

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 4382  
THE COMPTON**

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Held on Tuesday, February 2, 2010  
Within Unit #403- 1316 W. 11<sup>th</sup> Avenue, Vancouver, B.C.

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**COUNCIL IN ATTENDANCE:** Steve Hart  
Morag Whitfield  
Izabella Laba  
Patrick Davidson  
Josefina Tupper  
Ada Bonini  
Dorothy May

**LICENSED STRATA AGENT:** Elin Nash Crosby Property Management Ltd.

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The meeting was called to order by the Strata Agent at 7:00 pm. As a first order of business, the Council elected positions as follows:

Patrick Davidson	President
Ada Bonini	Vice President
Izabella Laba	Treasurer
Dorothy May	Secretary

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting dated November 2, 2009, as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to accept the financial statements for the months of November and December 2009 as presented. CARRIED

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives Review  
Council reviewed the list of directive items brought forth from the last Council meeting.
2. Landscape Lighting  
Council acknowledged that Power Pros Electrical had been on site and attended to various lighting requirements. However, there continues to be many lights that are not working at the building exterior. In this regard, Council will make a list. Following the discussion, the Strata Agent was directed to obtain a quotation from the landscapers and also possibly Power Pros Electrical to address the lighting requirements.
3. Cleaning Contract  
Council discussed the cleaning contract and the inclusions that were requested be spelled out in the contract. Since the updated contract has yet to be submitted by the cleaners, council discussed possibly making their own cleaning contract and have the cleaning company sign it.
4. Balcony Resurfacing  
There were six inaccessible units last year. A Council member will follow-up with the painter for a list of these remaining units, so they may be attended to this summer.
5. Backyard Fence  
Following a discussion, Council recommended that a handyman be commissioned to repair the fence panels. In that regard, the Strata Agent will make the arrangement.
6. Irrigation System  
Arrangements to start up the system for the new season will be made once warmer weather arrives. It was noted that the system can be manually, so the spring start-up could be made sometime in April and turned on when needed.
7. Sprinkler Head Audit  
Council reviewed correspondence submitted by Fire Pro Fire Protection Ltd., advising on their site visit on December 4, 2009 to check on the recalled sprinkler heads in the building. They found that at least  $\frac{3}{4}$  of the sprinkler heads in the building are the new style sprinkler heads with approximately  $\frac{1}{4}$  of the building having the recalled heads and these are spread randomly throughout the building. They also state to change these sprinkler heads are at a cost of \$40.00 per head. The Strata Agent had followed up with specific locations and Fire Pro has stated that an actual inspection to determine these locations will need to be made. Council discussed that the annual fire inspection will be coming up this spring and to ask Fire Pro for a cost to send a technician at the same time to conduct the audit. The Strata Agent will follow-up.
8. Postal Lock Upgrade  
Canada Post has yet to install the postal lock at the entrance. A Council member has been trying to coordinate the site meeting.
9. Emergency Generator  
Servicing was completed on January 29, 2010.

10. Garage Door Maintenance Contract

The Strata Agent advised that the two yearly visits for maintenance are scheduled for April 2010 and October 2010.

11. Dryer Vent Cleaning

In accordance with previous concerns brought forth as to how the dryer vents are being cleaned, National Air Technologies, had provided information bulletins for council's information. Information on the recommended replacement grills as well as a quotation to change the old corrugated grills to new painted punch out grills was also reviewed. Council recommended to schedule regular dryer vent cleaning at the building exterior only.

A Council member mentioned that the building exterior of their unit has no flap. Council directed the Strata Agent to request that National Air Technology replace any missing flaps and to make sure that the vents are cleaned out first prior to putting the screens back on. Council also recommended that National Air Technologies be authorized to install screens at 23 vents at the back of the building at a cost of \$25.00 per screen for a total cost of \$575.00 plus GST.

12. Window Repairs

The Strata Agent reported that Rudy Fehr Repairs completed the installation of sealant at the exterior of four unit windows, on January 12, 2010. With regard to Accurate Glass, there were several units that were to have been quoted on however, there is a confusion with reporting back on the quotations. Currently, Accurate Glass is sorting out the details as there are quotes on hand for two separate units however, the unit owners have stated that no one has contacted them to determine the repair requirements. This has been related to Accurate Glass and they will be re-attending to assess the situations.

13. Security Issues

Council acknowledged that there is an outstanding payment to Action Lock & Security concerning the stairwell enclosure and the garden gate post as this work was not completed to Council's satisfaction. Council discussed the need to settle the bill and direction was given to the Strata Agent to get in touch with Action Lock and request that the enclosure be reinforced with better mounting and brackets. Action Lock will be asked to contact one of the Council members to review the requirements.

## CORRESPONDENCE

The Strata Council reviewed the following correspondence items:

- A letter submitted by a new owner outlining all the requirements they have fulfilled in accordance with the Strata Corporation Bylaws.
- A letter from an owner itemizing details of the mix-up on the change in bank accounts and inadvertently missing a strata fee payment in the process. As this owner has always maintained their strata account up-to-date and paid all assessments and fees on time, they are requesting a reversal of the returned cheque charge of \$75.00. The Strata Council deliberated over this matter and direction was given to the Strata Agent to respond back in writing to the owner.
- An e-mail from an owner expressing disappointment that things were not in order for a move-out of the building for their tenant who had paid the move-out fee but the elevator key was not working and the elevator pads had not been put up. The owner feels this fee should be reimbursed for these reasons. The Strata Agent had advised the cleaners to put up the elevator covers for that particular move and the move coordinator had been given a key.

However, as these things sometimes do happen, Council recommended that the \$100.00 be reimbursed and to send a letter back to the owner accordingly. Direction was also given to the Strata Agent to send a letter to Quantum advising that the Strata had to reimburse the owner for partially their responsibility of not putting up the elevator covers as had been requested.

- From an owner at a 6<sup>th</sup> floor unit that had been given permission to replace the flooring inside the unit. The owner reported that there was mould showing at the baseboard area and upon cleaning, they determined the problem was likely within the unit and nothing to do with the exterior of the building. The owner is asking if the Strata would like to send someone to check on this. In this regard, the Strata Council recommended that the Strata Agent reply back to the owner that they may proceed to hire their own contractor to check on the area in question and should it be determined that this is a common property issue, to advise us accordingly.
- An e-mail from an owner submitting a noise complaint against their neighbour. The owner is reporting various incidents of continuous noise made from the unit on different occasions. Council directed the Strata Agent to send a letter to the offending noise maker.

### **NEW BUSINESS**

1. **Landscape Contract**

The Strata Council reviewed the landscape contract proposal for the period covered from April 1, 2010 to March 31, 2011 that itemized the regular landscape and grounds maintenance, and a list of optional services. In this regard, Council approves the regular maintenance contract at a total yearly cost of \$9,122.40. Concerning the optional services, the Landscape Committee wishes to discuss these options with the landscaper at a site meeting.

2. **Rubbish Removal**

The Strata Agent advised on a recent rubbish removal of an old couch that was placed at the back of the property.

3. **Garbage Gate Lock**

The Strata Agent advised an owner had complained that the garbage removal people had not locked the gate upon a recent visit. The Strata Agent followed up and Waste Management re-attended and ensured the gate was locked.

4. **Bike Locker Audit**

The Strata Council opted to table discussion to the next meeting.

5. **Intercom Programming**

With regard to a recommendation from an owner to program the building fobs to be floor specific, the Strata Agent followed up with Chubb Security who have reported that the current intercom system cannot be programmed to floor specific.

6. **Move Coordinator**

The Strata Council acknowledges a new volunteer to handle the move-ins and outs for the building, Lois Chan has volunteered her services in this regard.

7. **Heat Exchanger**

Council acknowledged that Latham's had recently been on site and replaced the heat exchanger at the roof top make-up air unit in accordance with their quotation of \$8,695.00 plus GST.

8. Booster Pump Repair

While on a recent maintenance visit, Latham's discovered a problem with one of the booster pumps, the Strata Agent had authorized they proceed with this repair. However, further complications with the booster pump was discovered once they had removed it and put it in their repair shop. Council reviewed a quotation submitted by Latham's to either replace or repair the booster pump in question. Council noted there was an approximate \$500 increase in price to replace the pump and recommended to authorize the replacement of the booster pump #2 at a cost of \$3,520.00 plus GST.

9. Water Pressure Concerns

Over the past few days there has been fluctuating pressure with the water supply specifically, noted at the top floor units. Latham's were on site today and repaired this water pressure problem.

10. Re-occurring Maintenance Items

- Annual Fire Inspection – this inspection will be initiated in the spring.
- Window Cleaning – Council recommended this work be commissioned in May.
- Gutter Cleaning – Council acknowledged this work will be done later in the year towards November/December.
- Carpet Cleaning – this work will be scheduled for the month of May.
- Garage Cleaning – this work will be scheduled during May as well.
- Dryer Vent Cleaning – this work will be commissioned very soon.

11. Maintenance Schedule

The Strata Agent reported that she would be attending to putting together a maintenance schedule for the building.

12. Council Meeting Date Schedule

The Strata Agent had prepared a list of Council meeting dates for the year 2010; the Strata Council approves of the proposed dates.

13. Building Envelope Inspection

Council acknowledged that this work will be initiated this year and in this regard, the Strata Agent was requested to obtain a quotation from Bernco.

14. Bylaw Violations

There was discussion concerning inappropriate storage in the parking garage as well as inappropriate storage on ground floor patios. In this regard, the Council members will make a list of the various bylaw violations and submit that to the Strata Agent who in turn, was directed to send out bylaw violation letters to the various unit owners.

**Minutes of the Council Meeting**  
**The Owners Strata Plan LMS 4382**  
**Held on Tuesday, February 2, 2010**

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The meeting was declared adjourned at 9:00 pm. The next Council meeting is scheduled to take place on Tuesday, May 11, 2010.



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Elin Nash, Licensed Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.,  
General Office # (604) 683-8900 (24 Hours), [www.crosbypm.com](http://www.crosbypm.com)

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 4382  
THE COMPTON**

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Held on Tuesday, May 11, 2010  
Within Unit #103- 1316 W. 11<sup>th</sup> Avenue, Vancouver, B.C.

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<b>COUNCIL IN ATTENDANCE:</b>	Patrick Davidson	President
	Izabella Laba	Treasurer
	Steve Hart	
	Josefina Tupper	

<b>REGRETS:</b>	Dorothy May	Secretary
	Morag Whitfield	

<b>LICENSED STRATA AGENT:</b>	Elin Nash	Crosby Property Management Ltd.
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The meeting was called to order by the Strata Agent at 7:08 pm. As a first order of business, the Council acknowledged a Council member resignation, Ada Bonini. The appointment of the Vice President position is tabled to the next meeting.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held February 2, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasure requested clarification on a Fire Pro invoice dated December 2009 for a sprinkler head audit. It was MOVED/SECONDED to approve the financial statements for the months of January through to March 2010 with the provision that the Fire Pro invoice in the amount of \$320.25 is clarified. CARRIED

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives Review

Council reviewed the list of directive items brought forth from the last Council meeting and noted the following: Confirmation is required on which six decks did not get resurfaced last year. In this regard, it was recommended to post a notice in the building.

**WE ASK THAT RESIDENTS PLEASE ADVISE IF THEIR BALCONY SURFACES WERE NOT PAINTED LAST SUMMER.**

The postal walk upgrade has been completed. Concerning a list of bylaw violations pertaining to parking stall storage and inappropriate storage at ground floor patios that will need to be addressed by the residents in question, Council recommended as a first step to post notices to the particular residents.

2. Landscape Lighting

Council reviewed a quotation submitted by Power Pros Electrical to supply and install six new garden light fixtures in place of the existing at a cost of \$490.00 plus GST. A picture of the suggested fixtures was included with the quotation. It was MOVED/SECONDED and CARRIED to approve Power Pros quotation. The Strata Agent will advise Power Pros to proceed with this work.

3. Landscape Contract

There was a site meeting with the Landscape Committee and the landscaper where a proposal for grounds improvements was reviewed and approved. Council noted that Para Space has started with the work. Para Space had also submitted a quotation for spring and summer flowering annuals and in this regard, the Landscape Committee will be requested to confirm approval. The cost for the flowering annuals is at \$502.00 plus GST.

4. Irrigation System

Burnaby Irrigation has completed the spring start-up of the system. Council discussed a sinkhole in the grounds that recently occurred and it is thought that possibly the sprinkler heads had been turned on. Burnaby Irrigation will be submitting a report on this matter. The Strata Agent will follow-up.

