

COUNCIL MEETING MINUTES**THURSDAY, APRIL 28, 2005****BRAVA - STRATA PLAN BCS 1172****VENUE:**

Sitting Room, 4th floor
1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2005 / 2006****PRESIDENT****BYLAWS & RULES**

Steve Butt # B 1606

**VICE-PRESIDENT / SOCIAL
BYLAWS & RULES**

Jane Hidalgo # A 2302

TREASURER**SECURITY & SAFETY**

Rish Sodhi # B 2005

**BLDG. MAINT./DEFICIENCY
LANDSCAPING**

George Costa # A 301

SECURITY & SAFETY

Dan Payne # B 806

**BLDG. MAINT./DEFICIENCY
SECURITY & SAFETY**

Kevin Redl # A 2402

COMMERCIAL

Dr. Quan # C605 / 635

STRATA PROPERTY AGENT

Katie Khoo

BAYWEST MANAGEMENT

101 - 1965 WEST 4TH AVENUE
VANCOUVER, BC V6J 1M8

Phone: 604-257-0325

Direct Line: 604-714-1525

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RESIDENT MANAGERS

Dumitru & Rozalia Barliga

ASSISTANT MANAGER

Jones Gonzale

Site Office: 604-488-5464

4th Floor-1155 Seymour St.

CONCIERGE / SECURITY

604-782-4149

PRESENT:

Steve Butt
Jane Hidalgo
Rish Sodhi
George Costa
Dan Payne
Kevin Dahl
Dr. Quan

Katie Khoo, Baywest Management Corporation
Strata Property Agent (the Agent)

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Katie Khoo, the Acting Chair.

ELECTION OF OFFICERS

The following officers were elected from Council Members:

Steve Butt – President/Bylaws & Rules
Jane Hidalgo – Vice-President/Social/Bylaws & Rules
Rish Sodhi – Treasurer/Security & Safety
George Costa – Building Maint./Deficiency/Landscaping
Dan Payne – Security & Safety
Kevin Redl – Building Maint./Deficiency/ Security & Safety
Dr. Quan – Commercial

2. OPERATING PROCEDURES

The Agent reviewed the operating procedures, which outline the policies and procedures to ensure the smooth operation of the Strata Corporation. Communication plays an important role whereas the Agent will liaise with the President on any concern especially between Council meetings. Council members will also contact the President for issues that may arise. This will enable the Agent to work with the Council efficiently and effectively. The President will also review minutes prior to distribution.

The Agent will carry out directives from the Council arising from a Council meeting and address inquiries from owners and residents.

Owners and residents are required to put their requests/concerns in writing to the Strata Council via the Agent so that Council can address them at the Council Meeting.

3. FINANCIAL STATEMENT FORMAT AND ACCOUNTS RECEIVABLE

The Agent reviewed the financial statement format with Council. The Agent reported that there were still about 1/3 of the owners had not paid their strata fees for the month of April. Council discussed the implementation date for interest charges on late payments as allowed in the bylaws of the strata corporation.

Council decided to apply the 10% interest charges for late payment of strata fees, commencing June 1, 2005. Owners are reminded that Strata fees are due on the first of every month, without invoice.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the site office.

As the insurance premium for the strata corporation was due, it was Moved and Seconded to borrow from the contingency reserve fund to meet the cash flow requirement for the interim period. The contingency reserve fund will be replenished upon receipt of the strata fees payments. **CARRIED**

4. BUSINESS ARISING

4.1 BUILDING MAINTENANCE/DEFICIENCY COMMITTEE

The developer will notify the Agent to arrange a deficiency walk through of the complex with the committee. The committee will also sign off areas / hallways that have undergone re-painting on an on-going basis after inspection with the developer. Council requested the Agent to find out from the developer the schedule to release the guest suites and other amenity rooms in Tower B. Council will consider requesting the developer to pay rent on the guest suites if the guest suites are still unavailable in the near future.

