

c) **Capital Plan**

Pamela had requested a sample of a 10 year Capital Plan (future expenditures) that Pacific Quorum would have prepared for other Stratas. A hard copy was provided. The Property Manager will forward it via e-mail for update by Council. A proposed Capital Plan will be included in the AGM Package next year.

d) **Contingency reserve fund**

Pamela posed a question regarding investing a portion of the contingency fund to earn better interest in a GIC. In the meantime, the Property Manager will investigate and provide information to Council.

e) **Enter-phone fees**

There is no longer service provided by the enter-phone company (Viscount) for the monthly fee charged. The Property Manager will send a termination letter. Repairs when needed are performed by other companies.

4. **BUSINESS ARISING**

a) **Strata fees arrears - SL #12**

The Property Manager was pleased to confirm that the owner has paid the arrears balance and set up pre-authorized withdrawals for future payments. There is still a small balance remaining for the legal fees incurred.

b) **Agreement with Pacific Quorum**

The President, John Peccia, was not available to discuss the details of the contract due to vacation time. Pamela will follow up upon his return.

c) **Bylaw matters**

Pet bylaw proposal

Pamela reported that 50% of owners responded to the e-mailed survey. There were 8 in favour and 5 opposed to put forward an amendment to the bylaw allowing dogs per the discussion with owners at the AGM. A Special General Meeting (SGM) is planned for late October.

Eligible voters at an AGM/SGM

With recent changes in the Strata Act, there will be a proposal to add an additional bylaw stating only owners that are up to date with their strata fees and all other payments will be eligible to vote.

Fine for illegal rentals

An Owner has not yet paid an outstanding fine for the illegal rental of their unit. Pamela suggested that Council propose a Special Resolution to Owners at the next General Meeting imposing the maximum fine of \$500.00 / wk (in accordance with the Strata Act) for illegal rentals. The Property Manager will consult a senior Property Manager at Pacific Quorum and report to Council.

Bylaw review

Pamela suggested the Strata purchase a bylaw template from Clark Wilson (a law firm specializing in Strata law) for a fee of \$350.00. The Property Manager was asked to enquire with a senior at Pacific Quorum to ascertain if this template would be valuable.

d) **Elevator Permit Update**

The BC Safety Authority (BCSA) Provincial Safety Manager was on vacation but Pamela was able to provide an update based on her last communication. BCSA stated the permit situation will be resolved in the near future, as the owner of Elevate has been meeting the requirements imposed by the BCSA.

e) **JRS Report**

Recommendations for repairs outlined in the report will be reviewed and addressed – budget permitting. The Property Manager advised that she did not have a copy of the report so Council will send it to her via email.

f) **Hardship rental extension - SL #2**

A letter was sent to the owner in March denying another request to extend the hardship rental. The owner appealed providing some additional information. Pamela contacted Clark Wilson to obtain advice. The Property Manager subsequently sent a letter to the owner outlining the requirements as recommended by the law firm. The owner has not yet responded. In the meantime, the unit is vacant.

OWNERS ARE REMINDED TO FORWARD ALL REQUESTS AND CONCERNS IN WRITING TO THE PROPERTY MANAGER WHO WILL THEN COMMUNICATE WITH THE STRATA COUNCIL.

5. **MAINTENANCE**

a) **Annual Maintenance Plan/Schedule**

At the request of Pamela, the Property Manager provided a template for the weekly, monthly and annual maintenance items to make it easier for the Property Manager and Council to keep track.

b) **Stairwell carpet**

Pamela presented a quote she obtained from Jordans Carpets. This was discussed and compared to the other quotes received. The quote was \$920.00 + tax to replace the section of the west stairwell carpet, including underlay not already in place. Jordans also provided a quote for the full east stairwell for \$2,500.00. It should be replaced, but at a later date, when the budget permits (after stairwell painting). Council voted and it was;

MOVED AND SECONDED (Vlahos/Lott)

to approve the expenditure to have the west stairwell carpet replaced.

c) **Pot Removal - SL #20**

The pots will be removed before the end of August.

d) **Ceiling Pipe leak - SL #11**

Based on the quotes received, Lawrence will contact Royal City to have the work done.

e) **Smoke detectors**

The replacement of the faulty smoke detectors in units will proceed.

f) **Screen door replacement - SL# 23**

A warranty claim was submitted by Lawrence and Council is awaiting a response from the company.

g) **Unit door repairs and painting**

For the fourth floor, the repairs and painting will take place while owners are on vacation in August. Repairs and painting to other doors is scheduled for completion in the fall.

h) **East Side Entrance**

Lawrence completed the caulking around the wall at floor level and under the door sill to fill the gap. A coat of concrete asphalt sealer will be applied to ensure no water can penetrate the walls.

i) **Enter-phone**

Due to ongoing problems, the Property Manager will obtain quotes and products available for Council's review in considering replacement of the system.

j) **Chimney, Dryer and Roof vent inspection and cleaning**

The annual inspection/cleaning will be arranged.

k) **Hardwood floor agreements**

It was confirmed that the last two units installing hardwood floors had submitted signed agreements, one being provided at the meeting by a Council member.

l) **Wall dent and wallpaper section repair**

An owner promptly contacted Council when damage was caused near the 2nd floor elevator when moving an appliance. The repairs have been arranged and the owner will cover the cost.

m) **Unit door closures devices**

A unit requires the replacement of a door closure device as it was removed by the previous owner. Lawrence agreed to purchase one from McGregor Group. The door closures are never to be disconnected. It is a fire safety regulation and could affect fire insurance claims.

n) **Ant problem**

The problem in the lobby appears resolved with the ant traps. A 3rd floor unit also had ants and advised Council that they had used a product that worked quickly. Lawrence will buy this product for future problems.

o) **Slate sealing and carpet cleaning**

Slate sealing on the fourth floor is planned for the fall with hallway carpet cleaning scheduled for the spring. The cost is about \$500 + tax.

p) **Window Washing**

Lawrence reported that the window washing was completed satisfactorily.

q) **Grass Maintenance**

During dry stretches in the summer, Council would appreciate it if owners would volunteer to water.

r) **Sliding Doors**

Two units had their rollers change to facilitate door opening and closing. An inspection of all sliding doors was performed with a few requiring minor repairs.

s) **Fire Panel Replacement**

Of the 2 quotes received, Royal City's was more reasonable. The Property Manager will obtain 1 more.

t) **Algae Removal**

The Property Manager will obtain quotes to remove algae gathering on the flashings.

u) **Balconies Repairs**

Following the inspection by JRS the balcony of a unit may need repairs and the warranty has expired as of 2009. Other bubbles were discovered on the membrane of this unit and another, but the company recommended that they not be patched because that may cause more problems and possible leaks. These bubbles are more an aesthetic issue and do not affect the waterproof vinyl.

**A REMINDER THAT NO ITEMS SHOULD BE LEFT ON COMMON PROPERTY INCLUDING
THE PARKING GARAGE.
OWNERS' COOPERATION IS APPRECIATED.**

6. **ADJOURNMENT**

There being no further business the meeting was adjourned at 9:40 p.m.

**Please Note Christine Turner's New Direct Phone Number
604-638-1965 effective immediately.**

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

430-1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone : (604) 638-1965-Direct; (604) 685-3828-General Line; (604) 685-3845-Fax

e-mail: christine@pacificquorum.com

Website: www.pacificquorum.com

ATTENTION

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Council Meeting
Thursday, October 21, 2010 at 7:00 p.m. – 4th floor lobby

COUNCIL PRESENT:	NOT SCHEDULED: Christine Turner, Property Manager	
President:	Pamela Vlahos	(208)
Vice President:	Colin Maskell	(204)
Treasurer:	Lawrence Lott	(205)
Secretary:	Lora Garland	(101)

1. CALL TO ORDER

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

2. FINANCIALS

a) The financial statement for June, July and August were reviewed and discussed.

It was:

MOVED AND SECONDED (Garland/Maskell)

To approve the financials for June, July and August 2010, noting the Property Manager had yet to report on a charge of \$1,830.01 in June for Water and Sewage. Pamela will follow up with the Property Manager.
CARRIED

b) **Silex invoice payment re SL #4**

Pamela is following up with Silex concerning their invoice.

c) **Contingency Fund - GIC**

Council discussed investing part of the contingency fund in a Guaranteed Investment Certificate (GIC) or another secure product in order to earn a better interest rate. The Property Manager was previously asked to provide information and advice. Pamela will enquire as to the progress in this matter.

3. BUSINESS ARISING

a) **Management Contract/Agreement**

Pamela contacted John Peccia, President of Pacific Quorum, to discuss our Strata's Management Contract as well as items which Council noted in the renewal Agreement.

b) **Communication Channels**

Owners are reminded that their first point of contact for Strata related issues is our Property Manager. For **urgent matters**, requiring **immediate attention**, owners can contact Lawrence. Lott.

c) **Pet bylaw**

Council has received two proposed Resolutions from the Property Manager but neither have provision for allowing dogs. Pamela will follow up with the Property Manager and provide Council's recommendations for the content. **The SGM is to be confirmed for Thursday, November 25th.**

d) **Other bylaw matters**

The bylaws under current review noted in the August minutes will be addressed with owners at the AGM.

e) **Clark Wilson bylaw template**

Council discussed the response from the Property Manager regarding obtaining the template. She advised that her consultant at Pacific Quorum thinks our bylaws are probably fine. Council further discussed the fact that the bylaws have not been reviewed for many years and that it would be prudent to revise them as necessary in keeping with the recommendations of a leading Strata Law firm. Council approved the expenditure of \$350.00 for the template.

f) **Elevator Remediation Permit**

Pamela has not heard from B.C. Safety Authority as of late and will contact the Provincial Manager once again for an update.

g) Request for hardship rental extension - SL #8

The Property Manager sent a letter to the owner requesting financial information to support a request for a second extension to rent their unit on the basis of hardship. The owner replied on October 15th stating that the information will be sent within the next couple of weeks. Council will follow up with the Property Manager on November 1st if they have not been provided with the information by that time.

h) Noise Bylaw infraction Warning and Hearing - SL #12

In response to a noise bylaw infraction warning letter, the owner requested a hearing. The hearing was held in the owner's unit on October 13th. The owner explained the steps he had undertaken to reduce the noise. The complainant attended a portion of the meeting and informed Council and the owner that there was an improvement. A letter will be sent to the owner summarizing the discussion and outcome. Council appreciates the willingness and co-operation of both owners.

i) Intercom

Two council members reported that there continues to be sporadic problems with the intercom system when admitting visitors. Lawrence reported that when Blue Mountain checked the system they said that it is old (original) and some parts were no longer available. Quotes were obtained by the Property Manager, the most reasonable being from Viscount at a cost of \$4,606 plus tax. Council will consult with owners at the SGM regarding replacement and any problems they have experienced.

j) Exterior Storm Door - SL #23

Lawrence investigated obtaining a better door than the one which deteriorated due to moisture affecting the composite wood. However, the additional expense for the door he had considered far exceeded the credit received under the warranty. He will look at other door options with the manufacturer and report to Council.

k) Hardwood flooring Agreements

There is inconsistency in the signed Agreements submitted to the Property Manager in that the full Agreement is not always attached. The Agreements received to date will be reviewed and applicable owners will be contacted if necessary.

l) Hot Water tanks replacement

Further to the water tank leak noted in the September minutes, the tanks have now been replaced. Pamela was able to negotiate a \$500.00 discount in the contract price with Lathams. Council expressed their appreciation.

m) Working committee for the Annual maintenance and Capital plans

Due to the number of items on the agenda, this item was deferred to the next Council meeting.