5. Backyard Fence

Rudy Fehr had submitted a quotation to the fence at the back of the building at the alley, as well as the fence at the west side of the building for a total of \$1,575.00 plus GST. This work was approved and it has been completed.

6. Security Issues

Council acknowledged that Action Lock & Security had fixed the back gate. However, since the work was not completed to satisfactory standards, a 10% reduction of their invoice was made.

7. Balcony Resurfacing

**There were six inaccessible units last year for the balcony painting. We ask that those six individuals advise of their unit numbers and contact information so that arrangements can be made this year to complete this work.**



8. Annual Fire Inspection

Fire Pro Fire Protection Ltd. had attended to the annual fire inspection on April 6<sup>th</sup> and 7<sup>th</sup>, 2010. Their deficiency report notes three specific items that require correction. These items were approved prior by Council and they have been completed. Direction was given for the Strata Agent to follow-up on one comment made that, "the fire pump had not had a full flow test since 2002 and this is to be a yearly arrangement done at the same time as the annual inspection." Question is why has Fire-Pro not brought this to the Council's attention sooner. The Strata Agent will follow-up.

9. Sprinkler Head Audit

An audit of the sprinkler heads was conducted at the same time as the annual fire inspection. Fire Pro submitted a report stating there are 20 upright heads and 120 sidewall heads that need replacement. The total cost of the sprinkler heads would be \$2,800.00 plus tax. The labour cost would be \$13,200.00 plus tax for a total cost of \$16,000.00 plus taxes. Council discussed the matter and requested that the Strata Agent obtain a list of exact locations of the sprinkler heads and to ask how long would it take for them to replace these heads. Council also requested that the Strata Agent seek a second opinion and as a Council member had been advised by Fire Pro of several faulty sprinkler heads within their unit, arrangements will be made for the second opinion at this unit. Further enquiries also will need to be made with the fire department and the insurance company's view. The Strata Agent will follow-up.

10. Postal Lock Upgrade

This has been completed.

11. Dryer Vent Cleaning

Council acknowledged that the exterior vents have been cleaned; this work is completed. Council acknowledged that an owner has advised of a vent that had only one screw attached and the vent needs to be properly re-attached to the building. The dryer vent company has responded that their technician assumed that the people had cleaned the screens themselves and the one screw would enable them to easily swing the grill over to clean any lint that would have been trapped. Council noted that these vent covers will need to be properly secured and further enquiries will be made of possibly Bemco. This item is to be kept on the directive list so that it doesn't get missed in the event that the next dryer vent cleaning company will be required to re-fasten these vents.

12. Window Repairs

Accurate Glass had been given several approvals to proceed with the various window repairs. However, one of the owners has advised of a rotted window sill as a result of a leaky window, however, as the window sill is inside the unit, it will be the owner's responsibility to repair and maintain.

13. Window Cleaning

The window cleaning is scheduled to start the following morning, Wednesday, May 12<sup>th</sup>.

14. Bike Locker Audit

Council acknowledged that this has been completed.

15. Booster Pump Repair

Council acknowledged several recent repairs and replacements to the mechanical equipment. The pressure reducing valve and the isolation valve has been replaced and the booster pump has been repaired. Council noted that the mechanical repair costs have exceeded what was allocated in the budget.

The Strata Agent was requested to ask Latham's as to the status on the equipment now that all these repairs have been made. Council also discussed the possibility of engaging a different service provider for the mechanical maintenance. In this regard, a review of the current contract for the cancellation clause will first need to be determined and if feasible, a quotation will be requested from an alternate service provider.

16. Building Envelope Inspection

Council acknowledged that Bemco has proceeded with their inspection today.

17. Bylaw Violations

Council confirms they will address the various bylaw violations via notes to the offenders.

18. Light Bulb Order

In response to a request to explain a large light bulb order, Quantum Services has requested further specifics on what order of light bulbs are noted. In this regard, Council noted that the light bulbs are currently not an issue as all are in working order.

19. Carpet Cleaning

The common area carpets are scheduled to be cleaned on May 18<sup>th</sup>.

20. Garage Cleaning

The Strata Agent will arrange for the garage cleaning to be scheduled.

### CORRESPONDENCE

The Strata Council reviewed the following correspondence items:

- A letter submitted by the lawyers of new purchases of a 4<sup>th</sup> floor unit advising that as the purchasers are not intending to move into the strata lot at this time, would the \$500 move deposit be waived. In this regard, they also ask that the move-out damage deposit also be waived as a \$1,000.00 payment was made at completion of the sale. Council noted that the new purchasers have in fact moved in and that the move fees are stipulated in the bylaws and therefore, will not be waived.
- An e-mail from a previous owner disputing a chargeback levied on their account for damages incurred to the property as a result of their tenant's move-out. As Council concurs that the damages did in fact occur at the move-out, the owner will not be reimbursed for these charges.
- An e-mail from the same owner requesting that their move-out deposit be returned to their forwarding address; Council requested that the Strata Agent make that arrangement.
- A letter from Latham's advising on an increase to the annual cost of the contract by \$24.00 which will amount to \$1,848.00 for the annual cost.

**NEW BUSINESS**

1. Emergency Call

The Strata Agent advised on an after hour emergency call placed by a 5<sup>th</sup> floor unit owner where Latham's had attended to a repair on a water line to their refrigerator. The Agent advised of having charged back this cost to the unit owner.

2. Unattended Appliances

Council acknowledged a recent situation where a resident had turned on the self-cleaning feature on their oven and left the unit and the building. In doing so, the oven had overheated and caused the fire alarm to sound. In this regard, all residents are reminded:

<p><b>NO APPLIANCES SHOULD BE LEFT RUNNING UNATTENDED AT ANY TIME, ESPECIALLY THE SELF-CLEANING OVEN FEATURE AS THE TEMPERATURE CAN GO UP AS HIGH AS 700 DEGREES - IT IS AN EXTREME FIRE HAZARD.</b></p>
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3. Elevator Malfunctions

Council noted a very recent situation where Fire Pro had attended to their last list of deficiency repairs and switched all buttons at the panel causing the elevator to be stuck on the 1<sup>st</sup> floor. Fire Pro have since attended and corrected the problem.

4. Elevator Permits

The Strata Agent had submitted two elevator permits effective until February 2011. The Council President will post these in the elevator room.

5. Insurance Renewal

The Strata Council has recently renewed the insurance for the building at a premium of \$22,480.00. The deductible amounts are the same as the previous policy.

6. Water Ingress

Council noted recent water ingress investigation at a 1<sup>st</sup> floor unit where it was noted that the water ingress came from the building exterior. A quotation had been submitted but is currently on hold until Council receives the Bemco report.

7. Parkade Sign

One of the parking garage signs needed to be replaced as it had been blown off and destroyed by recent heavy winds.

8. Sink Hole

Council discussed that the sprinklers had set off and caused a sink hole at the grounds. However, there had also been a report that the City of Vancouver were conducting hydrant testing at the same date and this may have been the cause of the sink hole. Council awaits the report of Burnaby Irrigation.

9. Pavers on Walkway

The Strata Council acknowledged that Rudy Fehr had been requested to remove the existing pavers, re-level the grounds and reinstate pavers. This work was completed at a cost of \$500.00 plus GST.

**Minutes of the Council Meeting**  
**The Owners Strata Plan LMS 4382**  
**Held on Tuesday, May 11, 2010**

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The meeting was declared adjourned at 8:35 pm. The next Council meeting is scheduled to take place on Tuesday, September 14, 2010.



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Elin Nash, Licensed Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.,  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 4382  
THE COMPTON**

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Wednesday, September 1, 2010  
Within Unit #1205 – 1316 W. 11<sup>th</sup> Avenue, Vancouver, B.C.

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<b>COUNCIL IN ATTENDANCE:</b>	Patrick Davidson	President
	Morag Whitfield	Vice President
	Izabella Laba	Treasurer
	Dorothy May	Secretary

**REGRETS:** Steve Hart  
Josefina Tupper

**LICENSED STRATA MANAGER:** Elin Nash Crosby Property Management Ltd.

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The meeting was called to order by the Council President at 7:04 pm. Council appointed Morag Whitfield to fill the Vice President position on Council.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held May 11, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the financial statements for the months of April through to July 2010 as presented. CARRIED

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Directives Review**

Council reviewed the list of directive items brought forth from the last Council meeting and noted completion of all items. However, Council requested confirmation that a letter advising of a chargeback to a particular unit owner was in fact sent. Also, a running item on the directives list are the dryer vent grills as several have only one screw affixed to the building.

2. Unpainted Balcony Surfaces

Eight unit owners have responded that their balconies were not painted last year; last year's records indicate access was not available at six units. As there should only be 6 unpainted balconies, the contractor will be asked to assess each deck to determine which one had been painted last year. The Strata Manager will contact each owner to ask that they clean their balcony surface prior to the painting. The costs to clean balconies that have not been cleaned will be assessed back to the unit owner.

3. Bylaw Violations

Concerning various storage at parking stalls and patios, notes were distributed to the various offenders. Council acknowledges that some residents have complied with the clean-up requests, but more formal action may be taken in the future regarding residents that are using parking stalls for long term storage of various items.

4. Landscaping

- a) Council acknowledges that the landscape lighting has been installed.
- b) Sink Hole – The Strata Manager advised of having contacted the City of Vancouver on two occasions to report the sink hole and asking they investigate the situation. The Strata Manager advised that there has been no response from the City, to date. The Strata Manager will re-contact the City in this regard.

5. Fire Protection

When Fire Pro Fire Protection Ltd. attended on site to take care of the deficiencies from the annual inspection, they discovered three more items that required repair; these items were authorized as follows: The check valve and air gauge on the P1 level dry system at a cost of \$571.00 plus taxes. Replacement of a leaking pressure release valve on the fire pump at a cost of \$1,465.00 plus taxes. The clapper gasket for the sprinkler system was also leaking and this was corrected at a cost of \$656.00 plus taxes. Fire Pro has advised that the vehicle service charge is not included in the mentioned amounts.

In answer to Council's question as to why Fire Pro had not brought the fire pump float test to their attention sooner, the reply back is that if they were not the ones attending to the fire pump, their technicians may not note when it is due. Fire Pro also advises having sent a report in 2005 of the required testing. The Strata Council had requested a quotation from another service provider for the repairs and maintenance of the fire protection equipment. In that regard, a quotation from Voltech Fire Protection was presented to the Council; this quotation may be considered at a later date.

6. Sprinkler Head Audit

Voltech Fire Protection was commissioned on site for a 2<sup>nd</sup> opinion on the recalled sprinkler head concerns. Voltech had attended and confirms there are faulty recalled heads; they submitted a quotation to replace the approximate 140 sprinkler heads. Council notes that Voltech did not do an actual count, as this number was based on Fire Pro's estimate of 140 heads. A Council member that oversaw these inspections, advised that Fire Pro had not noted the faulty sprinkler heads located at the walk-in closet and at the washer/dryer area, within their unit. Based on this observation there could be approximately 20 more recalled heads. It was discussed that these sprinkler heads were recalled prior to 2001, before the building was built. Direction was given to the Strata Manager to send a letter to Polygon asking that they replace these recalled sprinkler heads and to advise on a site visit date.

The Strata Council had previously questioned what liability issues may arise with the knowledge of having faulty sprinkler heads. BFL Insurance submitted a written reply stating that the insurers must be advised of any interruption to, or flaw or defect, coming to the knowledge of the insured. A copy of the Strata Corporation property "All Risks" document was also submitted for the Council's information. Direction was given to the Strata Manager to reply back to BFL that they are addressing this issue and as a first step pursuing it with the developer.

7. Building Envelope Inspection

Bemco Pacific Services Inc. had completed the building envelope inspection and had submitted a full report of which the Strata Council had received copies of. Bemco had also submitted a quotation to correct the various maintenance items required at a cost of \$15,000.00. Council recommended that Bemco be authorized to proceed with this work now.

8. Window Cleaning

This work has been completed.

9. Mechanical Equipment

Latham's advises on one outstanding issue, found during their August maintenance visit recommending the recirculation pump tagged P10 at the P2 level be replaced before it fails. Direction was given to the Strata Manager to advise Latham's of their approval to proceed with this replacement at their quoted price of \$795.00 plus HST.

In accordance with Council's request, Latham's had submitted a report on the present status of the mechanical equipment. Latham's advises of having reviewed the service files from the past two years and then specified several future repair/replacement items to anticipate along with budget figures for each item. Council will review these items in more detail at the next council meeting where next year's operating budget will be addressed.