4.2 SECURITY & SAFETY COMMITTEE

4.2.1 LOCK UP OF STAIRWELL EXIT DOORS

The President will arrange, through the City of Vancouver for a building security audit, including the possibility of having one way locks installed on each floor exit stairwell doors with a provision for cross over floors at the appropriate floor levels.

4.2.2 CONCIERGE / SECURITY

Council approved the purchase of 2 monitors for the concierge desks in both buildings. In this way, the concierge can monitor the buildings properly. Council reviewed the schedule of the concierge and requested the Agent to prepare a cost analysis for having 2 security personnel in the evenings, especially on the weekends.

Residents are requested to be alert and contact the concierge/security if there are undesirables in the buildings. The concierge can also be reached at 604-782-4149 for any noise disturbances. Such incidents will be recorded. Repeat offenders will be warned in writing and Council can also levy a fine to the residents/owners according to the bylaws of the strata corporation.

4.2.3 INSTALLATION OF ADDITIONAL CAMERAS

Council discussed the installation of additional cameras in the elevators and the entry of the parkade. Council tabled the issue until the security committee has addressed the priority items and reviewed the existing locations of the cameras.

4.2.4 NUMBER OF CARDS/FOBS ALLOWED PER STRATA LOT

As security of the buildings remains a concern, it was Moved and Seconded to establish a rule that a combined total of 4 access cards and fobs are allowed per strata lot. Any request for additional card/fobs is subject to Council's approval.

CARRIED

All the cards and fobs are coded. Residents are requested to record the numbers indicated on the cards and fobs and report any lost ones to the Resident Managers so that they can be deleted from the security system.

4.2.5 CONVEX MIRRORS

The Agent will arrange a meeting with a contractor for recommendation for the installation of convex mirrors at various parkade levels. The quote will be presented to Council at the next meeting.

4.2.6 SIGNAGE

Various signage will be made for various purposes, including speed limits, parkade gate security etc. Council will decide on the signage at the next meeting.

4.2.7 PARKADE GATES

Council requested the Agent to contact the overhead door contractor to reduce the opening time of the gates for security reasons. The Agent will also confirm with the contractor whether there is a retraction safety feature for the overhead gates.

For everyone's safety, residents must drive slowly when entering or leaving the parkade.

Council tabled the issue regarding the location of the sensor to activate the second gate for egress. Council will also consider an extension of the reader for the opening of the second gate and the legality for the supply of a remote control as noted in the owner's manual.

4.2.8 ACCESS TO LOCKERS

Council requested the Agent to confirm with the Resident Manager and the system installer that

locker access is restricted to the particular user group only.

Residents are reminded to use the assigned locker by the developer. Misuse of lockers could result in the removal of the locker user's items at their own risk and expense.

As all the lockers were pre-assigned to each strata lot, Council decided that no exchange of lockers would be done.

4.3 LANDSCAPING COMMITTEE

The committee has a concern regarding the lawn areas fronting the buildings. Yellow patches appear in a few locations due to dogs urinating or defecating in such areas. Council requested that the Agent arrange a meeting for the committee and the landscaper to discuss possible remedies.

Council request all dog owners to be considerate and not to allow their pets to urinate or defecate in the common areas, including the exit stairwells. The site staff is having a difficult time in cleaning up after residents' pets in the buildings.

4.4 BYLAWS & RULES COMMITTEE

4.4.1 AMENITIES

As the free weights cannot be re-located to another section of the gym, Council approved the purchase of a sound insulator (thick mats) be placed at the weight section to prevent the noise disturbances created by the dropping of weights. Council decided not to install a cooler in the gym.

Council discussed the opening and closing hours for the gym and the pool. It was Moved and Seconded that the opening hours for the gym and pool is from 6 a.m. to 11 p.m. daily. **CARRIED**

Council requested the Agent prepare a set of draft rules regarding the usage of various amenities for Council's review at the next meeting. The rental rates, damage deposits and booking procedure will also be discussed.