4. NEW BUSINESS

a) Sliding door misalignment - SL # 26

The owners and the Treasurer reported that despite NES's work to better align the door, there was still a small gap at the top due to settling of the building. Council visited the unit to inspect it. Council agreed that weather stripping will be applied to remedy the problem with draughts reported by the owners. Lawrence will consult with Lawrence Ando and with NES.

b) Occupant - SL #2

There have been reports that there is an occupant other than the owner residing in the unit. The Property Manager was asked to send an inquiry letter to the owner on October 18th. Pamela will follow up with the Property Manager to find out if the letter has been sent.

c) Leaks from parking garage ceiling

An e-mail from an owner prompted Pamela to contact a consultant regarding the leaks. The consultant advised that Council should have an engineer look at the problem in order to locate the origin of the leak.

Council also discussed the possibility of diverting the leak as a less expensive option. The Property Manager will also be consulted.

d) **3rd floor common deck duck boards**

Lawrence recently noticed that some of the composite duck boards on the 3rd floor common deck are deteriorating. He contacted JRS Engineering regarding the warranty and the product used. JRS advised that they did not have the warranty and suggested it would be with Heatherbrae, the contractor who performed the retrofit. Lawrence contacted the Property Manager asking that they contact Heatherbrae to obtain a copy of the original receipt, so the Strata can make a claim against the lifetime warranty.

e) **Council member resignation**

Christine Forget has resigned from Council effective October 4th. Council extends their appreciation for Christine's contribution while on Council.

f) **Alterations – Strata Lot #3**

The Property Manager will request a copy of the Engineers report concerning the unit alterations for the Strata Corporation's records.

5. **MAINTENANCE**

a) **West Stairwell carpet replacement**

The remaining work to be done for the carpet installation between the 3rd and 4th floor should be completed on Monday, October 25th.

b) **Paint touch ups on doors and walls**

Three paint contractors are coming to the building on Monday, October 25th to quote on the paint deficiencies.

c) **Annual fireplace/chimney and dryer vent inspection**

This will take place on Monday, October 25th.

d) **Wallpaper repair - 2nd Floor**

The repair will be done on October 25th.

e) **Tree Pruning**

The work will be scheduled for the end of November.

f) **Door closure device - purchase and installation**

Lawrence advised that he will take care of this in the next week or two.

g) **Fire alarm panel replacement**

As noted by Royal City Fire in their inspection report, the alarm panel needs to be replaced. Due to the cost and remaining budget, Council will discuss it with owners at the AGM.

6. **ADJOURNMENT**

There being no further business the meeting was adjourned at 9:05 p.m.

ATTENTION
Please keep these minutes on file as a permanent legal record of your Strata Corporation's business.

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Council Meeting
Thursday, December 16, 2010 at 7:00 p.m. – 4th Floor Lobby

COUNCIL PRESENT:

President:	Pamela Vlahos	(208)
Vice President:	Colin Maskell	(204)
Treasurer:	Lawrence Lott	(205)
Secretary:	Lora Garland	(101)

NOT SCHEDULED: Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

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

2. ADOPTION OF PREVIOUS MINUTES

The Council minutes for the September 9th and October 21st, 2010 meeting were reviewed.

It was:

MOVED AND SECONDED (Garland/Lott)

To adopt the minutes as presented.

3. FINANCIALS

a) The financial statements for September and October were discussed. The Property Manager had investigated and explained the charge of \$1,830 in June for Water and Sewage to Council's satisfaction. It was noted that the \$8,356 overage at the end of October was due to the cost of replacing the 2 hot water tanks.

It was:

MOVED AND SECONDED (Garland/Lott)

To approve the financials for September and October 2010

CARRIED

b) **Silex Invoice**

Pamela is negotiating with the Project Manager and Owner for a reduction in the invoice due to substandard work on a hosebib for SL 4.

4. BUSINESS ARISING

a) **Pet Bylaw**

Council has deferred proposing Pet Bylaw resolutions, in part due to the change in Property Manager (see New Business below). In addition, Council will be reviewing the Bylaw Template from Clark Wilson in order to incorporate pertinent clauses into the Pet Bylaw resolutions.

b) **Clark Wilson Bylaw Template**

Pamela received the template and will forward it to council.

c) **Elevator Remediation Permit**

Pamela received a call from BC Safety Authority who have now issued the work permit to Elevate, however there is still outstanding documentation required which Elevate needs to provide. Pamela will continue to follow up.

d) **Request for Hardship Rental Extension - SL #8**

The owner requested that the rental which expired at the end of October 2010 be extended (for a 2nd time) until mid 2012. The Property Manager had requested specific financial information (at the end of September) to substantiate the 2nd extension on the basis of financial hardship in accordance with advice from the Strata's lawyer. The owner forwarded only a lease agreement in December from Germany, (where he is working).

After considerable discussion regarding the outstanding financial documentation and in view of the fact that the rental period is now in a 3rd year term Council voted to approve a maximum extension of the rental until June 30, 2011.

The Property Manager will be instructed to write to the owner and advise him of Council's decision.

MOVED AND SECONDED (Maskell/Lott)

CARRIED

e) **Occupancy - SL #2**

As noted in the October minutes, there were reports that the unit is being occupied. When questioned, the owner advised the Property Manager that friends stay from time to time in the unit, but it would appear that the same occupant has been residing in the unit. The Property Manager will be writing to the owner once again.

f) **Annual Maintenance and Capital Plans**

These plans will be discussed with the new Property Manager at the next Council meeting.

5. **NEW BUSINESS**

a) **New Property Manager**

Council met with one of Pacific Quorum's Property Managers, Colleen Hynes on December 2nd. She was subsequently appointed to the Strata per the letter sent to all owners on December 6th. Council is optimistic that this appointment will result in enhanced services.

b) **Pipe Leak Affecting SL # 8, 9 and 18**

Due to a cold spell in late November, a pipe in the ceiling of SL #18 froze and when it thawed, sprung a leak on November 25th causing substantial damage to 2 units ceilings, walls and hardwood flooring extending to some lesser damage in a 3rd unit. Lawrence responded to the problem and once the source was identified, shut off the sprinkler valve to stop the flow. Pacific Quorum was promptly contacted. Council agreed to investigate relocating the sprinkler pipe in SL #18 and have it insulated so that this does not recur. Pamela has been communicating with JRS Engineering (who are reviewing photos), various fire control companies and pipe insulating contractors in order to arrange site visits and obtain quotes. JRS will be attending the unit ASAP to make recommendations. Repairs should be completed early in the new year. The Strata insurance deductible has been waived due to a claims free history in the past 3 years. Council expresses their sincere empathy to the owners for their displacement and inconvenience during this time.

One owner has requested reimbursement of their homeowners insurance deductible of \$1,000. Reimbursement will be the maximum of \$500 in accordance with the Strata's current bylaws.

c) **Elevator repair**

The elevator has been periodically dysfunctional. Richmond Elevator visited the site on 2 occasions to identify the problem but was not able to make it recur. Subsequently, Lawrence took a video of the elevator stalled at the 2nd floor - the door would attempt to close and then reopen. An owner noticed that the 2nd floor elevator button was sticking and Lawrence, in following up, believes this is the problem. Richmond Elevator will be contacted.

d) **Roof Top Fan Noise**

Lawrence will investigate reports from 2 owners that the noise is becoming a problem. He will also check to see when the fan was last maintained.

6. **MAINTENANCE**

a) **Annual Fireplace/Chimney and Dryer Vent Inspection**

The annual chimney inspection was completed in October. One chimney required cleaning. The dryer vents were not inspected but will be in the near future.

b) **Exterior Storm Door - SL #23**

A door has been purchased and will be installed in the near future.

c) **Sliding Door Misalignment - SL#26**

Work has been done to rectify the problem.

d) **Tree Pruning**

Due to other pressing issues, this work was not done in November as hoped. Pamela will follow up with the Arbourist to arrange pruning including the Rhododendrons in the ground floor unit patios.

e) **Leaks from Parking Garage Ceiling**

Council further discussed diverting the leak by moving the light and installing a drip pan. Lawrence will arrange to have this done.

f) **L. Ando Contract Work**

Council reviewed the recent maintenance work performed by L. Ando as follows:

- Repair of fence gate SL 5
- Sealed, caulked floor area of east exit and weather proofed the door.
- Installed door closure device SL 2
- Replaced sill of sliding door in SL 6
- Replaced closet door in 3rd floor east stairwell
- Repaired sliding door SL 26

Total cost for repairs was \$1170.00

7. **ADJOURNMENT**

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

Attention:
Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
430 – 1200 West 73rd
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Website: www.pacificquorum.com

STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Council Meeting
Wednesday, January 19, 2011 at 7:00 p.m. – 4th Floor Lobby

COUNCIL PRESENT:	President:	Pamela Vlahos	(208)
	Vice President:	Colin Maskell	(204)
	Treasurer:	Lawrence Lott	(205)
	Secretary:	Lora Garland	(101)

PROPERTY MANAGER: Colleen Hynes, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. NEW PROPERTY MANAGER

Council welcomed Colleen Hynes, the new Property Manager. Council provided Colleen with some of the historical information regarding projects and outstanding issues.

3. ROLE OF COUNCIL SECRETARY

There was discussion regarding the role of the Secretary position of the Council to help clarify expectations and content of minutes. Colleen advised that decisions made after a Council meeting could be included in the subsequent minutes via a footnote or included on the next agenda so that these decisions are recorded in the minutes. The Council discussed procedures and determined that all action items/decisions will be communicated to the Property Manager by the President of the Council.

4. ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to approve the minutes of the December 16, 2010 Council meeting.
(Lott/Garland)

CARRIED

5. FINANCIALS

a) Review/approval of November Financials

There was discussion regarding the Strata Corporation's current operating deficit of \$7,367 which is primarily due to the replacement of the 2 hot water tanks which was allocated to the operating budget. Colleen recommended that the hot water tank replacement be transferred from an Operating Expense to a Contingency Fund expenditure. The replacement was not a recurring expense and the tanks were replaced as an emergency project, therefore qualifying as a Contingency Fund expenditure. There was discussion regarding arrears of maintenance fees for SL # 12. The Property Manager will investigate and report to Council.

MOTION:

It was moved and seconded to withdraw the hot water tank expense from the Contingency Fund with the funds not to be repaid.

(Lott/Vlahos)

CARRIED

b) Approval of Outstanding Invoices

Colleen had emailed invoices to the Council for approval prior to the Council meeting. The Council approved payment of the invoices with the exception of Clark Wilson's invoice. Pamela will review the invoice to ensure charges are consistent with her records.

Council thanked Pamela for her work with Silex in negotiating a reduction of nearly \$1,500.00 for the repairs to the hose bib and rain screen at SL #4.

MOTION:

It was moved and seconded to expense the Royal City Fire invoice related to the sprinkler pipe leak to the Contingency Fund. Colleen advised that any surplus at the end of the fiscal year would be deposited into the Contingency Fund.

(Lott/Vlahos)

CARRIED.

- c) **Follow up – Contingency Fund GIC**
PQ to investigate rates available and report back to the Council.
 - d) **Budget Discussion**
Tabled to the next Council meeting.
 - e) **Envelope Maintenance Fund**
Tabled to the next Council meeting.
6. **BUSINESS ARISING**
- a) **Pet Bylaw**
Discussion of proposed amendments to the pet bylaw was tabled to the next Council meeting.
 - b) **Capital and Maintenance Plan**
Tabled to the next Council meeting.
 - c) **Hardship Rental Extention SL #8 and Occupant SL #2**
Pamela drafted preliminary letters to be sent to the owners. The Property Manager will respond to the owners and include the relevant bylaws.
 - d) **Sprinkler Pipe Leak - SL # 18/ repairs to SL #'s 18, 8 and 9**
Work is in progress and expected to be completed early in the New Year. There was a slight delay caused by the improper installation of insulation around one of the sprinkler pipes. This caused the pipe to shift, making it difficult to install the ceiling gyproc. Royal City Fire was called to the site by the restoration contractor, ServiceMaster, to inspect the problem and after cutting an exploratory opening in the ceiling it became apparent that the insulation had to be re-done. Pamela contacted the Contractor FOUR SEASONS and they attended the site and rectified the problem the same day.
 - e) **Owner Reimbursement for Insurance Deductibles**
The Property Manager questioned the legitimacy of the by-law for owner reimbursement of insurance deductibles and will investigate. She will obtain proof of payment from the owner of SL # 9 for the deductible that was reimbursed by the Strata Corporation. Council agreed that this by-law will be addressed at the next AGM.
 - f) **BC Safety Authority Follow Up**
Pamela had nothing further to report at this time concerning compliance issues on the part of Elevate Restorations. Pamela will continue to follow up.
 - g) **Elevator Repairs**
Due to numerous service calls for the same issue, the Property Manager was directed to hold any invoices from Richmond Elevator until Council has an opportunity to review them.
 - h) **Roof Top Fan Noise**
Lawrence is investigating the cause of the noise and will report back to Council accordingly.

7. NEW BUSINESS

a) Sprinkler Pipe Insulation

Council discussed the need to do exploratory work regarding the insulation of sprinkler pipes in ceilings below decks to avoid a repeat of the recent leak.

b) Renovations SL #3

The owner is required to submit the Engineering report to Council. The Property Manager will write to the owner and request the report.

c) Skylight Outside Elevator on 4th Floor

Council deferred discussion of the condensation on the skylight outside the elevator on the 4th floor to the next Council meeting.

d) Renovations SL #13

The owner was asked to submit Assumption of Liability form to the Council.

8. MAINTENANCE

a) Tree and Bush Pruning

The tree and bush pruning has been completed. Pamela will follow up with Bartlett regarding the bush pruning to ensure it was completed as requested.

b) Trex Duck Boards - Common Deck

Council discussed the deteriorated boards on the common deck and informed the Property Manager that inquiries had been made by the previous Property Manager. The Property Manager stated she would contact JRS Engineering as well as Heatherbrae Construction for the warranty documents.

The remainder of the Maintenance items on the Agenda were tabled to the next Council meeting.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 p.m.

Owners are reminded to ensure that contractors they engage take appropriate steps to protect the common areas, including flooring and walls, and cleans up on a daily basis.

Owners are requested to make all inquiries related to the Strata Corporation through Pacific Quorum. This procedure is important to ensure that there is consistency in communication and effective control/reporting regarding the Strata Corporation operations.

ACTION LIST:

- PQ to follow up on obtaining Trex warranty information.
- PQ to send invoices to Council for approval before paying.
- PQ to complete draft of letters to owners as directed and forward to Council for review.
- PQ to transfer payment of 2 invoices from operating to the CRF.
- PQ to draft notice to owners regarding communication and email to Lawrence for distribution.
- PQ to investigate GIC rates and advise Council.
- PQ to write to the owner of SL#3 to obtain Engineering report.
- PQ to obtain proof of payment of insurance deductible from the owner of SL#9.

Attention:
Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.
430 – 1200 West 73rd
Vancouver, BC V6P 6G5
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Website: www.pacificquorum.com



STRATA PLAN VR 1705 - WINDGATE BEACHSIDE
Minutes of the Council Meeting
Tuesday, March 8, 2011 at 7:00 p.m. – 4th Floor Lobby

COUNCIL PRESENT:	President:	Pamela Vlahos	(208)
	Vice President:	Colin Maskell	(204)
	Treasurer:	Lawrence Lott	(205)
	Secretary:	Lora Garland	(101)

PROPERTY MANAGER: Colleen Hynes, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 7:12 p.m.

2. ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to approve the minutes of the January 19, 2011 Council meeting.

(Garland/Vlahos)

CARRIED

Council confirmed the minutes are to be sent in PDF format. It was noted that for units having more than one owner, not all owners of the unit were receiving the minutes. The Property Manager confirmed that the requirement is to distribute one set of minutes to a unit, regardless of the number of owners.

3. FINANCIALS

Council approved the December and January Financial Statements as circulated. The Property Manager was directed to send full Financial Statements to all Council members via email and mail a hard copy to the treasurer as well.

Wespac provided a credit note in the amount of \$84.00 to be applied against the outstanding invoice in the amount of \$329.77.

Council approved payment of the Wespac invoice and an invoice from Four Seasons in the amount of \$840.00.

Lawrence Lott submitted an invoice in the amount of \$230.35 for supplies and materials to be expensed to the R&M budget.

The Operating Account did not have enough funding in January 2011 to pay the insurance premium for the 2011 fiscal year.

It was moved and seconded to approve the transfer of funds from the Contingency Fund as a loan to pay the invoice. The loan is to be repaid as quickly as Operating Funds become available.

(Lott/Maskell)

CARRIED

The Council and Property Manager are obtaining quotes for projects and prioritizing maintenance items to be done in the 2011/12 Fiscal year. The upcoming AGM and budget are to include discussion and possible Resolutions on items including an Envelope Maintenance Fund, fire panel replacement and intercom replacement.

The Property Manager will investigate GIC rates for the Contingency fund and advise Council.

The Property Manager was directed to send a demand letter to SL 12 regarding arrears in Strata fees and NSF charges.

4. BUSINESS ARISING

Council is reviewing bylaw amendment proposals for the existing pet bylaw. Pamela will email draft wording to Colleen which will be reviewed by P.Q.

Council will be prioritizing Capital Projects for the building and quotes will be obtained for those projects to be undertaken in the upcoming fiscal year.

Copies of letters were provided to the Council regarding the rental of strata lots 2 and 8.

Strata Lot 13 submitted the required Assumption of Liability Form for the renovations completed in the unit. All owners are reminded that the Assumption of Liability Form must be completed for any and all renovations in advance of any work being undertaken.

A leak occurred in SL 4 bathroom ceiling during renovations in SL 13.

The contractor who investigated, determined that there was no evidence of a pipe leak. Repairs will be undertaken in the near future which will be charged back to SL 13.

Strata Lot 3 has not submitted the Engineers Report that was requested. The Property Manager will follow up with the owner.

The Property Manager will contact Columbia Manufacturing regarding investigation of the 4th floor skylight condensation and leak. It was noted that the skylights are under warranty.

The restoration work is complete in SL 18 with the exception of the upgraded flooring which is the responsibility of the owner.

5. NEW BUSINESS

a) Exploratory Work – Sprinklers Below Decks

Council will discuss whether to proceed with exploratory work to determine if any units with decks over living space will require insulation of the sprinkler pipes.

b) Strata Lot 10 - Renovations

The Property Manager will contact the owner to request the Assumption of Liability Form which has not been submitted.

6. MAINTENANCE

a) Tree and Bush Pruning

Council confirmed that all work was completed including trimming of the Rhodos.

b) Parkade Ceiling Leak Repair

The repairs have been completed and invoiced for a cost of \$580.26

c) Vent Inspection Update

The dryer vents will be cleaned and inspected in the Spring. Pacific Quorum to ensure contractor is aware that they are required to clean up after the vents are cleared.

d) Painting

Quotes are being obtained to paint by the elevator and any unit door deficiencies that require touch up or a full paint application.

e) **Trex Warranty**

The Property Manager contacted the engineers to obtain a copy of the Trex warranty. The engineers have agreed to look for a copy of the warranty documents.

f) **Slate Sealing**

Pamela will investigate the timing of the sealing of the slate tiles.

g) **Wallpaper Repairs**

The repairs have been postponed until the unit renovations are complete.

h) **Royal City Deficiency Repairs**

The smoke detector outside SL 21 has been replaced.

i) **Carpet Cleaning**

The cleaning of the carpet has been deferred until the renovations to suites are complete and the slate has been sealed.

j) **Exterior Door Installation**

The new door has been installed on SL 23 and invoiced for a cost of \$260.35.

k) **Enterphone**

SL 9 has been having issues with the intercom. The Property Manager will work with the owner to get the problems resolved.

7. **OTHER**

a) **Hardwood Flooring Agreement**

Council to supply a copy of the agreement to the Property Manager.

Owners and residents are asked to be careful not to cause spills, stains or damage to the common property.

8. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:13 p.m.

Owners are requested to make all inquiries related to the Strata Corporation through Pacific Quorum. This procedure is important to ensure that there is consistency in communication and effective control/reporting regarding the Strata Corporation operations.