In accordance with Council's previous direction, the Strata Manager brought forth the Latham's contract that shows their termination clause; as well the Strata Manager presented a quote from another mechanical maintenance company. Following a discussion on this matter, Council recommended to stay with Latham's.

10. Carpet Cleaning

This work is completed.

11. Garage & Exterior Walkways Cleaning

This work is completed.

12. Parkade Sign

At the garage entrance, a sign advising on the height restriction was replaced due to heavy winds.

## CORRESPONDENCE

The Strata Council acknowledged receipt of the following correspondence items:

- An e-mail from Action Lock & Security following up on a 10% outstanding balance on the invoice pertaining to work completed on the back gate and the security enclosure at the back stairwell. Following discussion, Council recommended that this outstanding balance be paid now.

- An e-mail from an owner requesting that one of their fobs be returned as their 3<sup>rd</sup> Fob was confiscated at last year's Fob Audit, due to the bylaws stating "only two fobs per unit". Council directed the Strata Manager to arrange to re-issue a fob to this unit owner. Council will re-look at the wording of this particular bylaw.
- An e-mail from an owner itemizing concerns of inappropriate storage in the parkade and at the storage locker entrance.

Council asks that all residents please ensure that any items left on the common property be cleaned up and removed. Concerning the numerous discarded items accumulating in the recycling room, direction was given to the Strata Manager to arrange for a rubbish removal.

- An e-mail from an owner reporting noise concerns from a first floor unit.
- An e-mail from the same owner reporting further noise disturbance from a second floor unit. Council acknowledged that a letter had been sent to both units advising of this noise complaint.
- An e-mail from the first floor unit owner in response to the noise complaint letter advising that the noise was not from their tenant but that their tenant has in fact reported partying noises at the southeast corner of the common property. As well, the tenant has reported people throwing cigarette butts out their window which land at their ground floor patio, as well as water from people above watering their plants.
- A letter from the tenant at the first floor in response to the noise complaint letter that was sent. Following a review of this situation, the Strata Manager was requested to send a letter of apology to the tenant at the first floor unit.

## NEW BUSINESS

### 1. Fire Panel

There were recent fire panel complications with the system tripping and sounding off the alarms. Council acknowledged an e-mail from Fire Pro where they accept responsibility for the delay in getting the check valve repaired as this was the cause of the dry sprinkler system tripping. Fire Pro advises for this reason, there will be no charge for their service call in mid June.

### 2. Building Envelope Warranty

The 10 year building envelope warranty expires March 28, 2011. In this regard, direction was given to the Strata Manager to obtain a quotation from a structural engineer for a building envelope assessment.

### 3. Power Outage

On August 24<sup>th</sup> there was a power outage at the building and at that time a resident was trapped inside the elevator for approximately one hour and 20 minutes of that time were alarm bells ringing inside the elevator. The resident reported that there was no response from the elevator phone. This has since been investigated, and determined that the elevator phone rings down to the lobby phone which is unattended. The Strata Manager provided the council members with information on setting up the telephone to ring to a monitoring station as well as a quotation submitted by Web Solutions for set up and annual monitoring costs. Council requested that the Strata Manager obtain a quotation from Chubb. Council also recommended that notices be put up in the elevator to advise of Crosby's 24/7 Emergency Response Service and telephone number, should further elevator entrapments occur. This is a temporary measure until this problem is resolved.



4. B.C. Hydro Rebate Program

Council reviewed a proposal submitted by Mircom to review the exit signs in the building and to supply a quotation to replace them with energy efficient lighting. Council declines this proposal.

5. Gas Leak Concerns

A 10<sup>th</sup> floor resident had called in Terasen Gas as a strong odour of gas was noted at the 10<sup>th</sup> floor. The Terasen Gas technician confirmed there was indeed gas detected and a locksmith was called to open a couple of the unit doors with no access available so that the technician could follow through on the investigation. The Terasen Gas technician determined a gas leak at one particular unit and recommended that a licensed gas fitter be called to make the necessary repairs. The Strata Manager commissioned Latham's who in turn attended on site immediately. The Latham's technician had to cut a hole in the drywall to gain access to the gas main for the fireplace at the unit; Latham's then reported back that there was no gas leak. However, there is now a drywall repair required at this 10<sup>th</sup> floor unit, of which Rudy Fehr had been commissioned to assess. Rudy Fehr's quotation to repair the drywall is at \$750.00 plus HST, of which Council approved.

6. Elevator Key

During a recent move out a tenant lost the elevator key. The Strata Manager has requested an additional key from Thyssen Krupp Elevator. The unit owner had been charged back for the key.

7. Ticking Sounds in Wall

A 10<sup>th</sup> floor unit owner had submitted concerns of ticking sounds in the wall and asked that the Council send someone over to investigate it. Council had recommended that they hire a plumber to investigate. This owner has since reported back that the sounds were from their refrigerator ice maker.

8. Report of Skunks

Council reviewed a concern submitted by an owner that a family of skunks have taken up housing close to the front entrance door. In this regard the Strata Manager had contacted the pest control company to check on the situation and to provide a quotation.

9. Budget Preparations

Council acknowledged that the next Council meeting will be focused on budget preparations and Annual General Meeting items. There is a current budget deficit that is mainly attributed to additional costs to the fire protection equipment and the mechanical equipment. Council requested that the Strata Manager obtain a quotation to re-key all the common area doors to a high security lock and key system; as well, for the building envelope inspection. Council also requested a draft operating budget be forwarded to them at least 10 days in advance of their next meeting.

The meeting was declared adjourned at 8:27 pm. The next Council meeting is scheduled to take place on Tuesday, October 26, 2010.



Elin Nash, Licensed Strata Agent, Email: [enash@crosbypm.com](mailto:enash@crosbypm.com)

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS, STRATA PLAN LMS 4382  
THE COMPTON**

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Held on Tuesday, November 2, 2010  
Within Unit #205 – 1316 W. 11<sup>th</sup> Avenue, Vancouver, B.C.

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<b>COUNCIL IN ATTENDANCE:</b>	Morag Whitfield Izabella Laba Steve Hart Josefina Tupper	Vice President Treasurer
<b>REGRETS:</b>	Patrick Davidson Dorothy May	President Secretary
<b>STRATA MANAGER:</b>	Elin Nash	Crosby Property Management Ltd.

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The meeting was called to order at 7:05 pm. The Strata Manager advised the Strata Council that she had arranged for duplication of three sets of building keys that were then left to be distributed to three Council members.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held September 1, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the financial statements for the months of August and September 2010 as presented. CARRIED

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives Review

Council noted that the directive items from the last meeting have been completed with the exception of a follow-up to three unit owners that had no access during the latest annual fire inspection. Council noted there is a charge for the second attempt and arrangements will be made for access to the three remaining units, advance notices will be sent out to the three unit owners

## **ANNUAL GENERAL MEETING AND OPERATING BUDGET PREPARATIONS**

It was noted that this meeting was called to deal specifically with budget preparations for the new fiscal year, business items to be brought forth at the Annual General Meeting and other issues as time allows. Council reviewed confirmation from the Vancouver Masonic Centre that a room is reserved for the Annual General Meeting for November 30, 2010. All owners will receive appropriate notices of the Annual General Meeting well in advance of this date.

1. **Draft Operating Budget:** Council reviewed the draft operating budget as prepared by the Strata Manager and went through the expense categories line by line. A few revisions were made to the categories. Council recommended that two budgets be presented at the Annual General Meeting for owners to vote on; one budget for the current insurance and the other budget for a lower insurance premium with higher deductibles. The HST has resulted in a 7% increase in costs and there are additional costs in the budget to cover the 10 year warranty structural review.
2. **Sprinkler Heads:** The Strata Manager had provided the Council members with copies of a letter received from Polygon Construction Management along with an identification brochure for 'central' residential wet sprinklers, as well as an identification brochure for 'star' dry type sprinklers. As there have been two fire protection companies that have identified faulty sprinkler heads within the building. Council recommended that this be taken forth to the owners to approve expenses to replace these sprinkler heads by way of a 3/4 Vote Resolution as an authorized expenditure from the CRF. Council also noted that the fire protection company never did provide a list of specific locations of faulty sprinkler heads. As approximately \$1,000.00 has already been paid out to Fire Pro for the sprinkler head investigation, direction was given to the Strata Manager to send a letter to Fire Pro Fire Protection asking for the specific list of locations.
3. **Elevator Monitoring:** Council had entered into an agreement with Chubb Security to monitor the elevator telephone lines. However, complications have arisen with the existing telephones; Council reviewed a quotation submitted by Web Solutions to correct the problem. Council recommended that this matter be brought forth to the owners at the Annual General Meeting by way of a 3/4 vote to fund the additional telephone repair expense as an authorized expenditure from the CRF, at a maximum expenditure of \$5,000.00.

## **BUSINESS ARISING, cont'd**

2. **Building Envelope Maintenance:** Council noted that Bemco has completed the work that was required as outlined in their report.
3. **Balcony Resurfacing:** The Strata Manager advised that Rudy Fehr Repairs has completed this project. However, with the exception of one unit where access was not available in spite of many attempts to gain access. That balcony will be postponed until next spring/summer.

## **CORRESPONDENCE**

Council acknowledged receipt of the following correspondence items:

- An e-mail from an owner advising of a new tenant but move arrangements will not be required as they're moving in with two suitcases.

- An e-mail from an owner advising of a bylaw violation concerning a bicycle storage at the hallway on the 9<sup>th</sup> floor.

### **NEW BUSINESS**

1. Gas Leak: Concerning previous reports of a gas leak noted at the 10<sup>th</sup> floor, another gas leak was recently reported, and upon investigation it was determined that there was no gas leak. This matter will be reviewed further at the next Strata Council meeting.
2. Boiler Permit: The Strata Manager presented the Council with this year's hot water boiler permit and a Council member will post it in the mechanical room.
3. Winterization Items: The Strata Manager advised that all items for winterization have been addressed. Quantum has confirmed they are on board with taking care of snow removal needs however, their signed confirmation is still to be received.
4. Other:
  - Generator Servicing – The Strata Manager advised that Simson Maxwell has been authorized to proceed with the servicing of the generator in accordance with their two times per year contract.
  - Council noted receipt of an e-mail from an owner advising of a metal strip at the interior front entrance door that has come loose. Council requested that the Strata Manager ask Rudy Fehr Repairs to attend to this.

There being no further business, the meeting was declared adjourned at 9:05 pm. The next Council meeting date is to be determined for the new year, 2011.

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Elin Nash  
Strata Manager  
Email: enash@crosbypm.com  
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**MINUTES  
OF THE ANNUAL GENERAL MEETING  
THE OWNERS STRATA PLAN LMS 4382  
THE COMPTON**

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Held on Tuesday, November 30, 2010  
Within Room #111 – 1495 W. 8<sup>th</sup> Avenue  
Vancouver, B.C.

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The meeting was called to order at 7:05 pm. by the Council President.

Crosby Property Management Ltd. was represented by Elin Nash.

**CALLING THE ROLL AND CERTIFICATION OF PROXIES**

The attendance register confirmed at the time of commencement of the meeting there were 10 eligible voters in attendance and 11 represented by proxy for a total of 21. The quorum requirements had been achieved and the meeting proceeded. Total owner representation subsequently increased to 23.

**PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED that the notice dated November 8, 2010 complied with the notice requirements and that the financial statements had been received. CARRIED.

**APPROVAL OF GENERAL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Annual General Meeting held on November 30, 2009 as circulated. CARRIED.

**PRESIDENT'S REPORT**

The Council President advised that the HST had added significantly to the cost of the strata fees. He spoke on the two budgets being presented this evening. He also spoke on the mechanical and elevator system repairs having contributed to the year end deficit as additional service calls were required. The Vice President advised that both the landscape and building envelope maintenance work have been completed.

**REPORT ON INSURANCE COVERAGE**

It was MOVED/SECONDED that the report on insurance coverage had been received. CARRIED.

**STRATA CORPORATION INSURANCE COVERAGE**

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notable does **NOT** provide coverage for loss or damage to:

- \* Strata Lot owner's and/or tenant's personal property,
- \* Strata Lot owner's betterments and/or improvements to strata lot,
- \* Strata Lot owner's and/or tenant's additional living expenses,
- \* Strata Lot owner's rental income loss.

#### **STRATA LOT OWNER AND/OR TENANT INSURANCE COVERAGE RECOMMENDATION**

It is recommended that all Strata Lot owners and/or tenants acquire the applicable coverage:

- \* **Personal property**, such as furniture, clothing and similar personal property in the Strata Lot or designated storage space in the building, subject to a deductible.
- \* Strata Lot **betterments and/or improvements** completed at a Strata Lot owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- \* **Additional Living Expenses** incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- \* **Loss of rental income** incurred by a Strata Lot owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- \* **Strata Corporation's Deductible Chargeback (e.g. Water, Fire)** incurred in the event of a claim that originated from within an owner's Strata Lot.