As there could be many residents in the complex who will utilize the amenities in the buildings, it was Moved and Seconded that non-resident owners cannot book amenities for their exclusive use. **CARRIED**

4.4.2 VISITOR PARKING & VANCOUVER FILM BOARD PARKING STALLS (VIFF)

According to the Disclosure Statement of the strata corporation, there are a total of 8 shared visitor parking stalls for the Vancouver Film Board. Such visitor parking stalls are marked VIFF. These stalls are available to visitors from 5:00 p.m. to 9:00 a.m. daily. It was Moved and Seconded that users of the shared visitor parking stalls must register with the concierge on a 24 hour basis. Parking in the visitor stalls are only allowed for the hours posted, on a first come first serve basis. **CARRIED**

All the parking stalls that were numbered at P1 level and without any VIFF notations were assigned to various strata lot owners. Please refrain from parking in those stalls as the vehicle can be towed at the stall user's risk and expense.

4.4.3 PARKING FOR MOTOR BIKES

It was noted that there are some unmarked space that could be used for motor bike parking stalls. A council member will check into those stalls and report at the next meeting. In the meantime, motor bikes are not to be parked in any unmarked space.

4.5 PETS & REGISTRATION

Council discussed the possibility of requiring pet owners to have their pets using the P1 level for ingress and egress of the buildings, rather than through the lobby. Council found that it is not feasible.

Pet owners are reminded to leash their dogs while on common property. Note that pets are not allowed on the pool deck.

According to the pet bylaws, all pets must be registered. A pet registration form will be available by the mail box counter in each building for pet owners to complete and return to the site office.

Council tabled the number of pets allowed per strata lot for discussion prior to the next general meeting.

5. CORRESPONDENCE

An owner wrote inquiring the high cost of B.C. Hydro bills for the first month. Council noted that B.C. Hydro estimated the first billing and the owner should raise the concern upon receipt of the second month billing to B.C. Hydro directly. The same letter also requested that a rental restriction bylaw be put in place. Council tabled this matter for discussion at the budget preparation meeting for next year.

An owner raised his concern regarding the dropping of weights in the gym, causing noise disturbances to the neighbouring premises and the opening hours. This item will be addressed by the installation of mats (see 4.4.1. Amenities).

The residents and owners with patios raised a serious concern that cigarette butts (still lit), objects, eggs, litter and even bags of garbage were thrown out from balconies by some residents. This poses a safety and liability concern as such conduct can cause bodily harm to anyone present in the patios.

Residents are requested not to throw any litter including household garbage, matches and cigarette butts over the balconies. Offenders will be fined to a maximum penalty of \$ 200.00 per each offence, as allowed in the bylaws.

An owner wrote inquiring whether Tower A and Tower B can be changed to South and North Tower for all reference. Council decided that such change is unnecessary as the reference was set up as

noted in the Disclosure Statement. The same owner also inquired as to the use of the handicapped elevator. Council requested the Agent check into the operation of the handicapped elevator.

An owner wrote requesting the change of locker and parking stall. As the lockers and parking stalls were all pre-assigned under the lease agreement with the developer, Council will not make any changes.

6. NEW BUSINESS

6.1 REPORT ON INSURANCE CLAIMS AND APPRAISAL

The Agent reported on the incidents regarding four water damage occurrences and vandalism that occurred to the parkade enterphone. The mechanical contractors are responsible for two of the water damage incidents. Of the other two one was reported to the strata insurance agent due to the overflow of water from the pressure reducing valve of a boiler in the mechanical room in Tower A. The other was due to the non-fire activation of a sprinkler head in the bathroom of a suite. Council requested the Agent to check with the installer and will decide if to charge the insurance deductible back to the owner of the suite.

As water leaks of any kind have major consequences residents are requested to find the location of their water shut-offs for the suite. They can be found behind a panel in the hallway closet or the storage closet.

Council agreed to carry out a building appraisal once the developer has completed all the works in the buildings.