ACTION LIST:

- PQ to ensure SL's 1 and 5 are on the email list for minutes.
- PQ to follow up with engineers on the Trex Warranty.
- PQ to adjust financial statement distribution system as requested.
- PQ to obtain quote for the intercom.
- PQ to contact SL 10 regarding renovations.
- PQ to investigate GIC rates and advise Council.
- PQ to send demand letter to SL 12.
- PQ to obtain proof of payment of insurance deductible from the owner of SL 9.
- PQ to send letter to SL 2 regarding rental.
- PQ to contact Columbia Manufacturing about skylight leak investigation.
- Council to send PQ samples of pet bylaws being considered.
- Council to prioritize projects for the upcoming year.
- PQ to arrange dryer vent cleaning for the Spring.

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

430 – 1200 West 73rd

Vancouver, BC V6P 6G5

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**WINDGATE BEACHSIDE
STRATA PLAN VR 1705**

**STRATA COUNCIL MINUTES
WEDNESDAY, APRIL 6, 2011, 7:00 PM**

COUNCIL PRESENT: Pamela Vlahos (208) President
Lawrence Lott (205) Treasurer
Lora Garland (101) Secretary

ABSENT: Colin Maskell (204) Vice-President

MANAGEMENT PRESENT: Colleen Hynes, Property Manager
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964

1. COUNCIL DISCUSSION – CAPITAL & MAINTENANCE PLAN

The meeting with the Property Manager was scheduled for 7:00 p.m. Council convened at 6:00 p.m. to discuss upcoming and future maintenance projects outlined in documents provided by Lawrence.

- a. **Enterphone**
Quotes were requested and received. It was agreed the system needs replacing soon and the cost is about \$5,200.00 - to be addressed at the AGM.
- b. **Fire Panel**
Must be replaced due to age and functionality and at Royal City's recommendation - cost is about \$5,600.00 – to be addressed at the AGM.
- c. **Front Entrance**
There is chipping and repair work to be done on retaining walls - quotes will be obtained for this work.
- d. **Alley Planters**
Stable for now, but the wood is deteriorating and they will need to be addressed in future. Quotes for the work will be obtained.
- e. **Roof Top Fan**
Quotes will be obtained to move it or replace it with something quieter. To replace it will be costly.
- f. **Stairwell Leak**
West elevation at parkade level. The paint on the interior face of the concrete foundation wall is delaminated at the ceiling interface and heavy efflorescence and water staining is visible. JRS have recommended review of the condition of the ground level waterproofing membrane around the exterior storm drain.

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- g. Fence Painting**
Quotes will be obtained and will be added to the Capital Plan for completion in the next 2 years.
- h. Reposition Fence SL#5 for Tap Access**
Discussion ensued regarding the repositioning of the fence and options. Not an immediate need, but will be included in the Capital Plan.
- i. Parking Garage**
The repairs to divert the leaks in parking stalls 1 & 2 were only somewhat successful. Lawrence is having it rectified.

Other General Maintenance items will be prioritized and addressed as part of the R&M operating budget.

2. CALL TO ORDER

With the Property Manager in attendance, the meeting was called to order at 6:49 p.m.

3. ADOPTION OF PREVIOUS MINUTES

It was
MOVED/SECONDED (Vlahos/Garland)
To adopt the minutes of the March 8, 2011 Council meeting, as presented.

CARRIED

Colleen Hynes was commended for her proficiency in writing the minutes.

4. FINANCE

- a. Financial Statements**
Recent financial statements for February were reviewed and discussed, noting that the Property Manager will send a revised Income Statement and Balance Sheet to the Council, including the Summary Report. The Property Manager noted there were no outstanding invoices for approval.

It was
MOVED/SECONDED (Lott/Vlahos)
To approve the February financials, as presented.

CARRIED

Council and the Property Manager are obtaining quotes for projects and prioritizing maintenance items to be completed in the 2011/12 Fiscal year. The upcoming AGM and budget are to include discussion and possible resolutions on items including an Envelope Maintenance Fund, fire panel replacement and enter phone replacement.

The Property Manager investigated GIC rates and reported that the bank account package provided by Royal Bank pays interest at a rate greater than the current GIC rate on the market.

The building insurance claim will not cover the expense to replace the sprinkler pipe that caused the leak in S/L's 18, 8 and 9. The coverage extends to the subsequent damage not the repair of the cause. This is very common in insurance claims.

5. **BUSINESS ARISING**

a. **Pet Bylaw Amendment**

Council is reviewing bylaw amendment proposals for the existing pet bylaw. Pamela will email draft wording to the Property Manager to be reviewed and approved by Council, before inclusion in the AGM package. The proposed amendments are to clarify that either one dog is permitted or no dogs are permitted, and to remove Council's discretion in pet approval.

b. **Building Maintenance**

Council identified maintenance work that needs to be done around the complex and quotes are being obtained to complete that work.

The Property Manager will follow up regarding the leaking skylights and the warranty.

The Property Manager emailed JRS Engineering to follow up on the status of the Trex Warranty documents.

Council will address deferred items including wallpaper repair, painting, carpet cleaning, dryer vent cleaning and slate sealing now that the renovations to suites is complete.

c. **Parking Garage Remotes & Building Keys**

Pacific Quorum will be added to the authority list for the ordering of building keys from Safe & Secure. In the meantime, any purchases of keys or remotes may be made through Lawrence via cheque or money order payable to Strata Plan VR1705.

d. **Water Leak – S/L #4**

The Property Manager agreed to contact the owner of S/L #20 in order to confirm that there had been no water spillage in their suite at the time of the leak into S/L #4.

Subsequent to the Council meeting, Pamela spoke to the owners and they confirmed that there had not been any water spillage or leak detected in their unit.

e. **Preliminary Inspection of Pipes - Ceilings under Open Decks**

The Property Manager will contact the owner of S/L #10 to request access to inspect the sprinkler pipes when the suite renovations are being undertaken.

f. **Forms**

The owners of S/L #10 and S/L #9 have submitted the indemnity agreement (S/L #10) and insurance deductible receipt (S/L #9), that were requested for Pacific Quorum's files. The Property Manager will follow up with S/L #3 to obtain the Engineer's Report pertaining to interior renovations.

6. **NEW BUSINESS**

a. **Pipe Noise in Wall of S/L #22**

Council investigated a concern by the owner regarding a pipe noise they were hearing in their suite. It was subsequently determined that access to the suite was not required as the noise was not as noticeable. The owner of the suite will advise the Property Manager if the noise becomes an issue in the future.

b. **Budget 2011/2012**

The Property Manager prepared a draft budget and the Council performed a preliminary review at the meeting. Council will meet and advise the Property Manager if any revisions are required to the budget for inclusion in the AGM package.

c. **Parking Garage Storage**

Owners and residents are reminded that the parking garage stalls and area outside the enclosed building maintenance tool space are not to be used for storage of any items unless those items are permitted per the bylaws.

7. **MAINTENANCE**

a. **Dryer Vents**

Cleaning will be scheduled in June 2011. The Property Manager will ensure that the contractor does not leave debris after cleaning.

b. **Annual Fire Inspection**

A quote has been requested from Royal City including the cost to repair sprinkler heads in units #202 and #203.

c. **Elevator Repairs**

The exterior elevator door was recently repaired on an emergency basis after hours, due to being knocked off the tracks. The elevator maintenance company reported that this could only have happened by being hit forcefully by a bicycle, scooter etc. Owners are asked to take care when entering or exiting the elevator with bicycles or other large items to prevent damage and malfunction of the elevator as well as costly repairs.

d. **Sumps/Catch Basins**

McRae's Environmental will be asked to provide a quote to clean the drains and the sump pits.

e. **Caretaking Routine/Schedule**

Lawrence provided a schedule that will be reviewed by Council and revised if necessary.

8. **OTHER**

a. **AGM Proposed Resolutions**

Council will include resolutions in the AGM package to ratify the hardwood flooring regulations not permitting laminate, increase maximum fines, delete the bylaw regarding insurance deductibles, amend rental restriction bylaw, amend the pet bylaw, voting

entitlement restriction and replacement of enter phone and fire panel.

b. **Hardwood Flooring Agreement**

S/L #18 will be asked to provide the signed flooring agreement to the Property Manager.

9. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:27 p.m.

Owners and residents are reminded that rental of parking stalls to non-residents is not permitted as per the Strata Bylaws.

Owners are requested to make all inquiries related to the Strata Corporation through Pacific Quorum. This procedure is important to ensure that there is consistency in communication and effective control/reporting regarding the Strata Corporation operations.

ACTION LIST:

- PQ to prepare draft AGM package.
- PQ to follow up with engineers on the Trex Warranty.
- Council to confirm draft budget for inclusion in AGM package.
- PQ to obtain quote from Royal City Fire.
- PQ to issue revised statements for February 2011 to Council.
- PQ to obtain quote from McRae's Environmental.
- PQ to arrange dryer vent cleaning in June 2011.
- PQ to request access to 210 when renovations being done to inspect sprinkler pipes.
- PQ to contact Columbia Manufacturing about skylight leak investigation.
- Council to send PQ samples of pet bylaws being considered.
- Council to prioritize projects for the upcoming year.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

#430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 685-3828 / Fax: (604) 685-3845

Email: colleen@pacificquorum.com

Website: www.pacificquorum.com

**Attention:
Please keep these minutes as a permanent record of your strata corporation
business.**



**WINDGATE BEACHSIDE
STRATA PLAN VR 1705**

**STRATA COUNCIL MINUTES
THURSDAY, APRIL 21, 2011, 7:00 PM**

COUNCIL PRESENT:

Pamela Vlahos	(208)	President
Colin Maskell	(204)	Vice-President
Lawrence Lott	(205)	Treasurer
Lora Garland	(101)	Secretary

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. DISCUSSION

Council discussed prior years surplus and budget line items. Pamela will consult Colleen regarding the use of additional prior year's surplus during the budget year if necessary as well as insurance premium repayment to Contingency. There was considerable discussion concerning options for Strata Fee increases.

3. OPERATING BUDGET 2011/12

Council discussed various budget options utilizing a portion of the prior years operating surplus.

It was

MOVED/SECONDED (Vlahos/Maskell)

To transfer \$5,800 prior years surplus and increase strata fees by 5% in the proposed operating budget for 2011/12.

OPPOSED 1

CARRIED

4. CAPITAL EXPENDITURES

a. Fire Panel

Council discussed options for funding the fire panel replacement.

It was:

MOVED/SECONDED (Vlahos/Maskell)

To propose the following resolutions to owners at the AGM.