#### **\*\*Example\*\***

In a rental situation there are three separate parties therefore **there** should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

Claim Example: "Property Damage" (i.e. Water damage or fire in a Strata Lot)

- \* The Strata Corporation's insurance policy handles the damage to the building's common areas subject to the applicable deductible;
- \* The Strata Lot owner's policy in a rental situation handles the damage to betterments / improvements and loss of rental income. The Strata Lot owner's policy in an owner occupied Strata Lot handles damage to the Betterments and Improvements, Damage to Personal Contents And Additional Living Expenses for the owner.
- \* The tenant's insurance policy handles damage to Personal Contents and Additional Living Expenses if the tenant has to move out as a result of the damage.

#### **APPROVAL OF PROPOSED OPERATING BUDGET**

The Strata Manager spoke on the two proposed operating budgets included in the agenda package, Budget "A" and Budget "B". The difference in these budgets pertain to the insurance line category. Budget "A" reflects the current insurance premium renewed this year at the same deductible levels as previous years. Budget "B" reflects a lower premium that will result in higher deductibles of \$10,000 for water damage and flood from the current \$5,000 deductible.

**Minutes of the Annual General Meeting  
The Owners Strata Plan LMS 4382  
Held on Tuesday, November 30, 2010**

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The Strata Council recommends that owners decide on the insurance. It was mentioned that should the lower premium with the higher deductibles be approved, then it may not be possible to revert back to the lower deductibles in the future.

It was MOVED/SECONDED to approve the proposed operating budget "A" as circulated for the fiscal year October 1, 2010 to September 30, 2011. The Chairperson called for the vote, the result being UNANIMOUSLY IN FAVOUR of accepting proposed operating budget Option "A". CARRIED.

**PAYMENT OPTIONS (Monthly Strata Fees ONLY):**

1. **OWNERS CURRENTLY ON PRE-AUTHORIZED PAYMENT (PAD):** There is no action required from these owners as any new strata fees and/ or retroactive fees adjustments (if any) will be automatically adjusted.
2. **OWNERS WHO PAY BY POST-DATED CHEQUES:** Please send in 12 post-dated cheques payable to Strata Plan LMS 4382 for the new amount. Any change in strata fees is effective from **October 1, 2010**; therefore, owners may also be required to send in a cheque for the retroactive fees increase (if any).
3. **OWNERS WHO PAY BY AUTOMATIC E-BANKING:** Owners will have to re-submit the new strata fee amount for future months as well as any retroactive payment if necessary.

**If you have any questions regarding your account, please contact Poonam Benning in our Accounting department at 604-689-6988.**

**CONSIDERATION OF RESOLUTION "A" 3/4 VOTE  
AUTHORIZE FUNDS FROM THE CONTINGENCY RESERVE FUND – SPRINKLER HEADS**

It was MOVED/SECONDED to approve Resolution "A" as follows:

**BE IT RESOLVED** by a 3/4 vote of the owners of Strata Corporation LMS 4382, The Compton, in attendance at this meeting or via proxy, that the Strata Corporation be authorized to expend a sum of money not to exceed, \$17,000 (seventeen thousand dollars), inclusive of applicable taxes, for the purpose of replacing faulty sprinkler heads at various identified locations within the building. This expenditure will be funded as an authorized expenditure from the Contingency Reserve Fund.

**Discussion**

The Council members advised that the presence of faulty sprinkler heads was first brought to their attention by Fire Pro in 2008; it was determined that the sprinkler heads in question were recalled in 2001. The Strata Manager advised that two fire protection companies have assessed the sprinkler heads and both have confirmed that there are recalled sprinkler heads installed within the building. It was mentioned that the Strata Corporation insurance provider is alerted to the presence of the recalled sprinkler heads and they have recommended that these be replaced as soon as possible. It was discussed that the sprinkler heads need to be replaced; concerning the pursuit for any reimbursements of these costs, it will be a Strata Council matter and will be brought forth for discussion at the next Council meeting.

**Minutes of the Annual General Meeting  
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Following the discussion, the Chairperson called for the vote, the result being 23 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

**CONSIDERATION OF RESOLUTION "B" 3/4 VOTE  
AUTHORIZE FUNDS FROM THE CONTINGENCY RESERVE FUND  
ELEVATOR TELEPHONES**

It was MOVED/SECONDED to approve Resolution "B" as follows:

**BE IT RESOLVED** by a 3/4 vote of the owners of Strata Corporation LMS 4382, The Compton, in attendance at this meeting or via proxy, that the Strata Corporation be authorized to expend a sum of money not to exceed, \$5,000 (five thousand dollars), inclusive of applicable taxes, for the purpose of replacing existing faulty handsets with new box style hands free telephones within the 2 elevator cabs within the building. This expenditure will be funded as an authorized expenditure from the Contingency Reserve Fund.

**Discussion**

A Council member mentioned that it was assumed the existing telephone lines were being monitored. However, when a recent elevator entrapment occurred, it was discovered that the telephones ring to the lobby telephone and since there is no Caretaker on site, this set-up is futile as no one is monitoring the lobby telephone. A technician was hired to program the elevator telephones to ring to Chubb Security however, when the technician attended on site, they found that the existing telephones were problematic and required replacement. An owner then asked would it not be prudent to get two quotes. It was answered "that we can certainly investigate obtaining a second quote". The Strata Manager advised on a company that may be able to provide the second quote.

Following the discussion, the Chairperson called for the vote, the result being 20 IN FAVOUR, 3 OPPOSED, 0 ABSTAINED. CARRIED.

**GENERAL DISCUSSION**

An owner mentioned the front entrance lights and asked if these could be programmed for the time change as currently they are being turned on a little too late in the day. It was agreed this needs to be done and it was recommended to arrange a site meeting with the electrician so that Council members may be shown how to also adjust the timer. It was recommended that the timer be adjusted to turn on at 4:00 pm. and to turn off at 7:00 am.

An owner mentioned that people are disposing their discarded furniture into the garbage and what can be done about this. Another owner mentioned that other buildings have an established rubbish removal day and possibly the Strata Council may consider implementing that. An owner mentioned the amount of rentals allowed in the building and stated they found the existing 50% rental limit excessive. It was answered that this limit was established at the very First Annual General Meeting. However, the rental limit can be addressed again at the next General Meeting. It was noted that original owners would be and are exempt from any rental bylaws.



**Minutes of the Annual General Meeting  
The Owners Strata Plan LMS 4382  
Held on Tuesday, November 30, 2010**

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A Council member mentioned the flooring specifications requiring the best quality underlay and the bylaws specifically addressing requirements that must be abided by if flooring is installed, such as to avoid walking on flooring with hard shoes and that no less than 60% of the hard floor surfaces (except kitchen, bathrooms and entry area) are to be covered with rugs or carpets (Bylaw 8.1(j)). The Council member asked whether the Council should be inspecting the suites to ensure for compliance on the flooring requirements. An owner then spoke up regarding a recent incident of neighbours having attended at their unit with four visits in three days citing noises and accusing the owner of wearing shoes in the unit. The owner spoke on the incidents and the dialogue between the complainants and themselves. It was mentioned that for these types of complaints, it really is on the onus of the complainer to collect the data to list the dates and times of the noise violations. In turn, it is suggested that to avoid a confrontation should someone come banging on your door in an angry manner, to not open your unit door.

An owner mentioned the appliances and it was stated that the appliances are now 10 years old and the maximum life on appliances is approximately 12 years. An owner mentioned the lighting in the recycling room always being on and asked if a timer or a motion sensor could be installed. It was answered that if people notice the lighting left on, to just please turn it off. An owner asked if the e-mail distribution list is up-to-date and it was answered, as much as the owner that is monitoring the web, is kept up-to-date.

**ELECTION OF COUNCIL**

Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

Steve Hart	#705
Morag Whitfield	#1205
Josefina Tupper	#103
Izabella Laba	#205
Anil Dhawan	#601

The above noted owners were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:35 pm.

  
\_\_\_\_\_  
Elin Nash  
Strata Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office: (604) 683-8900  
www.crosbypm.com

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## **Crosby offers convenience!**

### **1) Pre-Authorized Debit Payment (PAD)**

For Owners who wish to enroll in our PAD for the 1<sup>st</sup> time, a copy of our PAD Agreement can be downloaded from our website at [www.crosbypm.com](http://www.crosbypm.com) under the "Forms" section.

### **2) Online/Telephone Banking**

**Crosby offers convenience!** Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your strata fees, special levies, etc.

### **I'M INTERESTED, HOW DO I DO THIS?**

1. Go to bill payment option and set up "Crosby Property Management Ltd. (Strata)" as a vendor.
2. You will be required to provide your Crosby personally assigned unique reference number (without dashes or spaces). This number can be found in your Crosby correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

### **WHEN SHOULD I MAKE MY PAYMENTS?**

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by Crosby Property Management Ltd. by the due date to avoid any late payment fines.

**LMS 4382 - THE COMPTON**  
**Approved Budget**  
**Oct 01, 2010 to Sep 30, 2011**

**INCOME**

**FEES**

Operating Fund Contribution	228,304
<b>TOTAL FEES</b>	<b>228,304</b>
<b>TOTAL INCOME</b>	<b>228,304</b>

**EXPENSES**

**OPERATING EXPENSES**

Audit	234
Bank Charges / Interest	156
Electricity	17,000
Elevator Maintenance	16,700
Fire Equipment Maintenance / Monitoring	12,000
Garbage Removal	7,400
Gas	29,000
Grounds-Improvements	1,000
Grounds-Maintenance	9,740
Insurance	25,500
Janitorial Services and Supplies	8,000
Legal Fees	204
Management Fees	14,358
Mechanical Maintenance	2,269
Miscellaneous	2,000
Mechanical Repairs	18,500
Repair and Maintenance	15,000
Snow Removal	600
Warranty	5,200
Water / Sewer	12,100
Window Cleaning	1,750
<b>TOTAL OPERATING EXPENSES</b>	<b>198,711</b>

Reserve-Painting	4,000
Reserve-Roof	4,000
Reserve - Building Maintenance / Inspection	11,000
<b>TOTAL EXPENSES</b>	<b>217,711</b>

<b>CURRENT YEAR SURPLUS / (DEFICIT)</b>	<b>10,593</b>
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Operating Surplus (Deficit) Balance Forward	(10,593)
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<b>ENDING OPERATING SURPLUS / (DEFICIT)</b>	<b>0</b>
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**LMS 4382 - THE COMPTON**  
**Approved Strata Fee Schedule**  
**Oct 01, 2010 to Sep 30, 2011**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlement</u>	<u>Monthly</u> <u>Strata Fees</u>
1	#101 - 1316 W. 11th Avenue	72	\$ 334.02
2	#102 - 1316 W. 11th Avenue	59	273.71
3	#103 - 1316 W. 11th Avenue	96	445.36
4	#201 - 1316 W. 11th Avenue	72	334.02
5	#202 - 1316 W. 11th Avenue	78	361.86
6	#203 - 1316 W. 11th Avenue	66	306.19
7	#204 - 1316 W. 11th Avenue	64	296.91
8	#205 - 1316 W. 11th Avenue	78	361.86
9	#301 - 1316 W. 11th Avenue	74	343.30
10	#302 - 1316 W. 11th Avenue	79	366.50
11	#303 - 1316 W. 11th Avenue	66	306.19
12	#304 - 1316 W. 11th Avenue	64	296.91
13	#305 - 1316 W. 11th Avenue	79	366.50
14	#401 - 1316 W. 11th Avenue	74	343.30
15	#402 - 1316 W. 11th Avenue	79	366.50
16	#403 - 1316 W. 11th Avenue	66	306.19
17	#404 - 1316 W. 11th Avenue	64	296.91
18	#405 - 1316 W. 11th Avenue	79	366.50
19	#501 - 1316 W. 11th Avenue	74	343.30
20	#502 - 1316 W. 11th Avenue	79	366.50
21	#503 - 1316 W. 11th Avenue	59	273.71
22	#504 - 1316 W. 11th Avenue	58	269.07
23	#505 - 1316 W. 11th Avenue	79	366.50
24	#601 - 1316 W. 11th Avenue	74	343.30
25	#602 - 1316 W. 11th Avenue	79	366.50
26	#603 - 1316 W. 11th Avenue	59	273.71
27	#604 - 1316 W. 11th Avenue	58	269.07
28	#605 - 1316 W. 11th Avenue	79	366.50
29	#701 - 1316 W. 11th Avenue	74	343.30
30	#702 - 1316 W. 11th Avenue	79	366.50
31	#703 - 1316 W. 11th Avenue	59	273.71
32	#704 - 1316 W. 11th Avenue	58	269.07
33	#705 - 1316 W. 11th Avenue	79	366.50
34	#801 - 1316 W. 11th Avenue	74	343.30
35	#802 - 1316 W. 11th Avenue	79	366.50
36	#803 - 1316 W. 11th Avenue	59	273.71
37	#804 - 1316 W. 11th Avenue	58	269.07
38	#805 - 1316 W. 11th Avenue	79	366.50
39	#901 - 1316 W. 11th Avenue	74	343.30
40	#902 - 1316 W. 11th Avenue	79	366.50
41	#903 - 1316 W. 11th Avenue	59	273.71
42	#904 - 1316 W. 11th Avenue	58	269.07
43	#905 - 1316 W. 11th Avenue	79	366.50
44	#1001 - 1316 W. 11th Avenue	74	343.30