6.2 SITE STAFF

The Agent provided a copy of the site staff contracts to the President and the Vice-President. The Agent informed Council that the Resident Managers have some concern regarding the keeping up of cleaning duties due to the amount of activities related to emergencies, fire alarms, malfunction of elevators and on-going construction work. The overtime hours and their salaries were also discussed. Council requested the President and the Agent have a meeting with the Resident Managers to address any concerns they may have. Council will review such issues at the next Council meeting. Council also authorized extra cleaning help for 20 hours per week for one month. The Agent will coordinate with the Resident Managers accordingly.

6.3 NOVUS

Novus proposed to have a launch party for the 2 buildings in May. Novus may want to hold the functions separately in each building or a combined one using the pool deck in the summer time. Council approved the proposal. The Agent will confirm with Novus for the arrangement. Council requested the Agent to find out from the developer whether they can release the sitting room for the function.

6.4 POOL CHEMICAL STORAGE

As chemicals must be kept close to the pool area and there is no available storage for the chemicals, Council approved the purchase of a locked storage bench to be placed on the pool deck.

6.5 GARBAGE CONTAINERS AT PARKADE ELEVATOR LANDINGS AND GYM LEVEL

Litter remain a concern in and around the buildings. Council approved the purchase of a garbage container for the parkade elevator landings and the gym level.

6.6 FITNESS EQUIPMENT LEASE

Aureus Financial Corporation requested that Council sign the Co-Lessee Schedule for the lease of the fitness equipment. This Lease agreement was entered into by the developer as noted in the Disclosure Statement.

Council expressed some concerns over the terms of the lease and agreed to withhold signing until further review of the lease terms and conditions and the Strata's legal obligations. The matter is tabled for the next council meeting.

7. NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 10:30 p.m. The next Council meeting was scheduled for May 18, 2005.

COUNCIL MEETING MINUTES**WEDNESDAY, MAY 18, 2005****BRAVA - STRATA PLAN BCS 1172****VENUE:**

Sitting Room, 4th floor
1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
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Steve Butt # B 1606

VICE-PRESIDENT / SOCIAL**BYLAWS & RULES**

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George Costa # A 301

SECURITY & SAFETY

Dan Payne # B 806

BLDG. MAINT./DEFICIENCY**SECURITY & SAFETY**

Kevin Redl # A 2402

COMMERCIAL

Dr. Quan # C605 / 635

STRATA PROPERTY AGENT

Katie Khoo

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CONCIERGE / SECURITY

604-782-4149

PRESENT:

Steve Butt
Rish Sodhi
Dan Payne
Kevin Redl
Dr. Quan

REGRET:

Jane Hidalgo
George Costa

Katie Khoo, Baywest Management Corporation
Strata Property Agent (the Agent)

1. CALL TO ORDER

The meeting was called to order at 6:40 p.m. by Steve Butt, the President.

PROTOCOL FOR COUNCIL COMMUNICATION

The President reviewed the Council's operating procedures and guidelines. Council adopted the following protocols to enable the Council to operate efficiently and effectively.

- The scheduled date and time of a Council meeting will not be changed unless there is a lack of quorum.
- The Agent will liaise with the President on concerns arising between Council meetings.
- Committee Chairs will communicate directly with the Agent regarding Committee issues. The President will be copied all email communications.
- Emails are to be used for information only rather than as a forum.
- Council members will advise residents and owners to direct their requests/concerns to the Agent in writing.
- Resident/owner correspondence must be received 7 days prior to the next Council meeting in order to be on the agenda of the next scheduled Council meeting.
- Council meetings will have a 2 hour maximum for the agenda. Issues will be addressed on a priority basis.

The Agent will carry out directives from the Council arising from the meeting and address inquiries from owners and residents.

3. ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the minutes of April 28, 2005 Council Meeting.

CARRIED

4. FINANCIAL STATEMENTS AND ACCOUNTS

RECEIVABLE

The Agent reviewed the April, 2005 financial statement with Council. The Agent reported that there are still about 1/3 of the owners that have not paid their strata fees for the months of April and May. Council decided to levy interest charges, as allowed by the strata bylaws, effective June 1, 2005. Council will consider additional late penalties if necessary. Council tabled the adoption of the April, 2005 financial statement until the next meeting, to allow the Treasurer time to familiarize himself with the financial statements.