✓ VANCOUVER OFFICE:

Suite 430 - 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: 604-685-3828 Fax: 604-685-3845

www.pacificquorum.com

SURREY OFFICE:

Suite 302 - 7337 137th Street

Surrey, BC V3W 1A4

Tel: 604-635-0260 Fax: 604-635-0263

- a) Fund from Contingency, not to exceed \$5,200.00
- b) Fund by way of Special Assessment
- c) Expense through R&M Operating Budget

OPPOSED 1

CARRIED

5. ENTERPHONE

Council discussed options for funding the replacement of the building enter phone system. Pamela provided an update concerning enter phone systems and the security risks associated with installing a building telephone line as opposed to the current system.

It was:

MOVED/SECONDED (Maskell/Lott)

To propose the following resolutions to owners at the AGM.

- a) Fund from Contingency, not to exceed \$5,200.00
- b) Fund by way of Special Assessment
- c) Discuss postponement of replacement

CARRIED

6. ADJOURNMENT

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

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

#430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 685-3828 / Fax: (604) 685-3845

Email: colleen@pacificquorum.com

Website: www.pacificquorum.com

Owners are requested to make all inquiries related to the Strata Corporation through Pacific Quorum. This procedure is important to ensure that there is consistency in communication and effective control/reporting regarding the Strata Corporation operations.

<p style="text-align: center;">Attention: Please keep these minutes as a permanent record of your strata corporation business.</p>



**WINDGATE BEACHSIDE
STRATA PLAN VR 1705**

**ANNUAL GENERAL MEETING MINUTES
THURSDAY, MAY 26, 2011, 7:00 PM**

COUNCIL PRESENT:

**Pamela Vlahos
Lora Garland
Lawrence Lott**

**President
Secretary
Treasurer**

ABSENT:

Colin Maskell

Vice-President

MANAGEMENT PRESENT:

**Colleen Hynes, Property Manager
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964**

1. CALL TO ORDER

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

QUORUM:

The 26 strata lots were represented by 17 owners, 12 in person and 5 others by proxy therefore; a quorum was present and the meeting legal to proceed.

The Strata Council President requested that Colleen Hynes from Pacific Quorum would chair the meeting and all owners approved.

2. OPENING REMARKS

The President of the Strata Council, Pamela Vlahos, introduced Colleen Hynes, the new Property Manager, from Pacific Quorum as of January 1, 2011.

3. APPROVAL OF THE AGENDA

Colleen Hynes requested that resolutions 1 and 2 be considered prior to the budget.

It was
MOVED/SECONDED (107/205)
To approve the agenda, as amended.

CARRIED

4. ADOPTION OF PREVIOUS MINUTES

It was
MOVED/SECONDED (401/103)

To adopt the minutes of the April 27, 2011 Annual General meeting as presented.

Item #9 of the minutes should be Election of The Strata Council 2010/11.

The following Amendments which had been omitted were proposed:

Thanks were extended to President Charles Milner as well as Secretary Lora Garland who was commended for her diligent work in preparing Minutes and Agendas. Special recognition was given to Pamela Vlahos, by Ken Baimbridge, for the considerable time she spent liaising with various parties during the interior upgrade as well as working with BC Safety Authority toward a resolution for the elevator retrofit permit.

CARRIED AS AMENDED

5. **PRESIDENT'S REPORT**

The report was reviewed by Pamela Vlahos. Please see attached report.

Pamela thanked the Strata Council for their hard work and recognized the tremendous effort of Lora Garland in preparing Agendas and Minutes. Lawrence Lott was recognized for all of the volunteer hours he spent dealing with the sprinkler pipe flood and pursuing the warranty claim for replacement of a units exterior door.

Lawrence thanked Pamela Vlahos for her diligence in negotiating reductions in Repair & Maintenance expenses such as hot water tank replacement.

Owners expressed their appreciation to Pamela.

6. **INSURANCE OVERVIEW**

The Property Manager provided an overview of the Strata's insurance coverage, explaining areas covered, limits of coverage, and deductibles.

Owners were advised by the Property Manager that the Strata insurance does not cover upgrades to Strata Lots and that owners are required to purchase additional insurance coverage.

All owners were provided a copy of the insurance cover note in their notice of this meeting.

NOTICE

Owners are reminded that they may be responsible for the Strata's insurance deductible in the event of a claim emanating from within the owner's unit.

Current water escape insurance deductible is \$5,000.00

Owners should investigate coverage for such deductible charge backs through their individual homeowners insurance broker.

7. **¾ VOTE RESOLUTIONS TO BE CONSIDERED PRIOR TO BUDGET**

Owners agreed to consider Resolution #2 prior to #1, as most owners were not in favour of using

Contingency Funds for Fire Panel replacement.

8. **¾ VOTE RESOLUTION #2 – FIRE PANEL REPLACEMENT**

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve the expenditure of up to \$5,000.00 (five thousand dollars) for the replacement of the fire panel. Funding to be raised by way of a Special Levy to be paid by owners of the Strata Corporation in proportion to the unit entitlement of their respective strata lots and is due and payable on passing of this resolution. For convenience purposes only, this Levy may be paid on September 1, 2011.

It was
MOVED/SECONDED (401/206)
To approve the resolution, as read.

There was discussion regarding the current balance in the Contingency Fund. An owner asked the Property Manager if the current Contingency Fund is adequate. The Property Manager stated she would like to see the Fund carrying a higher balance to ensure there is adequate funding for future expenditures and Capital Planning.

FOR 13
OPPOSED 3

CARRIED

9. **¾ VOTE RESOLUTION #1 – FIRE PANEL REPLACEMENT**

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve the expenditure of up to \$5,000.00 (five thousand dollars) for the replacement of the fire panel. Funding to be withdrawn from the Contingency Fund.

It was
MOVED/SECONDED (208/107)
To rescind this resolution as Resolution #2 was passed.

CARRIED

Owners agreed to consider Resolution #4 prior to #3 as most owners were not in favour of using Contingency Funds for Enterphone replacement.

10. **¾ VOTE RESOLUTION #4 – ENTERPHONE REPLACEMENT**

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve the expenditure of up to \$5,200.00 (five thousand two hundred dollars) for the replacement of the enterphone. Funding to be raised by way of a Special Levy to be paid by owners of the Strata Corporation in proportion to the unit entitlement of their respective strata lots and is due and payable on passing of this resolution. For convenience purposes only, this Levy may be paid on September 1, 2011.

It was
MOVED/SECONDED (107/205)
To approve the resolution, as read.

FOR 12
OPPOSED 4

11. ¾ VOTE RESOLUTION #3 – ENTERPHONE REPLACEMENT

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve the expenditure of up to \$5,200.00 (five thousand two hundred dollars) for the replacement of the enterphone. Funding to be withdrawn from the Contingency Fund.

It was
MOVED/SECONDED (206/401)
To rescind the resolution as #4 passed.

CARRIED

12. CONSIDERATION OF THE 2011/2012 OPERATING BUDGET

Pamela Vlahos presented a summary of the Strata Corporations Financial position and Operating Budget for 2010/11 as follows:

- amount in Contingency Fund is \$24,800.00 – contributions for the year totaled \$8,200.00
- balance of levy fund is \$4,694.00
- R & M expenses – H2O tanks \$14,000.00 - Carpet \$1,000.00
- under budget \$ 2,525.00
- A/R arrears \$4,900.00

It is very important for the financial well being of the Strata Corporation that all owners pay their Strata fees on time. Lien / legal action has been pursued for those in serious delinquency.

- \$11,871.00 previous years surplus
- \$5,800.00 transferred to 2011/12 budget to defray budget expenses and limit the Strata fee increase to 5%.

The Property Manager presented the budget with explanation, noting that the budget contained a 5% increase in strata fee rates for the upcoming year - mainly due to the HST being in effect for the full year, increase in the budget for the fire control system and increases in Utility Costs. Lora Garland questioned the building's Strata fees in comparison to the fees of other neighboring Strata's of the same size. The Property Manager confirmed they are lower in comparison.

Pamela Vlahos noted that Pacific Quorum has not increased Management fees for 2011/2012.

After questions and answers,

It was
MOVED/SECONDED (206/103)
To approve the budget, as presented.

FOR 16
OPPOSED 1

CARRIED

13. **¾ VOTE RESOLUTION #5 – PROHIBITIONS & REGULATIONS**

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve amending the bylaws to include the following bylaw:

4.12 No owner or Designate shall be permitted to vote at any General Meeting unless all charges against his/her strata lot are paid in full.

It was
MOVED/SECONDED (101/205)
To approve the resolution, as read.

CARRIED, unanimously

14. **¾ VOTE RESOLUTION #6 – PET BYLAW**

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve to amend the bylaws as follows:

To repeal the existing bylaw 6.1 through 6.4 and replace it with the following:

6.1 No animals, livestock, fowl or pet shall be kept in any strata lot other than two (2) cats or two (2) caged birds (no pigeons). No dogs or exotic pets are permitted in Strata Lots or on Strata property. Exotic pets, such as reptiles, snakes, spiders, parrots, cockatiels or rodents are not permitted in the Strata Lots.

6.2 No Visitor's or guest's pets are permitted in Strata Lots or on Limited Common Property or on Common Property.

6.3 Owners shall discourage their pets from excessive noise at all times. Persistent, prolonged or continuous noise shall constitute an offence under this by-law.

6.4 For any infraction of any one of the sub-sections in bylaw #6 after notice of the infraction has been given to the Owner, a fine of \$200.00 will be levied. A fine of \$200.00 will be levied every seven (7) days for the same offence until the offence has been rectified to the satisfaction of the Strata Corporation.

6.5 Pets are not permitted to roam in common hallways or anywhere within the building. No pet is permitted on the 3rd floor common area deck.