**LMS 4382 - THE COMPTON**  
**Approved Strata Fee Schedule**  
**Oct 01, 2010 to Sep 30, 2011**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlement</u>	<u>Monthly</u> <u>Strata Fees</u>
45	#1002 - 1316 W. 11th Avenue	79	\$ 366.50
46	#1003 - 1316 W. 11th Avenue	59	273.71
47	#1004 - 1316 W. 11th Avenue	58	269.07
48	#1005 - 1316 W. 11th Avenue	79	366.50
49	#1101 - 1316 W. 11th Avenue	74	343.30
50	#1102 - 1316 W. 11th Avenue	79	366.50
51	#1103 - 1316 W. 11th Avenue	59	273.71
52	#1104 - 1316 W. 11th Avenue	58	269.07
53	#1105 - 1316 W. 11th Avenue	79	366.50
54	#1201 - 1316 W. 11th Avenue	74	343.30
55	#1202 - 1316 W. 11th Avenue	79	366.50
56	#1203 - 1316 W. 11th Avenue	59	273.71
57	#1204 - 1316 W. 11th Avenue	58	269.07
58	#1205 - 1316 W. 11th Avenue	79	366.50
<b>Total =</b>		<b>4,101</b>	<b>\$ 19,025.37</b>

**Total Annual Strata Fees ( X 12 months) =** **\$ 228,304.44**

The monthly strata fee schedule includes 0% Contribution to the contingency Reserve Fund.

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS, STRATA PLAN LMS4382  
THE COMPTON**

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Held on Tuesday, February 8, 2011  
Within Unit #205 – 1316 W. 11<sup>th</sup> Avenue, Vancouver, B.C.

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<b>COUNCIL IN ATTENDANCE:</b>	Izabella Laba Steve Hart Josefina Tupper Anil Dhawan	
<b>REGRETS:</b>	Morag Whitfield	
<b>GUEST:</b>	Jeff Calvert	Thyssen-Krupp Elevator
<b>STRATA MANAGER:</b>	Markus Schmid	Crosby Property Management Ltd.

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The meeting was called to order at 7:06 pm.

**GUEST BUSINESS**

Jeff Calvert of Thyssen-Krupp Elevator met with council to discuss the situation with the telephones for the elevator. He had followed up with Webb Solutions and presented a preliminary option for one touch auto dialer telephones for meeting modern code on the elevators. Jeff noted the phone lines would go to a monitoring service with the option of either going to ThyssenKrupp for dispatch directly or to Chubb Security, which the building has other monitoring services with. Council noted there were two quotations that were sourced previously and would be further reviewed.

In regards to the door edge that was at issue, Jeff Calvert noted a number of call backs for the previous year was between 130 and 150 days between call backs (industry standard is usually 60 to 70 days for call backs for a similar period of time). Council thanked Jeff Calvert for his input.

**COUNCIL POSITIONS**

The Council members took on the following positions:

Morag Whitfield	Vice President
Izabella Laba	Treasurer
	President (yet to be decided)

Council agreed to further review whether the position of President is to be a shared position.

### **APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held November 2, 2010 as circulated. CARRIED.

### **APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the financial statements for the months of October to December 2010 as presented. CARRIED

### **REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

### **REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **1. Directives to Strata Manager**

Directives were reviewed in detail and council was satisfied with the action on directives.

#### **2. Sprinkler Heads**

Council reviewed and noted a letter had been sent to Fire-Pro in regards to the sprinkler heads. No reply had been received from Fire-Pro. Council directed and outlined the following measures to be taken:

- Another letter is to be sent to Fire-Pro requesting a complete list of the sprinkler heads be completed. Fire-Pro will have a deadline of two to three weeks to reply and if not heard back, another letter is to be sent to Fire-Pro with a request of refund of for a total of \$1031.35 for two invoices related to the sprinkler audit. Council further agreed notice of cancellation of the services of Fire-Pro would be provided.
- Council directed following the above the services of Voltech are to be contracted for undertaking the sprinkler replacement and to undertake the annual fire inspection due in March, if Fire-Pro does not address Council's concerns.

#### **3. Balcony Resurfacing**

Council noted a list of balconies requiring re-surfacing is in place and one suite is to be followed up for the spring of this year. Council requested the Strata Manager to check the list and follow-up accordingly, ensuring work proceeds this spring.

4. Landscaping

Council received a quotation from Para Space for the annual landscaping contract with a number of options for additional work to be done around the complex. Council requested a copy of the contract be e-mailed through to all members of council. Council will discuss and decide accordingly what options are to be undertaken by Para Space. Council further noted there are six bushes along the west side of the property appearing dried out and needing to be addressed. Council agreed this would be followed up on later in the year when work comes due.

5. Sink Hole on the Grounds of the Property

Council noted input had been received by the Strata Manager from the City of Vancouver regarding the sink hole that had been filled in, in the past couple of months. The City advised it was on building property and as such, the City has no responsibility. The City suggested to monitor the location where the sink hole had occurred for the next month.

6. Building Envelope Inspection

Council noted an inspection had been undertaken by Bemco and requested the Strata Manager to check on the report and forward the report on to council. Any work as outlined in the report is to be followed up on.

7. Emergency Generator

Council was advised the emergency generator was serviced per the service contract, and is done on a semi-annual basis by Simson-Maxwell.

8. Front Entrance Door

Council was advised the front entrance door had been repaired by Rudy Fehr, and is complete. Council further noted there is an issue with the front door with the enterphone buzzer system. When a suite is buzzed even if it rings to the suite and is not answered by the suite, the door can be opened. Council requested this be followed up on. Council further requested the security camera system to the front entrance and back door be checked by Chubb Security.

9. Mechanical Equipment

Council noted a list of future projects and work to be expected on the mechanical systems was received from Latham's last year. Council noted these items will be coming due as regular budget items, specifically boiler cleaning. Approximate costs can be expected to be \$1,800.00. The other items will continue to be monitored and checked on through the preventive maintenance program that is done by Latham's for the building.



### **CORRESPONDENCE**

- There was correspondence received from a resident regarding a bicycle. Council requested a review be done to check whether a fine was levied and this to be forwarded on to council.
- Correspondence was received from three owners in regards to noise complaints and council agreed to review first the background to these complaints and will provide direction to the Strata Manager on how to follow-up accordingly.
- Council was advised two suites had placed rental requests. Council noted this is still below the rental limit and the suites can be rented out.
- Correspondence was received in regards to Christmas trees. Council noted this will be further reviewed at a future council meeting.
- Correspondence was received in regards to keys that were dropped down the elevator shaft. Council noted this is an issue in the complex and typically the elevator company, on their monthly maintenance, will check. Residents are advised to please ensure either Management and / or the elevator company is advised accordingly if keys are dropped down the shaft.
- Correspondence was received from an owner regarding a number of items. Council requested a letter be sent confirming parking spots with this owner and another owner, and council requested a letter be sent advising their concern had been referred to the elevator company.

### **NEW BUSINESS**

1. **Building Envelope Warranty Structural Review Quotations**

Council received two quotations for undertaking the ten year structural warranty inspection. One quotation was from McCuaig & Associates in the amount of \$5,600.00, and the other quotation was from Morrison Hershfield in the amount of \$5,800.00. Both quotations presented the same criteria. The main difference was McCuaig offered to meet with Council to review the report. Council noted the ten year structural warranty expires March 28, 2011. Council further noted the report of any deficiencies has to be forwarded to the warranty provider prior to the expiry date.

Council duly **MOVED** and **SECONDED** to secure the services of McCuaig and Associates to undertake the review. **CARRIED**

2. **Appraisal Update**

Council was advised the appraisal for 2011 increased to \$13,371,900.00 up from \$13,120,000.00.

3. **Key and Fob Policy**

Council reviewed the policy of how keys and fobs are provided to owners. Council agreed the current process remains in place.

4. **Window Cleaning Scheduling**

Council requested window cleaning proceed in late April of this year.

5. Carpet Cleaning Scheduling

Council requested carpet cleaning be scheduled for May of this year.

6. Garage and Exterior Walkway Cleaning Scheduling

Council requested patios be included in the powerwashing as well and powerwashing be scheduled in late April. Council requested that all these items be scheduled on a regular basis for the coming years.

7. Dryer Vent Cleaning

Council requested this be followed up and arranged on a regular annual basis as had been done in previous years.

8. Meeting Schedule for 2011

Council requested the Strata Manager to forward dates for scheduling meetings. Council requested the next meetings to be scheduled around early May, mid August, for the budget meeting in October and the Annual General Meeting to be scheduled for November. The Strata Manager will e-mail Council on the exact dates and dates will be noted in the future minutes.

There being no further business, the meeting was declared adjourned at 8:56 pm.

**CROSBY PROPERTY MANAGEMENT LTD.**

Agent for the Owners

Strata Manager Markus Schmid

Email: mschmid@crosbypm.com

Direct Line: (604) 604-689-6962,

General Office: (604) 683-8900 (24 Hours)

[www.crosbypm.com](http://www.crosbypm.com)

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS, STRATA PLAN LMS4382  
THE COMPTON**

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Held on Tuesday, April 19, 2011  
Within Unit #1205 – 1316 W. 11<sup>th</sup> Avenue, Vancouver, B.C.

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<b>COUNCIL IN ATTENDANCE:</b>	Morag Whitfield Izabella Laba Steve Hart Josefina Tupper	Vice President Treasurer
<b>REGRETS:</b>	Anil Dhawan	
<b>STRATA MANAGER:</b>	Markus Schmid	Crosby Property Management Ltd.

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The meeting was called to order at 7:18 pm by Steve Hart.

**COUNCIL POSITION**

Council discussed whether or not a member of Council should be volunteered for the position of President or the position of President remain a shared position. Council agreed all the members not elected to a position will share the position of President (Steve Hart, Josefina Tupper, and Anil Dhawan).

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held February 8, 2011 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the financial statements for the months of January to March 2011 as presented. CARRIED

**REVIEW OF ACCOUNTS RECEIVABLE**

The current accounts receivable was reviewed by Council, and all accounts are in order.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

## REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

## BUSINESS ARISING FROM PREVIOUS MINUTES

### 1. Directives to Strata Manager

Directives were reviewed in detail and council was satisfied with the action on directives. Council agreed a member of Council would review whether any follow-up can be done with Fire-Pro, and whether small claims action is an option for services provided that are in question. Council requested the Strata Manager to check on the report from Bemco, and whether work was still outstanding from the report.

### 2. Building Structural Warranty Review - Report

Council noted the report for the ten year structural warranty inspection was received from McCuaig & Associates. The inspection report was forwarded on to Travellers Insurance and on to Polygon Development. Travellers Insurance replied noting there were no items of concern brought up that would apply to the ten year structural warranty as a claim.

Only two items were brought up as items for consideration for the Strata to follow-up on. One item was the masonry wall for the emergency generator room cracked in a step-wise fashion. The other item was the glazing of a window pane was cracked. Council agreed these two items could be reviewed by Bemco in a future maintenance review.

### 3. Sprinkler Replacement Work – Update

Council noted all sprinkler head replacement work was completed except for suites missed during the annual fire inspection, as these suites could not be accessed on the date of inspection. Council requested notices to be sent to the missed units from the annual fire inspection informing all missed units that access to their units is mandatory for the purposes of ensuring recalled sprinkler heads are replaced.