Effective June 1, 2005 late payment of strata fees will be subject to 10% interest charges. Owners are reminded that Strata fees are due on the first of every month, without invoice.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the site office.

4. BUSINESS ARISING

4.1 BUILDING MAINTENANCE / DEFICIENCY COMMITTEE

The Agent informed Council that a walk through with the developer and the Building Deficiency Committee to inspect all the amenities, except the guest suites, will be carried out over the following weeks.

Council has directed the removal of the elevator pads in Tower B (1155 Seymour St.), as, according to the developer, the construction of the penthouse units is complete,. The Tower A (1199 Seymour St.) elevator pads will remain until construction of those penthouses is complete.

A letter was sent to the developer requesting the schedule release date of the guest suites. If the guest suites are not unavailable in the near future, Council will request that the developer pay rent for use of the guest suites.

Council directed the Agent to request the developer carry out exterior window cleaning of the both buildings, including the window ledges which have accumulated lots of concrete dust and caulking materials during construction. Extra cleaning is also required in the common areas due to the on-going construction in Tower A penthouse units. Council directed the Agent to invoice the developer for extra cleaning of 1 hour per day.

The Agent informed Council that the Building Maintenance Committee Chair advised that the mats for the weight section of the fitness center need to be returned, as the supplier delivered the wrong size. Council will be updated at the next meeting.

4.2 SECURITY & SAFETY COMMITTEE

4.2.1 BUILDING SECURITY

The President and the Chair of the Security & Safety Committee have conducted a building security audit with representatives from the City of Vancouver Police Dept. and the City of Vancouver Planning Dept. The review identified a number of building safety shortcomings. It was Moved and Seconded to authorize an expenditure of up to a maximum of \$ 1,000 to engage the services of a Security Assessment Consultant to conduct a more detailed assessment of the building security needs and priorities.

CARRIED

Residents are requested to report to the Concierge / Security or the Police any suspicious activities in or around the buildings.

4.2.2 MONITORS FOR CONCIERGE / SECURITY & ADDITIONAL CAMERAS

Two security monitors have been ordered for installation, one at each of the security desk in each building. Council also reviewed the proposed cost of having 2 security personnel on the weekend evenings and the cost for installation of additional cameras in other locations. It was agreed that, due to budget constraints, is not feasible to have additional security staff or additional cameras.

4.2.3 CONVEX MIRRORS FOR PARKADE

The contractor inspected the parkade and due to the layout of the parkade levels recommended a total of 22 convex mirrors be installed. The quotation for the mirrors and installation will be submitted by the next meeting.

4.2.4 SIGNAGE

The Agent will prepare recommendations for various signage for Council's review at the next meeting. This will also include signage identifying the assigned resident parking stalls on P1 level.

4.2.5 PARKADE GATES

The Agent reported that the opening time of the main overhead vehicle gate can be reduced to a minimum of 5 seconds. To reduce the chance of non-resident access through the gate, Council directed the Agent to arrange adjustment of the door to the 5 second minimum. The Agent also confirmed with the contractor that there are 2 safety features for the overhead gates: a photo electric eye and a safety retraction feature.

For everyone's security and safety, residents must drive slowly when entering or leaving the parkade.

Council tabled the installation of speed bumps to the next meeting.

Council found that the supply of a remote control as noted in the owner's manual would not stand as a legal document. It is only served as an information tool.

4.2.8 ACCESS TO LOCKERS

The Agent reported that Horizon Communications will meet with the Resident Manager to confirm the programming of specific groups to respective locker rooms.

4.3 SOCIAL COMMITTEE

The Agent reported that Novus will hold 2 separate launch parties promoting their service, one in each tower. Further details will be posted.

4.4 LANDSCAPING COMMITTEE

The Agent reported that the Landscape Committee Chair had met with the landscaper regarding the landscape grounds. Council tabled the report from the Landscape Committee Chair until the next

meeting.