- 6.6** For the purpose of this bylaw #6, pets are defined as domesticated animals kept for pleasure rather than utility.
- 6.7** All particulars of pets (i.e. Proof of spaying or neutering, breed, colour, markings, weight, veterinary status, name, strata lot number, owner's phone number and any other information requested by the Strata Corporation) must be registered with the Strata Management Company within two weeks of the pet occupying a Strata Lot.
- 6.8** The Owner(s) of pets shall be fully responsible for the behavior of their pets within the Strata Lots and on limited common property and common property; and if any pet is deemed, after Notice and the provision of any Hearing as set out in the Strata Property Act, to be a nuisance by the Strata Corporation, the offending pet will be removed from the property within fifteen (15) days from the receipt of Notice from the Strata Corporation indicating that the pet is to be removed. If the Owner(s) fails to comply within seven (7) days of the expiry of the 15 day period, the Owner will be fined in accordance with bylaw subsection 6.4 for the period in which the offending pet continues to occupy the premises. The Strata Corporation may also commence legal action to have the pet removed.
- 6.9** An Owner, or his/her designate, shall ensure that any fecal droppings by his/her pet are picked up and deposited in the garbage container in the alley at the rear of the building. Cat litter will also be properly disposed of in the garbage container in the alley. Due to the sewage sump pump system in the building, cat litter should never be flushed down the toilet or drains.
- 6.10** No guest's animals or pets of any kind are allowed in strata lots or limited common property or on common property.
- 6.11** No Strata Lot Owner shall feed pigeons, gulls, crows, squirrels, rodents, coyotes, or other wild animals or birds from their Strata Lot or anywhere in the proximity of or within the Strata Corporation's common property. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
- 6.12** Any mess caused by a pet, is the responsibility of the owner of said pet, and must be cleaned up immediately by the pet's Owner(s), at their expense. A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- 6.13** All cats, male or female, residing in Strata Lots will be spayed or neutered.
- 6.14** Notwithstanding bylaw 6.4, a resident whose pet contravenes bylaw 6.8 will be subject to an immediate injunction application and the owner of the strata lot will be responsible for all expenses incurred by the strata corporation to obtain the injunction, including legal costs.
- 6.15** A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property, limited common property or on land that is a common asset must be immediately disposed of by the pet owner.

- 6.16** A pet owner must keep a Permitted Pet only in a Strata Lot, except for ingress and egress, and the resident must carry the Permitted Pet when the Permitted Pet is in the interior of the building, including the elevator. A Strata Lot owner must assume all liability for all actions by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action. Owners of a strata lot where the pet resides will be responsible for the cost of repair of all damage, caused by their pet or their tenant's pets to any common or limited common property.

The purpose of this bylaw amendment is essentially to adjust the regulations so that dogs are not permitted. The existing bylaw leaves this decision up to the discretion of strata council and the council would prefer if it was determined by the owners.

Amendments were made to remove section 6.10 as it was repetitious and to delete the second sentence of 6.12.

It was
MOVED/SECONDED (208/206)
To approve the resolution, as amended.

FOR 9
OPPOSED 8

DEFEATED

15. ¾ VOTE RESOLUTION #7 – PET BYLAW

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve to amend the bylaws as follows:

To repeal the existing bylaw 6.1 through 6.4 and replace it with the following:

- 6.1** No animals, livestock, fowl or any pet shall be kept in any strata lot other than one (1) small (Maximum 7 kg.) dog or up to two (2) cats or up to two (2) caged birds.
- 6.2** Exotic pets, such as reptiles, snakes, spiders, parrots, cockatiels or rodents are not permitted in the Strata Lots.
- 6.3** Pet dogs will be restricted to a maximum weight of 7 kg/15 pounds
- 6.4** For the purpose of this bylaw #6, pets are defined as domesticated animals kept for pleasure rather than utility.
- 6.5** All particulars of pets (i.e. proof of spaying/neutering, dog license number, breed, colour, markings, weight, veterinary status, name, strata lot number, owner's phone number (and any other information requested by the Strata Corporation) must be registered with the Strata Management Company within two weeks of the pet occupying a Strata Lot.
- 6.6** The Owner(s) of pets shall be fully responsible for the behaviour of their pets within the Strata Lots, on limited common property, and on common property; and if any pet is deemed, after Notice and the provision of any Hearing as set out in the Strata Property

Act, to be a nuisance by the Strata Corporation, the offending pet will be removed from the property within fifteen (15) days from the receipt of Notice from the Strata Corporation indicating that the pet is to be removed. If the Owner(s) fails to comply within seven (7) days of the expiry of the 15 day period, the Owner will be fined in accordance with bylaw subsection 6.14 for the period in which the offending pet continues to occupy the premises.

The Strata Corporation will also commence legal action to have the pet removed.

- 6.7** An Owner, or his/her designate, shall ensure that any fecal droppings by his/her pet are picked up and deposited in the garbage container in the alley at the rear of the building. Cat litter will also be properly disposed of in the garbage container in the alley. Due to the sewage sump pump system in the building, cat litter should never be flushed down the toilet or drains.
- 6.8** No guest's or visitor's animals or pets are allowed in strata lots, on limited common property or on common property.
- 6.9** No Strata Lot Owner shall feed pigeons, gulls, crows, squirrels, rodents, coyotes, or other wild animals or birds from their Strata Lot or anywhere in the proximity of or within the Strata Corporation's limited common property or common property. No bird feeders of any kind are permitted to be kept on balconies, strata lots, limited common property, common property or land that is a common asset.
- 6.10** Pet(s) shall also be restricted to those permitted under the City of Vancouver bylaws. No dogs classified as a "vicious dog" in the City of Vancouver bylaws shall be permitted on common property or within any Strata Lot. Vicious dogs are defined in the City of Vancouver Bylaws as any dog with a known propensity, tendency or disposition to attack without provocation other domestic animals or humans; any dog which has bitten another domestic animal or human without provocation; or a Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier or any dog of mixed breeding which includes any of the aforementioned breeds.
- 6.11** All dogs permitted to reside as pets in the Strata Corporation will have a current, valid, City of Vancouver dog license attached to the collar of the dog, which the dog will wear at all times while on common property.
- 6.12** All dogs will be on a leash (maximum 6 feet) on common property, and will be carried while in the common hallways, stairwells or elevator.
- No pet is permitted to roam in the common hallways or on any common property.
- No pet is permitted on the 3rd floor common deck.
- 6.13** Any mess caused by a pet, is the responsibility of the owner of said pet, and must be cleaned up immediately by the pet's Owner(s), at their expense. A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- 6.14** For any infraction of any one of the bylaws in BYLAW #6 – PETS AND ANIMALS;

after required notice of the infraction has been given to the Owner; a fine of two hundred dollars (\$200.00) will be levied. A fine of two hundred dollars (\$200.00) will be levied every seven (7) days for the same offence until the offence has been rectified to the satisfaction of the Strata Corporation.

- 6.15** All cats and dogs, male or female, residing in Strata Lots will be spayed or neutered.
- 6.16** If a resident contravenes bylaw 6.6, the owner of the strata lot will be subject to a fine of \$200.00.
- 6.17** Notwithstanding bylaw 6.14, a resident whose pet contravenes bylaw 6.6 will be subject to an immediate injunction application and the owner of the Strata Lot will be responsible for all expenses incurred by the strata corporation to obtain the injunction, including legal costs.
- 6.18** A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on limited common property, common property or on land that is a common asset must be immediately disposed of by the pet owner.
- 6.19** A pet owner must keep a Permitted Pet only in a Strata Lot, except for ingress and egress, and the resident must carry the Permitted Pet when the Permitted Pet is in the interior of the building, including the elevator. A Strata Lot owner must assume all liability for all actions by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action. Owners of a strata lot where the pet resides will be responsible for the cost of repair of all damage, caused by their pet or their tenant's pets to any common or limited common property.

It was decided to remove the second sentence of section 6.13

It was
MOVED/SECONDED (205/208)
To approve the resolution, as amended.

FOR 7
OPPOSED 10

DEFEATED

16. ¾ VOTE RESOLUTION #8 – HARDWOOD FLOORING BYLAW 7.11

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve the amendment of the bylaws to include the Regulations for Installation of floors as bylaw 7.11 and as such repealing the existing bylaw which states:

- 7.11** Hardwood, laminate, or similar flooring installed in the strata lot must have a sound barrier installed between the new floor material and the original sub floor. An owner requesting approval to install new flooring pursuant to this bylaw must present details of the proposed sound barrier to the Strata Council for prior approval.

And replace it with the Regulations for Installations of Floors (attached).

There were changes made to the regulations to add the following:

- (i) or any equivalent product as approved by council.

And to amend the following to read:

- (b) BOSTIK MVP4 vapour layer (ground floor units only)

It was
MOVED/SECONDED (103/305)
To approve the resolution, as amended.

FOR 15
ABSTAINED 2

CARRIED

17. ¾ VOTE RESOLUTION #9 – INSURANCE DEDUCTIBLE REIMBURSEMENT BYLAW 10.12

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve to repeal the bylaw.

It was
MOVED/SECONDED (101/208)
To approve the resolution, as presented.

FOR 15
ABSTAINED 2

CARRIED

18. ¾ VOTE RESOLUTION #10 – MAXIMUM FINES

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve to amend bylaw as follows:

11.1 Maximum fine

The Strata Corporation may fine an owner or tenant a maximum of

- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule.
- (c) \$500.00 for a contravention of a rental restriction bylaw.

11.2 Continuing contravention

If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7

days.

It was
MOVED/SECONDED (205/208)
To approve the resolution, as presented.

FOR 15
OPPOSED 2

CARRIED

19. **¾ VOTE RESOLUTION #10 – RENTAL LIMITATIONS**

BE IT RESOLVED THAT the Owners of Strata Plan VR1705 approve to amend bylaw as follows:

Bylaw 5.4 to read:

Where an owner leases his/her strata lot in violation of subsections 1 and/or 2, the Strata Corporation shall levy a fine of \$500.00 which may be imposed every 7 days and the Strata Corporation may take all necessary steps to terminate the tenancy agreement or lease on behalf of the Strata Corporation.

The occupancy of a strata lot by anyone other than the registered owner or an immediate family member (as permitted by the Regulations) shall be considered a tenancy unless prior written approval for the occupancy is received from the Strata Corporation.

There was discussion to determine if the existing rental restriction bylaw is being abused. Council believes there is at least one owner in the building that is not complying with the bylaws and the approval of this bylaw amendment will allow council to enforce the bylaw more effectively.

It was
MOVED/SECONDED (401/208)
To approve the resolution, as presented.

FOR 15
OPPOSED 1
ABSTAINED 1

CARRIED

20. **NEW BUSINESS**

Pacific Quorum will contact pest control to address wasps in railings, as brought to the attention of the Property Manager by an Owner.

Owners and residents are asked to wait for the garage door to close behind you before driving away from the gate.

Council will consider pruning shrubbery to fence level to improve the view for the ground floor

units. Tree pruning usually occurs bi-annually. Shrubbery is to be pruned once a year. Two Owners with ground level units recommended that shrubbery should be trimmed at least once a year or more.

It was confirmed that the Strata is in compliance with the Willis warranty requirements. There are 4 years left on the warranty and council is considering engaging RDH to do an envelope maintenance review in the next year or 2.

Council to put up a guest parking sign in stall #23.

A sign up sheet will be posted for watering the lawn and foliage.

Owners and residents are reminded to keep their parking stalls clean and adhere to the bylaws regarding storage.