### 4. Elevator Emergency Phones – Further Input

Council noted the emergency phones for the elevators were repaired. The emergency phones are monitored by Chubb Security. Webb Solutions who repaired the emergency phones, put forward a recommendation to replace the current emergency phones with handsfree phones. Council agreed to defer the recommendation from Webb Solutions to the annual general meeting for discussion with owners, as the current emergency phones are functioning.

### 5. Quotations for – Window Cleaning

Council received quotation for window cleaning of inaccessible windows in the amount of \$1,200.00 and in the amount of \$3,300.00 (plus taxes for both quotations). Council requested window cleaning be scheduled with Old English Window Cleaning in the amount of \$1,200.00 plus taxes.

6. Quotations for – PowerWashing

Council received quotations for power washing of the parkade, patios, and entrance walkways in the amount of \$850.00 and in the amount of \$1,088.00. Council noted the company quoting \$850.00 for power washing provided an additional quotation in the amount of \$1,090.00 for cleaning of sump and catch basins. Council further noted the cleaning of sump and catch basins in the parkade should be done every two years. Council requested power washing and cleaning of sump and catch basins to proceed with Ramos in the total amount of \$1,940.00 plus taxes.

7. Quotations for – Dryer Vent Cleaning

Council received quotation for dryer vent cleaning from the outside only in the amount of \$1,160.00 and \$1,100.00. Council requested dryer vent cleaning be scheduled with National Air Technologies in the amount of \$1,100.00.

Council wishes to remind all residents to please ensure the dryer vents in their units are properly connected between the wall outlet and their dryer. A disconnected dryer vent line will cause moisture to be blown into the unit, leading to foggy windows after the dryer has run.

8. Landscaping

Council received a quotation from Para Space for fertilizing the lawn with organic matter, use of nematodes to control leather jacket insects, and deep root fertilization of trees and shrubs. Council requested all these items be deferred. Council noted quotation was being awaited for re-planting of hedge trees and for two planter pots at the entrance. Council requested that once quotation is received, to forward for review, and to proceed.

**CORRESPONDENCE**

- Correspondence was received from an owner requesting permission to install hardwood flooring. Council noted the necessary indemnity form had been completed. Council requested a letter of approval to be forwarded for installation of hardwood flooring.
- Correspondence was received from an owner requesting the move fee be deferred for their situation. Council reviewed the request, and requested a letter of reply be forwarded advising their request was not approved.
- Correspondence was received from an owner regarding a stain on their ceiling. Council requested the Strata Manager to have this matter followed up on.

**NEW BUSINESS**

1. Building Exterior

Council received input and quotation from Accurate Glass to address windows for two units. Council requested this work to proceed.

2. Building Insurance – Additional Coverage

Council received input and quotation for additional coverage on the building insurance for increasing the Directors and Officers Liability coverage from \$2,000,000.00 to \$5,000,000.00, and for increasing Volunteer Accident coverage from \$100,000.00 to \$200,000.00. This would increase insurance premiums by \$400.00 per year. Council noted the current coverage in place is sufficient. Council requested this item not proceed.

3. Budget Quotation -- Re-Keying to High Security Keys

Council received quotation for re-keying all common area doors and service room doors to high security keys. One budget quotation was for only re-keying to high security keys in the amount of \$6,700.00. One budget quotation was for re-keying and changing lock mechanisms to mechanisms that pick / drill resistant in the amount of \$9,700.00. Council noted if a resident lost keys or were stolen, potentially re-keying would still have to be done even with high security keys in place. Council further noted re-keying with regular Weiser or Schlage keys would be much cheaper. Council requested quotation be sourced for only re-keying all service rooms to one key. Council requested quotation be sourced from Chubb Security for installing a FOB access point on two stairwell doors at the back of the building.

4. Roof Anchors - Inspection

Council was advised the roof anchors require inspection. Quotation was in the amount of \$710.00. Council requested inspection of the roof anchors to proceed immediately.

5. Other Business – per Strata

Council wishes to remind all residents with pets to please ensure the following on pet "hygiene":

- Always clean-up the waste of your pet dog, and ensure the waste is properly disposed of (bagged and thrown in the garbage)
- Pet dogs are clean (the paws are not covered in mud or dirt) when coming through the common areas, particularly in the hallways and the elevators
- Pet dogs are properly groomed, to ensure their pets' smell does not affect confined areas like the elevator

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 8:56 pm. Next meeting Monday, August 15, 2011 / 7:00 pm in suite 1205.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Markus Schmid

Email: [mschmid@crosbypm.com](mailto:mschmid@crosbypm.com), Direct Line: (604) 604-689-6962

General Office: (604) 683-8900 (24 Hours) [www.crosbypm.com](http://www.crosbypm.com)

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS, STRATA PLAN LMS4382  
THE COMPTON**

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Held on Tuesday, August 23, 2011  
Within Unit #1205 – 1316 W. 11<sup>th</sup> Avenue  
Vancouver, B.C.

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<b>COUNCIL IN ATTENDANCE:</b>	Morag Whitfield Izabella Laba Steve Hart	Vice President Treasurer
<b>REGRETS:</b>	Josefina Tupper	
<b>STRATA MANAGER:</b>	Markus Schmid	Crosby Property Management Ltd.

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The meeting was called to order at 7:06 pm by Strata Manager, Markus Schmid.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held April 19, 2011 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the financial statements for the months of April to June 2011 as presented. CARRIED

**REVIEW OF ACCOUNTS RECEIVABLE**

The current accounts receivable was reviewed by Council. Two strata lots were noted to be arrears. Council requested further reminders to be sent to the units in question.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

### **1. Directives to Strata Manager**

Directives were reviewed, and follow-up was requested on certain items, in particular for:

- Further follow-up be done with the window cleaning company requesting the front entrance glass awning be cleaned
- A letter be sent to the dryer vent cleaning company requesting verification that vents were cleaned for the ground floor units

Council was satisfied with the directives. Directives resulting from this meeting will be reviewed at the next council meeting.

### **2. Update on Fire Inspection Follow-up**

Council was advised three units were missed during the follow-up inspection for the fire inspection. The three units were sent letters requesting arrangements be made directly with the fire inspection company. One unit verified inspection had been undertaken. Council requested monthly reminders be sent to the two outstanding units until verification is provided inspection has been completed. Council noted is primarily being done for the purposes of ensuring recalled sprinkler heads are replaced.

### **3. Update on Work by Accurate Glass**

Council was advised Accurate Glass has been requested to follow-up and schedule the window repair work for two units where access via bosun chair is necessary. Council received quotation in the amount of \$1,592.00 plus HST for the replacement of a damaged window for a unit accessible from the ground. Council agreed this is necessary, and requested work to proceed as soon as feasible.

### **4. Quotations by Rudy Fehr Repairs Ltd.**

Council received three quotations from Rudy Fehr Repairs Ltd. for the following:

- Replacement and upgrading of the roof drain baskets. Quotation is in the amount of \$750.00 plus HST
- Paint Touch-ups and drywall repairs on the third floor and entry lobby. Quotation is in the amount of \$900.00 plus HST
- Install a stainless steel corner guard by the lobby mailboxes and repair elevator light covers in both elevator cabins. Quotation is in the amount of \$350.00 plus HST

Council reviewed and discussed the three quotations. Council agreed the replacement and upgrading of the roof drain baskets proceed as the baskets are plastic with one basket already broken. Council noted painting of the common area hallways has been done at various times over the last ten years. Council agreed no paint touch-ups are to proceed. Council agreed to review the installation of a stainless steel corner guard by the lobby mailboxes and repair elevator light covers in both elevator cabins, and will advise the Strata Manager accordingly.



5. Landscaping Items

Council received input and quotation for treatment of the landscaping for European Chafer Control and for Spider Mite Control. Council noted no evidence of these two pests has been seen on the property at this time. Council will continue to monitor this, particularly for European Chafer.

Council noted future landscaping considerations should include replacement of the bushes by the bird bath with larger drain rock as this part of the garden is always water logged, and the pavers at the back be levelled. Council further noted a suggestion had been received from an owner of adding a garden bench to the back garden for owners to use. Council agreed this could be topic of discussion with the ownership.

CORRESPONDENCE

- Correspondence was received from an owner regarding concerns of barking by a pet dog and pet droppings. Council noted follow-up has been done with the unit in question, and the residents have advised steps being taken to resolve concerns. The residents expressed their apologies for any inconvenience this may have caused to other residents.
- Correspondence was received from an owner regarding four items including repair of a window, replacement of a smoke detector, staining on a ceiling, and concern over the dryer vent for the unit. Council noted quotation had been received for the window and arrangements with trades have been made to repair the window, the smoke detector was replaced, and the dryer vent was found to be disconnected between the dryer and the duct. Council further noted follow-up had been with two units in proximity above to where the water stain was found. Both units reported no past or present issues. Council requested a follow-up letter be sent to the suite advising the stain should be monitored at this time.
- Correspondence was received from an owner requesting approval for renovations to the bathroom and kitchen area. Council noted the necessary indemnity form was completed. Council requested approval be forwarded to the owner. Council further requested the owner be advised the water shut-off for the suite is individually controlled and is contained within the unit.

NEW BUSINESS

1. Caretaker Services - Review

Council noted concerns have been received and expressed regarding some aspects of caretaker services to date. Council noted there had been the odd issue in the past, but was resolved in a satisfactory fashion each time. Follow-up had been done, however concerns have not resolved to date. Council agreed a site meeting be arranged with the caretaker services to review all specific concerns, and delivery of service will be monitored over the coming months.

2. Chubb Security – Door Access Controls

Input and quotation was received from Chubb Security for the installation of two electric door strikes, one at the back entrance door and one at the door to the emergency exit stairwell. Quotation was in the amount of \$8,826.00 plus HST. Council agreed this quotation be considered for the next fiscal year as either part of the budget or a cost allocated to the contingency reserve fund.

3. Quotation for Building Envelope Inspection

Council received quotation from BEMCO for building envelope inspection for 2012 in the amount of \$4,500.00 plus HST. Council noted inspection is undertaken every second year, and will be taken into consideration for the next fiscal year.

4. Quotation for Contingency Reserve Fund Study

Council received quotation from McCuaig and Associates for undertaking a contingency reserve fund study or depreciation report for developing budgeting plans / models for future capital expenditures. Council noted a contingency reserve fund study or depreciation report assists planning and ensuring the building is properly maintained, while assisting in taking into account the financial costs for capital expenditures. The cost for undertaking the above would in the amount of \$9,800.00 plus HST.

Council agreed this is a necessary tool that the Strata should acquire, and be considered for the budget of the next fiscal year. Council requested additional quotations be sourced for undertaking a Contingency Reserve Fund study or depreciation report.

5. Other Business – per Strata

Council noted the back gate at the lane had been upgraded by Absolute Lock to ensure the gate is more secure. Lexan and other upgrades had been undertaken.

Council noted the garage door sticks at times when in the open position. Council requested the garage door be checked by trades.

Council agreed the following item may be considered for the Annual General Meeting agenda:

- Replacement of the rubber hose connections on in-suite washers with steel braided hose connections. As the building is ten years old now, Council noted most suites have original connections still in place. Upgrading the hoses would be proactive step to ensure leaks are mitigated. Council further noted replacement would be done via a bulk / discount price through volunteer owner participation.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 8:35 pm. Next meeting Tuesday, October 18, 2011 / 7:00 pm in suite 1205.

**CROSBY PROPERTY MANAGEMENT LTD.**

Agent for the Owners

Strata Manager Markus Schmid

Email: [mschmid@crosbypm.com](mailto:mschmid@crosbypm.com)

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**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS, STRATA PLAN LMS4382  
THE COMPTON**

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Held on Monday, October 24, 2011  
Within Unit #1205 – 1316 W. 11<sup>th</sup> Avenue, Vancouver, B.C.

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<b>COUNCIL IN ATTENDANCE:</b>	Morag Whitfield Izabella Laba Steve Hart Josefina Tupper	Vice President Treasurer
<b>STRATA MANAGER:</b>	Markus Schmid	Crosby Property Management Ltd.

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The meeting was called to order at 7:10 pm by Strata Manager, Markus Schmid.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held August 23, 2011 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the financial statements for the months of July and August 2011 as presented. CARRIED

**REVIEW OF ACCOUNTS RECEIVABLE**

The current accounts receivable was reviewed by Council. One strata lot was noted to be in larger arrears. Council requested further reminders to be sent to all units in arrears. Any strata lots in arrears will not be permitted to vote at the annual general meeting.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Directives to Strata Manager**

Directives were reviewed, and follow-up was requested on certain items, in particular for:

- Delivery of caretaker services should be continued to be monitored. Council noted a site meeting had taken place between the caretaker and the Strata Manager to review concerns brought up since the last Council meeting.