Council requests that all dog owners be considerate and not to allow their pets to urinate or defecate in the common areas, including the exit stairwells. Dogs must not be allowed in the balconies as their barking disturbs their neighbours, especially in the late evenings.

4.5 BYLAWS & RULES COMMITTEE

Council decided to distribute to all residents and owners an abbreviated version of the registered Strata Bylaws. These bylaws relate to common day to day issues affecting residents of the Brava. The President will prepare a cover letter from Council explaining the purpose of the bylaw extract.

All Residents and Owners are requested to review and keep the bylaw extract on file for easy reference. Council will begin to enforce the bylaws and rules as necessary. Fines will be levied for bylaw and rule infractions accordingly.

4.5.1 AMENITIES & GENERAL RULES

The Agent will prepare a set of draft rules for various amenities. Council will review the draft rules at the next meeting. The rules will include rental rates for various amenities, and a prohibition of roller-blading and smoking in the common areas.

4.5.2 PET REGISTRATION

Only several pet owners have registered their pets. According to the pet bylaws, all pets must be registered. A pet registration form is available by the mail box counter in each building for pet owners to complete and return to the site office.

Failure to register a pet is a contravention of the bylaw, which may result in a fine in accordance with the bylaw.

4.5.3 DAMAGE DEPOSIT FOR MOVE-IN / OUT

Council noted that the move-ins and outs of the complex have caused unusual wear and tear to the buildings.

It was Moved and Seconded to implement a rule that a refundable damage deposit of \$ 100 is required for booking of a move.

CARRIED

As of June 1, 2005 all moves in and out of the building must be booked in advance and a damage deposit of \$ 100 shall be submitted.

4.6 FITNESS EQUIPMENT LEASE UPDATE

Council reviewed the lease document executed by the developer. A Council member will contact the lease company to find out the residual value of the fitness equipment and further clarify the terms of the lease. Council authorized the lease payment for May, 2005.

4.7 REGULAR SERVICE OF FITNESS EQUIPMENT

As the fitness equipment is well used, the Agent recommended that a quarterly maintenance service contract be considered, to maintain the life span of the equipment. Council accepted the proposal from Spartacus Equipment to provide the quarterly maintenance service at half the going rate in exchange for permission of Spartacus to occasionally show the exercise room and equipment to potential clients.

4.8 ENTERPHONE AND SECURITY SYSTEM LEASE

Council authorized regular payments to be set up for the enterphone and security lease as there was a residual value arranged for the end of the lease terms.

4.9 RESIDENT MANAGERS ISSUES

The President and the Agent had met with the Resident Managers and the President reported their concerns. Council also reviewed the overtime issue due to the several extraordinary fire alarms and water damages that occurred in April. It was Moved and Seconded to pay the April overtime hours.

CARRIED

Council will evaluate and decide on future staffing arrangement and days off coverage at the next meeting.

5. CORRESPONDENCE

A resident wrote requesting reimbursement of the hook-up charge for the telus line as someone had knocked off the line in the telephone room. Council declined the request as it is not considered the Strata's responsibility.

Council thanked those residents and owners who have forwarded their correspondence but due to time constraints and the number of issues that need to be addressed, Council tabled the correspondence to the next meeting.

Council decided that only correspondence received 7 days prior to the next scheduled Council meeting will be included on the agenda of that meeting. Correspondence received after the deadline will be tabled at the next scheduled monthly meeting.

6. NEW BUSINESS

6.1 LOCATIONS OF STRATA NOTICE BOARDS

Council approved the purchase of locked plexy glass notice boards for all elevators and one for each mail box area. All notices will be posted by the Concierge or the Site Staff only. The notices must be dated and typed on letter size (8 ½ " X 11 ") or half letter size paper, to provide consistent and formal appearance.

6.2 STORAGE FOR CLEANING SUPPLIES

Council tabled the item to the next meeting.

6.3 PARKING DECALS OR TAGS FOR VEHICLES

Council discussed the necessity for a parking decal for all resident vehicles. Council decided not to implement such requirement.