21. ELECTION OF THE 2011/12 VR 1705 STRATA COUNCIL

Ken Baimbridge thanked Council for their work over the last year. The floor was opened to nominees and/or volunteers to the 2011/12 Strata Council, with the following outcome:

Pamela Vlahos	208
Lawrence Lott	205
Ken Baimbridge	401
Lora Garland	101

The above named individuals were elected by acclamation.

Pamela Vlahos thanked Colleen Hynes for the excellent job she did in Chairing the meeting.

22. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 p.m.

NEXT MEETING DATE IS TO BE ANNOUNCED

Submitted by:

PACIFIC QUORUM PROPERTIES INC.
430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
Direct: 604-638-1964
Email: colleen@pacificquorum.com
Website: www.pacificquorum.com

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**WINDGATE BEACHSIDE
STRATA PLAN VR 1705**

**STRATA COUNCIL MINUTES
THURSDAY, JUNE 16, 2011, UNIT #401**

COUNCIL PRESENT:

Pamela Vlahos	President	#208
Ken Baimbridge	Vice-President	#401
Lora Garland	Treasurer	#101
Lawrence Lott	Secretary	#205

NOT SCHEDULED:

**Colleen Hynes, Property Manager
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964**

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ADOPTION OF PREVIOUS MINUTES

Adoption of minutes tabled until next scheduled meeting with Pacific Quorum.

3. ELECTION OF COUNCIL OFFICERS

Council elected the new Council Members to the following positions:

Pamela Vlahos	(208)	President
Ken Baimbridge	(401)	Vice-President
Lora Garland	(101)	Treasurer
Lawrence Lott	(205)	Secretary

4. BUSINESS ARISING

a. Annual Maintenance Inspection

Council discussed the option of having the engineering company, RDH, perform our annual warranty maintenance inspection this year, instead of JRS Engineering. Pamela will obtain a written quote from RDH to assure that the price is competitive with JRS and includes the inspection report. The advantage to having RDH do the inspection is that it has been indicated that the inspection is overseen by an engineer, and not solely a building technologist as in the case of JRS. If the cost is competitive, it would be good to get a different opinion. In addition RDH performs risk reviews for our Warranty provider.

Pamela will also check with JRS to see if a copy of our annual inspection is forwarded to our warranty provider, Willis.

b. Deteriorating TREX Boards on Common Deck

The composite TREX boards used on the common and some suite decks have begun to peel and deteriorate. Pamela contacted our engineering company JRS to follow-up on inquiries made by our Property Manager. JRS apparently do not have a copy of our warranty for the TREX composite boards. They will attempt to obtain the invoice from the contractor Heatherbrae Restoration, and once obtained, we can proceed with a claim. Lawrence will lift one of the boards on the common deck in order to find the lot number that JRS advised is stamped on the side of the boards.

5. FINANCE

Council tabled review of the financial statements until the next meeting with the Property Manager.

6. ADJOURNMENT

There being no further business the meeting was adjourned at 9:23 p.m.

Subsequent to the meeting, Council scheduled the next Council meeting with Colleen Hynes P.Q. for July 13th, 2011 at 7:00 pm in unit 401.

Submitted by:

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सुखी महलगी बिचुर बबले बिने बसो बिग दा सुखी महलगी

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**WINDGATE BEACHSIDE
STRATA PLAN VR 1705**

**STRATA COUNCIL MINUTES
WEDNESDAY, JULY 13, 2011, UNIT #401**

COUNCIL PRESENT:

Pamela Vlahos	President	#208
Ken Baimbridge	Vice-President	#401
Lora Garland	Treasurer	#101
Lawrence Lott	Secretary	#205

MANAGEMENT PRESENT:

Colleen Hynes, Property Manager
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF PREVIOUS MINUTES

It was
MOVED/SECONDED (Lott/Garland)
To approve the Council meeting minutes of April 6, 2011, as circulated.

CARRIED

It was
MOVED/SECONDED (Vlahos/Lott)
To approve the Council meeting minutes of April 21, 2011, as circulated.

CARRIED

It was
MOVED/SECONDED (Vlahos/Baimbridge)
To approve the Council meeting minutes of June 16, 2011, as circulated.

CARRIED

It was noted that on June 16, 2011, the Council attempted to contact the owners of SL 22 prior to commencement of the Council meeting, to assess their concerns regarding pipe noise.

3. BUSINESS ARISING

a. Pest Control

The contactor advised that they need to know where wasps are nesting to treat for them.
Ant bait was placed on the building exterior.

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Suite 302 - 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

b. **Fire Panel**

Pacific Quorum will request an updated quote from Royal City and also request 2 more quotes for the fire panel replacement.

c. **Enterphone**

Viscount will be on site to review the existing installation on July 25th, 2011.

d. **Drain Cleaning**

McRae's completed this work for the quoted price. Pacific Quorum will forward the invoice to Council prior to payment in order for Council to confirm the hours billed.

e. **Fire Maintenance Inspection**

It was
MOVED/SECONDED (Vlahos/Baimbridge)
To approve the annual fire inspection quote from Royal City Fire in the amount of \$1,122.24.

CARRIED

Notices will be sent out to advise of the inspection date.

f. **Guest Parking Sign**

Lawrence is investigating options and will report back to the Council.

g. **Bylaw Registration**

Registration sheets were signed by Council for submission to Land Titles.

h. **Pipe Noise**

There has been no further communication on this issue from SL 22.

i. **SL 10 Sprinkler Pipe Re-Location**

The owner will be notified by Pacific Quorum. of the date of the fire inspection.

j. **Trex Claim**

Pacific Quorum will write to JRS requesting resolution to this issue to include the product being replaced at no cost to the Strata Corporation.

4. **FINANCE**

a. **Financial Statements**

The Council received the Financial Statements for April and May 2011 prior to the meeting.

It was
MOVED/SECONDED (Garland/Baimbridge)
To approve the Financial Statements to May 31, 2011, as distributed.

CARRIED

b. Receivables

Owners are reminded to keep their accounts current. Any strata lot that does not have fees paid up to date, including charge-backs, may incur late fees, fines and lien registration.

c. Rental Bylaw Violation

Council directed Pacific Quorum to commence fining the owner of SL 8 \$500.00 every 7 days for being in contravention of the Rental Restriction Bylaw.

5. GENERAL MAINTENANCE

a. Dryer/Vent HVAC Cleaning

It was
MOVED/SECONDED (Lott/Garland)
To approve the quote from National Air Technologies to clean the rooftop AHU unit and hallway grills, install new hallway grills and to clean the dryer vents from the outside at a cost not to exceed \$1,142.00 plus HST.

CARRIED

b. Building Maintenance Inspection

RDH provided a quote in the amount of \$2,500.00 for the annual inspection which would be performed by an engineer. Pacific Quorum will follow up with JRS to request an engineer be on site for the inspection by their firm while maintaining the quoted price.

c. Sprinkler Head Repairs

Repairs to SL 11 and SL 12 will be completed during the annual fire inspection.

d. Fence Section – West Side

Council inspected the fence after the meeting. Lawrence will discuss repair options with L. Ando and advise the Council.

6. CORRESPONDENCE

a. Smoking on Patio – SL 2

Pacific Quorum was directed to send a letter to the owner of SL 2 in response to a complaint which was received regarding smoking on the unit patio.

b. SL 2 – Owner Moved Back

Pacific Quorum was directed to send a letter to SL 2 and their lawyer acknowledging that the owner has moved back into the strata lot and is no longer in contravention of the strata bylaws.

c. Move-In Fees

It was noted that move-in fees will be assessed for any new occupants as per the Strata Bylaws

7. NEW BUSINESS

a. Air Pump

Lawrence was authorized to pick up a pump at a cost not to exceed \$50.00 plus taxes.

b. New Owner Welcome Package

Council will review this further.

c. Metal Shelving for Parkade

Lawrence was authorized to pick up shelving at a cost not to exceed \$200.00 plus taxes.

8. ADJOURNMENT

There being no further business the meeting was adjourned at 8:55 p.m.

Council scheduled the next Council meeting with Colleen Hynes P.Q. for September 8th, 2011 at 7:00 pm in unit #401.

NOTICES:

Please do not leave umbrellas or any items outside unit doors or anywhere in the common hallways.

Owners are requested to provide Council with at least 30 days notice for a decision regarding renovation submissions.

When changing phone service from Shaw and Telus, residents need to be sure their enterphone is working properly and have their contractor rectify it if it is not functional.

The Special Levies approved at the AGM are due on September 1, 2011. See attached schedule.

Submitted by:

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**WINDGATE BEACHSIDE
STRATA PLAN VR 1705**

**STRATA COUNCIL MINUTES
THURSDAY, SEPTEMBER 8, 2011**

COUNCIL PRESENT:

Pamela Vlahos	President	#208
Lora Garland	Treasurer	#101
Lawrence Lott	Secretary	#205

MANAGEMENT PRESENT: **Colleen Hynes, Property Manager**
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964

1. **CALL TO ORDER**

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

2. **ADOPTION OF PREVIOUS MINUTES**

It was
MOVED/SECONDED (Lott/Garland)
To approve the Council meeting minutes of July 13, 2011, as circulated.

CARRIED

3. **BUSINESS ARISING**

a. **Enterphone Replacement**

The council approved the installation of the enterphone as quoted by Viscount. The Property Manager was directed to issue the purchase order for the installation.

It was
MOVED/SECONDED (Lott/Garland)
To approve the quote as provided by Viscount at a cost not to exceed \$4,600.00 plus taxes.

CARRIED

b. **Fire Panel**

The council is reviewing quotes and will choose a contractor for this work.

It was
MOVED/SECONDED (Lott/Vlahos)
To approve the replacement of the fire panel at a cost not to exceed \$4,800.00 plus taxes.

CARRIED

c. **Wasps - 302**

There have been two site visits to treat the wasps on the deck of suite 302. The owner of the suite will notify the council if any further action is required.

d. **Trex Claim**

Pacific Quorum to follow up with JRS on the outstanding warranty documentation and to ensure JRS will assist with the remedy to the awning that has been installed on the deck of unit 403 without consent of the Corporation.

e. **Welcome Package to Owners**

It was confirmed that Pacific Quorum sends a package to all owners when they purchase a unit in the building. The council is working on an additional package that will include useful building details for the owners regarding the strata and procedures for the Corporation.

f. **103 – Engineering Report**

This has been received and sent to the Council members.

g. **Resignation of Council Member**

Ken Baimbridge has sold his strata lot. The council would like to thank Ken for his work on behalf of the Corporation while he resided in the building.

h. **Updated Bylaws**

Pacific Quorum to email the consolidated bylaws to the Council.

i. **108 – Rental Extension**

There was a hearing held on July 25th, 2011 with the owner and tenant of this unit. The council approved a final extension to February 29, 2012.