- Further follow-up is to be done with the garage door trades as the door is noted to continuing to stick at times.

Council was satisfied with the directives. Directives resulting from this meeting will be reviewed at the next Council meeting.

2. Update on Work by Accurate Glass

Council noted input was received back from Accurate Glass advising window work is still necessary for a 6<sup>th</sup> floor and 12<sup>th</sup> floor unit. Council requested follow-up be done to ensure work is completed before the end of the year.

3. Quotation for Contingency Reserve Fund Study

Council received two quotations for undertaking a contingency reserve fund study or depreciation report study on the complex. Council noted a contingency reserve fund study or depreciation report assists in planning and ensuring the building is properly maintained, while assisting in taking into account the financial costs for capital expenditures. An engineering firm would complete such a report. One quotation was in the amount of \$9,800.00 plus HST. A second quotation was in the amount of \$8,900.00 plus HST. Council agreed a study would be a proactive tool for future planning. Council further noted there are two other expenditures regarded as priority items for the next fiscal year, installation of two electric door strikes at the back of the building and a building envelope inspection. Council agreed consideration be tabled to the 2012 / 2013 fiscal year for a contingency reserve fund study.

4. Proposed Budget for 2011 / 2012

Council reviewed a draft proposed budget for the 2011 / 2012 fiscal year. Council requested the proposed budget to reflect:

- The final expenditures for the year ending with the September 2011 fiscal year
- “Mechanical Maintenance” show all costs for routine quarterly maintenance work by Latham’s on plumbing / heating / ventilation and semi-annual maintenance by Simson Maxwell on the emergency generator
- Increased allocation to “Grounds – Improvements”, Allocations to “Reserve Painting”, “Reserve Roof” and “Contingency Reserve Fund” be made
- Only a modest increase in maintenance fees

Council noted the complex is now more than ten years old, and the operating budget for future years has to take into account additional costs for maintaining the complex. Council requested a copy of the budget be circulated for review prior to being sent out with the annual general meeting package.

5. Annual General Meeting – Scheduled Date

Council agreed the annual general meeting be scheduled for Thursday, November 24, 2011 at 7:00 pm in Room 111 at The Masonic Hall at 1495 West 8<sup>th</sup> Avenue, Vancouver.

Council wishes to encourage all owners to attend the annual general meeting. If you cannot attend, please be sure to give your proxy to a neighbour who is attending or to a member of Council. Additionally, volunteers to participate on Council for next year are welcome.

6. Annual General Meeting – Agenda Items

Council requested the following items be placed on the agenda for the annual general meeting:

- Chubb Security – Door Access Controls  
Input and quotation was received from Chubb Security for the installation of two electric door strikes, one at the back entrance door and one at the door to the stairwell. Council noted the complete cost is \$8,826.00 plus HST. Council requested the Strata Manager to determine whether this can be built into the operating budget (still maintaining a modest increase in maintenance fees) or should be allocated to the contingency reserve fund.
- Building Envelope Inspection  
Council noted quotation from BEMCO for building envelope inspection for 2012 in the amount of \$4,500.00 plus HST was received. Council noted inspection is undertaken every second year, and is reflected in the proposed budget. An allocation has been taken into account as well in case any necessary maintenance needs to be undertaken when the report is completed.
- Rental Bylaw Amendment  
Council noted prior thought had been given to reducing the number of allowable rentals in the Strata. The current number of permitted rentals is 30 units (50 percent of total units). Council agreed a 3/4 vote bylaw amendment be presented to owners for reducing the number of rentals down to 20 units (35 percent of total units). Council noted this bylaw amendment would have no impact on original owners.

For discussion, Council requested the following items to be added:

- In-Suite Hose Connections for Washers and Toilets  
Council received quotation from Latham's for replacement of rubber hose connections on in-suite washers with steel braided hose connections. The cost per suite was quoted at \$230.00 plus HST. If ten or more suites have hoses replaced, the cost was quoted at \$195.00 plus HST per suite. Council noted replacement of the hoses would be a proactive step to ensure leaks are mitigated should a hose fail.  
  
As washers and toilets are in-suite, this would be an owner's responsibility to pay costs for replacement. Council noted replacement costs of the hoses are a minor cost compared to any potential water damage claims that could occur. Failure of a rubber hose connection would be an owner responsibility as well, as the hose connections are in-suite. Strata would assist in facilitating arrangements to undertake replacement for any owners wishing to participate in hose replacements. Council requested the Strata Manager source further input for replacement on toilets as well, as the connection can have the same consequences when a feeder tube breaks.
- Volunteers  
Council requested volunteer roles and positions for the Strata Corporation be included in the agenda as a topic of discussion. All owners are reminded of the importance and necessity of volunteers for the Strata. Volunteers help to keep maintenance costs down, and realize savings for all owners over the long term for maintaining the complex.

Review with all residents to ensure everyone is aware where in-suite water shut offs are located.

Reminder for all residents to ensure dryer connections are properly attached and where to find the dryer connection panel in-suite.

### **CORRESPONDENCE**

- Correspondence was received from a resident advising of tree branches touching the building. Council noted this had been referred to gardening trades to be addressed.
- Correspondence had been received from an owner advising of a ceiling stain, dryer venting concerns, and ceiling cracks. A member of Council agreed to meet with the owner to review these concerns.
- Correspondence was received from a resident for in-suite renovations. Council agreed these renovations could proceed once an indemnity form had been completed and returned to the Strata Manager.

### **NEW BUSINESS**

1. Minor Maintenance Items

Council requested follow-up be done with Rudy Fehr Repairs to address the following minor maintenance items:

- Extend and install a stainless corner guard by the lobby mailboxes
- Reshape bent ceiling louvers in both elevator cabins
- Repair a strip of metal coming loose on the front lobby door
- Secure a loose astragal on the door to the recycling room
- Missing bolts on the gates to the garbage enclosure

2. Other Business – Per Strata

Council requested follow-up be done with Waste Management regarding a missing lock on the garbage enclosure.

Follow-up be done with one suite regarding paper covers on windows.

Follow-up be done with some suites to ensure Form Ks have been filed.

Have lighting in the lobby reviewed by the caretaker services.

Please be reminded of bylaw #5.4 (f):

f. The owners of pets shall be fully responsible for their behaviour within the common property. If a pet is deemed to be a nuisance by the Strata Council, it shall be removed from the Strata Corporation within thirty (30) days. Visitors shall be informed of the bylaws concerning pets and all residents will be responsible for clean-up or damage repair should their guests bring pets onto the common property.

### **TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 8:50 pm.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Markus Schmid

Email: [mschmid@crosbypm.com](mailto:mschmid@crosbypm.com), Direct Line: (604) 604-689-6962

General Office: (604) 683-8900 (24 Hours) [www.crosbypm.com](http://www.crosbypm.com)

<b>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</b>
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**MINUTES  
OF THE ANNUAL GENERAL MEETING  
THE OWNERS STRATA PLAN LMS 4382  
THE COMPTON**

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Held on Thursday, November 24, 2011  
Within Room #111 – 1495 W. 8<sup>th</sup> Avenue  
Vancouver, B.C.

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The meeting was called to order at 7:04 pm by Steve Hart, Council member. At the request of the Strata Council, Markus Schmid, Strata Manager, was requested to assist with facilitating the meeting.

Crosby Property Management Ltd. was represented by Markus Schmid, Strata Manager.

**CALLING THE ROLL AND CERTIFICATION OF PROXIES**

Subject to the bylaws, a quorum for an Annual or Special General Meeting is *eligible* voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 58 eligible voters, 19 represents quorum in this instance. The attendance register confirmed at the time of commencement of the meeting there were 16 eligible voters in attendance and 16 represented by proxy for a total of 32. The quorum requirements had been achieved and the meeting proceeded.

**PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED that the notice dated November 2, 2011 complied with the notice requirements and that the financial statements had been received. CARRIED.

**APPROVAL OF GENERAL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Annual General Meeting held on November 30, 2010 as circulated. CARRIED.

**COUNCIL'S REPORT**

Council noted that there was no Council President in the past year; but rather the position was shared between the members of Council at times taking a lead on follow-up items pertaining to the Strata. Council member, Morag Whitfield provided a summary of the events over the past year.

Our thanks go to the current Council members and to Anil for another well managed year, and especially to Markus for keeping us on the right track. As we are all busy people, we chose not to have a president this year, but to all take a leadership role at different times.

Special thanks to Izabella for supervising the budget throughout the year. Our budget for 2011 was accurately predicted and well maintained. Each year, we assign funds for one major expense; this year, it was the replacement of the recalled sprinkler heads. As this was an unexpected expense, it could be taken out of the Contingency Reserve Fund. Our other building improvement was to get the elevator phones connected to Chubb Security instead of just ringing in the lobby, hoping a passerby would answer. Next year's planned improvement is to replace the rear door keyed lock with a fob entry pad in order to improve security and to be able to track the fobs used to access the building. At the same time, a fob



entry pad will be put on one of the stairwell doors to enable access to the stairs by all residents when the lifts are disabled.

Prior to our 10 year anniversary in March 2011, a structural warranty review was performed by McCuig and Associates. The engineer was particularly impressed by our maintenance of the building envelope which he thought would be very important for multi-storey buildings. The report was very detailed and showed no major problems, but mentioned a few minor defects which will be fixed over time.

As mentioned in the last Strata Council meeting minutes, one concern now is the age of the washing machine hoses. Rubber hoses do not last forever and should be replaced regularly. Any water damage within a unit is the sole responsibility of the owner. As we have seen in the past, water can travel far and do a lot of damage. If the water comes from your suite and damages the building, you may also be liable to pay for the building's insurance deductible. Our recommendation is to get the washing machine hoses replaced with metal braided ones. The cost will be reduced if several are ordered and fitted together. The same applies to the water pipe to the toilet which can be replaced with a flexible braided pipe. If there is interest in organizing a group of units to be upgraded at the same time, Markus will confirm costs and an appointment date.

We live in a communal building and it is really appreciated when we care about each other. Please ensure that you are aware of strangers entering the building, do not drive off without ensuring the parking gate closes behind you, and please ensure that your friends leave quietly at night and do not decorate the garden with their beer bottles on the way out. There is always a good Samaritan who picks up the trash and mops up the spills, but they shouldn't have to. We all share this building. Let's keep it a pleasant, clean and an especially friendly place to live.

Owners thanked Morag Whitfield for her report, and thanked Council for their volunteer work over the past year.

### **REPORT ON INSURANCE COVERAGE**

It was MOVED/SECONDED that the report on insurance coverage had been received. CARRIED.

#### **STRATA CORPORATION INSURANCE COVERAGE**

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notable does **NOT** provide coverage for loss or damage to:

- \* Strata Lot owner's and/or tenant's personal property,
- \* Strata Lot owner's betterments and/or improvements to strata lot,
- \* Strata Lot owner's and/or tenant's additional living expenses,
- \* Strata Lot owner's rental income loss.

#### **STRATA LOT OWNER AND/OR TENANT INSURANCE COVERAGE RECOMMENDATION**

It is recommended that all Strata Lot owners and/or tenants acquire the applicable coverage:

- \* **Personal property**, such as furniture, clothing and similar personal property in the Strata Lot or designated storage space in the building, subject to a deductible.
- \* Strata Lot **betterments and/or improvements** completed at a Strata Lot owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- \* **Additional Living Expenses** incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- \* **Loss of rental income** incurred by a Strata Lot owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- \* **Strata Corporation's Deductible Chargeback (e.g. Water, Fire)** incurred in the event of a claim that originated from within an owner's Strata Lot.

**\*\*Example\*\***

In a rental situation there are three separate parties therefore **there** should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

Claim Example: "Property Damage" (i.e. Water damage or fire in a Strata Lot)

- \* The Strata Corporation's insurance policy handles the damage to the building's common areas subject to the applicable deductible;
- \* The Strata Lot owner's policy in a rental situation handles the damage to betterments / improvements and loss of rental income. The Strata Lot owner's policy in an owner occupied Strata Lot handles damage to the Betterments and Improvements, Damage to Personal Contents And Additional Living Expenses for the owner.
- \* The tenant's insurance policy handles damage to Personal Contents and Additional Living Expenses if the tenant has to move out as a result of the damage.

### **APPROVAL OF PROPOSED OPERATING BUDGET**

Owners noted the proposed operating budget for 2011 / 2012 reflected a modest increase in maintenance fees. Council noted for the coming fiscal year that there is a contribution being made to the Contingency Reserve Fund of \$13,000.00, an allocation of \$10,000.00 for adding two electric strikes to doors to allow access to the back door and to the stairwell from the lobby, and an allocation of \$4,000.00 for landscape improvements to the property.

It was **MOVED/SECONDED** to approve the proposed operating budget(s) as circulated for the fiscal year 2011 to 2012.

Following the discussion, the Chairperson called for the vote, the result being 30 IN FAVOUR, 0 OPPOSED, 2 ABSTAINED. CARRIED.

**PAYMENT OPTIONS (Monthly Strata Fees ONLY):**

1. **OWNERS CURRENTLY ON PRE-AUTHORIZED PAYMENT (PAD):** There is no action required from these owners as any new strata fees and/ or retroactive fees adjustments (if any) will be automatically adjusted.
2. **OWNERS WHO PAY BY POST-DATED CHEQUES:** Please send in 12 post-dated cheques payable to Strata Plan LMS 4382 for the new amount. Any change in strata fees is effective from **October 1, 2010**; therefore, owners may also be required to send in a cheque for the retroactive fees increase (if any).
3. **OWNERS WHO PAY BY AUTOMATIC E-BANKING:** Owners will have to re-submit the new strata fee amount for future months as well as any retroactive payment if necessary.

If you have any questions regarding your account, please contact Daniel Fang in our Accounting department at 604-689-6936.

**CONSIDERATION OF RESOLUTION "A" 3/4 VOTE  
BYLAW AMENDMENT #43**

**Residential Rentals**

It was MOVED/SECONDED to approve Resolution "A" as follows:

**BE IT RESOLVED** by a 3/4 vote of the Owners, Strata Plan LMS 4382- The Compton, in person or by proxy, amend Bylaw #43.5(a) as follows:

At any given time up to 50% or 30 strata lots may be leased. No lease shall be of a term less than one year, and the procedure to be followed by the Strata Corporation in administering this limit will be as follows:

With Bylaw #43.5(a) as follows:

At any given time up to 35% or 20 strata lots may be leased. No lease shall be of a term less than one year, and the procedure to be followed by the Strata Corporation in administering this limit will be as follows:

**Discussion**

Owners reviewed the reasoning for presenting a bylaw amendment for reducing the number of permitted rentals from 30 units down to 20 units. Council noted this was a question and a discussion point that had come up at the previous Annual General Meeting. Council felt this was a necessary item to be brought forward for all of the ownership to have input on. Owners noted there are pros and cons for allowing more rentals or less rentals. Owners noted the proposed amendment to the rental bylaw will have no impact on:

- Original owners who purchased their units
- Existing rentals until the owner decides to sell, the existing tenant moves out, or if the number of rentals is below the rental limit. There is a process in place and a mechanism to administer rentals.
- Any owners wishing to rent out under a hardship request. This is laid out under the Strata Property Act.

Some owners noted the fifty percent restriction on allowed rentals was considered a comfortable middle ground balancing the wish to allow a reasonable number of rentals, while encouraging resident ownership in the building.

Following the discussion, the Chairperson called for the vote, the result being 18 IN FAVOUR, 14 OPPOSED, 0 ABSTAINED. NOT CARRIED.

#### **Specific Discussion Item – Preventative Replacement of Washer Hose and Toilet Connections**

Council presented owners with the need to consider undertaking preventative replacement of washer hose and toilet connections. Replacement of the hoses would be a proactive step to ensure leaks are mitigated, should a hose fail on a washer or a feeder tube breaks on a toilet. As the building is more than ten years old, replacement of the rubber washer hoses is recommended. Input and a quotation were received from Latham's for the replacement of rubber hose connections on in-suite washers with steel braided hose connections. The cost per suite was quoted at \$230.00 plus HST. If ten or more suites have hoses replaced, the cost was quoted at \$195.00 plus HST per suite.

As washers and toilets are in-suite, this would be an owner's responsibility to pay costs for replacement. Council noted replacement costs of the hoses are a minor cost compared to any potential water damage claims that could occur. Failure of a rubber hose connection would be an owner's responsibility as well, as the hose connections are in-suite. Strata would assist in facilitating arrangements to undertake the replacement for any owners wishing to participate in hose replacements. The recommended replacement connections in both cases are steel braided hoses.

Owners agreed pricing should be sourced on a per item basis of replacement for feeder tubes for two toilets, for one toilet, and for washer hose connections (for both rubber and steel braided connections).

Any owner wishing to have their washer hose or toilet connections replaced, please e-mail the Strata Manager, Markus Schmid at [mschmid@crosbypm.com](mailto:mschmid@crosbypm.com). Also, please advise how many washrooms are in your unit when e-mailing. This way, a list of all interested units can be accumulated, and an exact price can be sourced from trades for the replacement on a per unit basis.

#### **General Discussion Item – Volunteer Assistance**

All owners present noted that volunteers are needed to help in maintaining The Compton. A brief discussion was held on how residents could contribute to the building.

Resident, Dorothy May volunteered to assist with removing and recycling the extra phone books in the lobby. Dorothy also volunteered to assist with maintaining the bird bath at the front of the property.

#### **GENERAL DISCUSSION**

An owner noted that snails have been spotted during the summer in close proximity to the box hedges at the front entrance.

Owners agreed that the number of phone books delivered to the Strata should be limited to no more than 58 books in the future.

An owner requested that painting of the entrance lobby should be done again, to freshen up the appearance of this part of the building.

An owner asked if re-sodding of the lawn can be done.

Owners expressed a thank you to Morag Whitfield for helping to facilitate looking after the garden.

### **ELECTION OF COUNCIL**

Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

Steve Hart  
Izabella Laba  
Eliza Li  
Cas Shim  
Trish Stamer  
Josefina Tupper  
Morag Whitfield

The above noted owners were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:07 pm.

Markus Schmid  
Strata Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office: (604) 683-8900  
[www.crosbypm.com](http://www.crosbypm.com)

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**LMS 4382 - THE COMPTON**  
**Approved Budget**  
**Oct 01, 2011 to Sep 30, 2012**

**INCOME**

**FEES**

Operating Fund Contribution	239,719
<b>TOTAL FEES</b>	<b>239,719</b>
<b>TOTAL INCOME</b>	<b>239,719</b>

**EXPENSES**

**OPERATING EXPENSES**

Audit	224
Bank Charges / Interest	156
Electricity	18,700
Elevator Maintenance	18,500
Fire Equipment Maintenance / Monitoring	10,000
Garbage Removal	8,500
Gas	33,000
Grounds-Improvements	4,000
Grounds-Maintenance	12,000
Insurance	24,130
Janitorial Services and Supplies	9,000
Legal Fees	204
Management Fees	14,746
Mechanical Maintenance	3,000
Miscellaneous	1,800
Mechanical Repairs	16,500
Repair and Maintenance	20,000
Security Door	10,000
Snow Removal	600
Water / Sewer	11,600
Window Cleaning	1,750
<b>TOTAL OPERATING EXPENSES</b>	<b>218,410</b>
Reserve-Painting	4,000
Reserve-Roof	4,000
Reserve - Building Maintenance / Inspection	11,000
Transfer to Contingency	10,000
<b>TOTAL EXPENSES</b>	<b>247,410</b>
<b>CURRENT YEAR SURPLUS / (DEFICIT)</b>	<b>(7,691)</b>
Operating Surplus (Deficit) Balance Forward	13,047
<b>ENDING OPERATING SURPLUS / (DEFICIT)</b>	<b>5,356</b>

**LMS 4382 - THE COMPTON**  
**Approved Strata Fee Schedule**  
**Oct 01, 2011 to Sep 30, 2012**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlement</u>	<u>Monthly</u> <u>Strata Fees</u>
1	#101 - 1316 W. 11th Avenue	72	\$ 350.72
2	#102 - 1316 W. 11th Avenue	59	287.40
3	#103 - 1316 W. 11th Avenue	96	467.63
4	#201 - 1316 W. 11th Avenue	72	350.72
5	#202 - 1316 W. 11th Avenue	78	379.95
6	#203 - 1316 W. 11th Avenue	66	321.50
7	#204 - 1316 W. 11th Avenue	64	311.75
8	#205 - 1316 W. 11th Avenue	78	379.95
9	#301 - 1316 W. 11th Avenue	74	360.47
10	#302 - 1316 W. 11th Avenue	79	384.82
11	#303 - 1316 W. 11th Avenue	66	321.50
12	#304 - 1316 W. 11th Avenue	64	311.75
13	#305 - 1316 W. 11th Avenue	79	384.82
14	#401 - 1316 W. 11th Avenue	74	360.47
15	#402 - 1316 W. 11th Avenue	79	384.82
16	#403 - 1316 W. 11th Avenue	66	321.50
17	#404 - 1316 W. 11th Avenue	64	311.75
18	#405 - 1316 W. 11th Avenue	79	384.82
19	#501 - 1316 W. 11th Avenue	74	360.47
20	#502 - 1316 W. 11th Avenue	79	384.82
21	#503 - 1316 W. 11th Avenue	59	287.40
22	#504 - 1316 W. 11th Avenue	58	282.53
23	#505 - 1316 W. 11th Avenue	79	384.82
24	#601 - 1316 W. 11th Avenue	74	360.47
25	#602 - 1316 W. 11th Avenue	79	384.82
26	#603 - 1316 W. 11th Avenue	59	287.40
27	#604 - 1316 W. 11th Avenue	58	282.53
28	#605 - 1316 W. 11th Avenue	79	384.82
29	#701 - 1316 W. 11th Avenue	74	360.47
30	#702 - 1316 W. 11th Avenue	79	384.82
31	#703 - 1316 W. 11th Avenue	59	287.40
32	#704 - 1316 W. 11th Avenue	58	282.53
33	#705 - 1316 W. 11th Avenue	79	384.82
34	#801 - 1316 W. 11th Avenue	74	360.47
35	#802 - 1316 W. 11th Avenue	79	384.82
36	#803 - 1316 W. 11th Avenue	59	287.40

**LMS 4382 - THE COMPTON**  
**Approved Strata Fee Schedule**  
**Oct 01, 2011 to Sep 30, 2012**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlement</u>	<u>Monthly</u> <u>Strata Fees</u>
37	#804 - 1316 W. 11th Avenue	58	\$ 282.53
38	#805 - 1316 W. 11th Avenue	79	384.82
39	#901 - 1316 W. 11th Avenue	74	360.47
40	#902 - 1316 W. 11th Avenue	79	384.82
41	#903 - 1316 W. 11th Avenue	59	287.40
42	#904 - 1316 W. 11th Avenue	58	282.53
43	#905 - 1316 W. 11th Avenue	79	384.82
44	#1001 - 1316 W. 11th Avenue	74	360.47
45	#1002 - 1316 W. 11th Avenue	79	384.82
46	#1003 - 1316 W. 11th Avenue	59	287.40
47	#1004 - 1316 W. 11th Avenue	58	282.53
48	#1005 - 1316 W. 11th Avenue	79	384.82
49	#1101 - 1316 W. 11th Avenue	74	360.47
50	#1102 - 1316 W. 11th Avenue	79	384.82
51	#1103 - 1316 W. 11th Avenue	59	287.40
52	#1104 - 1316 W. 11th Avenue	58	282.53
53	#1105 - 1316 W. 11th Avenue	79	384.82
54	#1201 - 1316 W. 11th Avenue	74	360.47
55	#1202 - 1316 W. 11th Avenue	79	384.82
56	#1203 - 1316 W. 11th Avenue	59	287.40
57	#1204 - 1316 W. 11th Avenue	58	282.53
58	#1205 - 1316 W. 11th Avenue	79	384.82
<b>Total =</b>		<b>4,101</b>	<b>\$ 19,976.66</b>

**Total Annual Strata Fees ( X 12 months) =** **\$ 239,719.92**

**The monthly strata fee includes a 0% contribution to the Contingency Reserve Fund.**



## **Crosby offers convenience!**

### **1) Pre-Authorized Debit Payment (PAD)**

For Owners who wish to enroll in our PAD for the 1<sup>st</sup> time, a copy of our PAD Agreement can be downloaded from our website at [www.crosbypm.com](http://www.crosbypm.com) under the “Forms” section.

### **2) Online/Telephone Banking**

**Crosby offers convenience!** Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your strata fees, special levies, etc.

### **I'M INTERESTED, HOW DO I DO THIS?**

1. Go to bill payment option and set up “**Crosby Property Management Ltd. (Strata)**” as a vendor.
2. You will be required to provide your Crosby personally assigned unique reference number (without dashes or spaces). This number can be found in your Crosby correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

### **WHEN SHOULD I MAKE MY PAYMENTS?**

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by Crosby Property Management Ltd. by the due date to avoid any late payment fines.