4. **FINANCE**

a. **Financial Statements**

The Council received the Financial Statements for June and July 2011 prior to the meeting.

It was

MOVED/SECONDED (Garland/Vlahos)

To approve the Financial Statements to July 31, 2011, as distributed.

CARRIED

b. **Move in Fees**

Units 102 and 403 to be charged the \$150.00 move in fee.

c. **Arrears**

Council directed Pacific Quorum to send a demand letter to an owner for past due strata fees.

d. **CHOA**

Council directed Pacific Quorum to follow up with CHOA to renew their membership.

e. **Council Member Reimbursement**

The council approved reimbursing Pamela Vlahos for expenses related to the interior redecorating project.

5. **GENERAL MAINTENANCE**

a. **Purchase of Carpet Runner for Moves**

It was
MOVED/SECONDED (Vlahos/Lott)
To approve the purchase of runners for use during moves at a maximum cost of \$300.00.

CARRIED

b. **JRS Annual Inspection**

It was noted during the inspection that some owners have placed heavy items on their decks. These items must be removed as they will impact the building warranty.

c. **Annual Fire Inspection**

The annual fire inspection has been completed including the sprinkler repairs to units 202 and 203.

d. **Dryer Vent Cleaning**

Council approved the quote from National Air Technology. The work will be completed at the end of September 2011.

e. **Exercise Equipment in Parking Garage**

Pacific Quorum was directed to notify the owner of unit 403 that the exercise equipment stored in the parking garage was to be moved by September 12, 2011.

f. **Guest Parking Sign**

The installation of this sign has been deferred to the next meeting.

g. **Tire Pump Purchased**

Thank you to Lawrence Lott for purchasing a tire pump that is being kept in the parking garage.

h. Shelves for Building Storage Area

The purchase of these shelves was approved in July 2011. The shelves have been purchased and will be assembled in the near future.

i. Wallpaper for Common Areas

The council approved the purchase of the wallpaper used in the common areas to have in inventory in the event it becomes damaged.

It was:

MOVED/SECONDED (Vlahos/Lott)

To approve the purchase of wallpaper for use in the event there is damage in the future, at a maximum cost of \$800.00.

CARRIED

j. Elevator Repair

There was a service call for repairs to the elevator that should not result in additional cost to the Strata. Pacific Quorum to watch for any additional charge invoices.

k. Door Closure Devices

All owners are reminded that their suite door closers must be operational per the Fire Code. Pacific Quorum was directed to send a letter to one owner who has disconnected the closer.

l. Flashing/Deck Cleaning

Council will obtain quotes to have the decks and flashings cleaned for the building.

m. Interior Painting Quote

Council approved a quote from Wolfgang Painters for the painting deficiencies from the Interior Renovations.

It was:

MOVED/SECONDED (Vlahos/Lott)

To approve the quote from Wolfgang Painters at a maximum cost of \$5,200.00. Council to direct Wolfgang on the approval and start date of the project.

CARRIED

n. Underground/Meter Room Storage

A general clean up of items stored in the parking garage and meter rooms to be done once the exercise equipment is removed. The old elevator protection blankets are confirmed still on site and will be used to protect suite doors during move ins.

o. Capital Plan/Maintenance Plan

Discussion on this item deferred to a future meeting.

p. Depreciation Report

A Reserve Fund Study proposal has been received and provided to the Council for their review. A RFS is a tool used by Strata Corporations to allow effective planning of future Capital replacement costs and ensuring the funding is available when it will be required.

6. CORRESPONDENCE

a. Tiki Torches

It was:

MOVED/SECONDED (Vlahos/Lott)

That the council passed the following rule:

No open flame or fire pits shall be permitted on Limited Common Property or Common Property.

CARRIED

Failure to comply with this rule may result in a \$50.00 fine being levied against a Strata Lot owner.

b. 102 – Barbeque Smoke Complaints

Owners are requested to ensure they move their barbeques away from the building so smoke does not enter the windows or doors of other suites.

7. NEW BUSINESS

a. 403 Resident Issues

The new owners have undertaken to make renovations without the proper approval. The council is taking action to remedy the matters.

b. Hot Tub/Jacuzzi Rule

It was:

MOVED/SECONDED (Lott/Vlahos)

That the council passed the following rule:

No hot tubs or Jacuzzis shall be installed or used on Limited Common Property or Common Property, including deck and patio areas.

CARRIED

c. **Move in/out Strata Rule**

This item was deferred to a future meeting.

8. **ADJOURNMENT**

There being no further business the meeting was adjourned at 9:25 p.m.

Council scheduled the next Council meeting with Colleen Hynes P.Q. for November 16th, 2011 at 7:00 pm in the lobby on the 4th floor.

NOTICES:

Please do not store any items on the common property including parking stalls in the underground parking garage.

Submitted by:

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WINDGATE BEACHSIDE STRATA PLAN VR 1705

STRATA COUNCIL MINUTES
THURSDAY, NOVEMBER 17, 2011

COUNCIL PRESENT:

Pamela Vlahos	President	#208
Lora Garland	Treasurer	#101
Lawrence Lott	Secretary	#205

MANAGEMENT PRESENT:

Colleen Hynes, Property Manager
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964

1. **CALL TO ORDER**

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

2. **ADOPTION OF PREVIOUS MINUTES**

It was
MOVED/SECONDED (Vlahos/Garland)
To approve the Council meeting minutes of September 8, 2011, as circulated.

CARRIED

It was noted that for future reimbursement to Council members for expenses on behalf of the Strata Corporation, amounts will be included in the minutes.

3. **BUSINESS ARISING**

a. **Enterphone Replacement**

The Council approved the installation of the enterphone as quoted by Viscount. The Property Manager has issued the purchase order for the installation.

It was
MOVED/SECONDED (Lott/Garland)
To approve the quote as provided by Viscount at a cost not to exceed \$4,034.00 plus taxes.

CARRIED

b. **Fire Panel**

The Council approved the quote provided by Royal City Fire to replace the fire panel in the amount of \$5,106.36. The Property Manager will issue the purchase order for the installation.

c. **Rockport Quote for Trex Installation and SL 26 Fascia Repair**

Council will be meeting with Rockport to inspect the building and obtain a quote for repair where the awning was installed. Rockport will also be requested to quote on the installation of the TREX boards that require replacement.

d. **Guest Parking Sign**

This item has been deferred to a future meeting.

e. **Welcome Package to Owners**

It was confirmed that Pacific Quorum sends a package to all owners when they purchase a unit in the building. The council is working on an additional package that will include useful building details for the owners regarding the strata and procedures for the Corporation.

f. **Reserve Fund Study**

Pacific Quorum provided a quote from RDH to complete a study on the building. This study is a great planning document to ensure the Corporation is maintaining adequate reserves to fund future maintenance requirements. The Province has approved legislation making the requirement for a reserve fund study mandatory for all stratas as well. It would be important to ensure that the study is done in a timely manner to ensure that the Corporation was not delayed in getting the study due to sheer volume of other Stratas that will also be attempting to obtain the report.

g. **JRS Report**

There were no major concerns reported during the inspection of the building. Council directed the Property Manager to send letters regarding storage on balconies which JRS noted in their report.

h. **Underground Storage/Disposal**

Pacific Quorum will send a notice to owners regarding storage in parking stalls. The Council has arranged for the removal of debris stored in the underground parking which is not permitted as per the Strata bylaws.

4. **FINANCE**

a. **Financial Statements**

The Council received the Financial Statements to September 30, 2011 prior to the meeting.

It was

MOVED/SECONDED (Garland/Lott)

To approve the Financial Statements to September 30, 2011, as distributed.

CARRIED

b. **Arrears**

Property Manager was directed to levy \$50.00 fines on all owners who have not paid the

Special Levy as of October 1, 2011.

5. **GENERAL MAINTENANCE**

a. **Landscaping Maintenance**

The Council directed the Property Manager to send a letter to the owner who wrote regarding shrubs that were trimmed.

b. **Emergency Procedures**

If there is an emergency in the building (including water leaks) owners are to call the Pacific Quorum emergency line 604-685-3828. The service is available 24 hours a day. The emergency service response will then contact Lawrence or Council if required.

6. **CORRESPONDENCE**

- a. Copies of letters sent were provided to the Council. The Council requested that any letters sent to owners are to be emailed to Council at the time of mailing.

7. **NEW BUSINESS**

a. **Bylaws**

Pacific Quorum to remove the rationale information from the consolidated bylaws.

b. **Expense Reimbursement**

There was follow-up discussion regarding outstanding reimbursement to Council as discussed at the September Council meeting. Pamela will submit invoices for reimbursement of approximately \$717.00 for moving runners as well as building supplies and materials pertaining to the interior upgrade project.

c. **Owner Reports/Complaints**

Owners and residents should report any complaints to the Property Manager. Any reports made are confidential and will not be disclosed to the party that is the source of the complaint.

d. **Mattress Removal**

Council will advise the Property Manager when the mattress left at the garbage area is to be removed along with the underground debris.

e. **Owner Request for a Dog SL 24**

An owner wrote requesting permission for a dog in the unit. The Council denied the request and directed the Property Manager to advise the owner of their decision.

Proposals to amend the pet bylaw will be presented at the AGM in 2012.

8. ADJOURNMENT

There being no further business the meeting was adjourned at 9:30 p.m.

Council scheduled the next Council meeting with Colleen Hynes P.Q. for January 26th, 2011 at 7:00 pm. Location to be confirmed.

Submitted by:

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Website: www.pacificquorum.com

Action List

- PQ to send letter to SL 26 regarding moving sauna
- PQ to send letter to SL 2 regarding unapproved renos in the suite.
- PQ to issue stop payment on cheque to contractor and re-issue.
- PQ to send notice to all residents regarding storage in the parking areas.
- PQ to send letter to SL 13 regarding storage of heavy items on the deck.
- Council to notify PQ when garbage hauling needed.
- PQ to issue Purchase Orders for Fire Panel and Enterphone.
- PQ to fine owners \$50.00 if Special Levy not paid.
- PQ to notify SL 24 of denial of permission for dog.
- Council to meet with Rockport to review SL 26 fascia and the TREX installation.

IMPORTANT INFORMATION Please have this translated
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca
CHỈ DẪN QUAN TRỌNG Xìu nhò người dịch hộ

重要資料 請找人為你翻譯
これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
알려드립니다 이것을 번역해 주십시오
सबुद्धी महत्वाकी विचार करके विषय वैसे दिमाग का सुलझा करवाए

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*