As for the first come first serve visitor parking stalls at P1 level (after hours VIFF stalls), Council requested the Agent prepare an authorization form which will indicate the terms and conditions, including no in and out provisions, for using these stalls. Visitors are requested to obtain the form from the Concierge.

6.4 UPDATE ON COMMERCIAL UNITS

Dr. Quan informed Council that the commercial units will be occupied by Starbuck Coffee and an aesthetic salon in the near future.

7. NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 p.m. The next Council meeting was scheduled for 6:30 pm on June 15, 2005.

COUNCIL MEETING MINUTES**WEDNESDAY, JUNE 15, 2005****BRAVA - STRATA PLAN BCS 1172****VENUE:**

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REGRET:

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George Costa
Kevin Redl

Katie Khoo, Baywest Management Corporation
Strata Property Agent (the Agent)

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Steve Butt, the President.

Council conducted a tour of the amenities on the 4th floor of 1155 Seymour St.

2. ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the minutes of May 18, 2005 Council Meeting. **CARRIED**

3. FINANCIAL STATEMENTS AND ACCOUNTS RECEIVABLE

Council tabled the adoption of the April and May, 2005 financial statements until the Treasurer presents his report. A number of owners still have not paid their strata fees despite statements of arrears issued by the Agent.

Effective June 1, 2005, late payment of strata fees are subject to 10% interest charges. Owners are reminded that Strata fees are due on the first of every month, without invoice.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the site office.

4. BUSINESS ARISING**4.1 BUILDING MAINTENANCE / DEFICIENCY COMMITTEE****4.1.1 AMENITIES INSPECTION WITH DEVELOPER**

The Agent reported that an inspection of all the amenities, except the guest suites, was conducted with the developer. The walk through went well and a deficiency list was provided to the developer to rectify.

Council requested the Agent schedule a common area walk through with the developer and the Building Deficiency Committee Chair. In the meantime, the Agent has kept an on-going deficiency list to be reviewed during the walk through.

4.1.2 VANDALISM IN EXERCISE ROOM

Someone punched a large hole in a wall of the exercise room. The developer will repair the damaged area.

If anyone is aware of who committed the vandalism in the gym, please report it to the Resident Managers, the Concierge, or the Agent.

It is the responsibility of all residents to make Brava a safe place to live. For the safety and security of everyone in the complex, residents are requested to report any suspicious activities to the Concierge or the Resident Managers or even the police.

4.1.3 COMPLETION OF GUEST SUITES

The developer advised that the guest suites should be completed soon and they need to be inspected by the City and an occupancy permit obtained. As we have already had booking requests for the suites, Council has decided that if they are still unavailable by June 30, 2005, the developer will be required to pay rent for the suites.

4.1.4 THICK MAT FOR EXERCISE ROOM

Council requested the Agent find out from the supplier why there is a delay in the delivery of the mat as previously arranged by the Building Maintenance Committee.

4.1.5 WALL MOUNTED GARBAGE CONTAINERS

There is a concern that the free standing garbage containers can be removed easily. Council decided to install wall mounted units at the parkade elevator landings and lobbies.

4.1.6 PAPER TOWEL DISPENSER IN EXERCISE ROOM

Council approved a wall mounted paper towel dispenser in the exercise room. A spray bottle with disinfect spray will also be available for users of the equipment to clean the equipment after each use.

4.1.7 FIRE ALARM INSPECTION CONTRACT

Council reviewed and accepted the fire alarm inspection contract.

4.2 SECURITY & SAFETY COMMITTEE

4.2.1 BUILDING SECURITY

Council reviewed the proposal from the security audit contractor. The President will follow up and schedule the security audit prior to the next council meeting.

4.2.2 CONVEX MIRRORS FOR PARKADE

Council reviewed and approved the purchase and installation of 22 convex mirrors for the parkade levels. The Agent will place the order and schedule the installation as soon as the mirrors are available.

4.2.3 SIGNAGE

Council reviewed all the proposed signage needed for the building and approved a number of them. The Agent will order the various signs and have them installed accordingly.

4.2.4 SPEED LIMIT IN PARKADE

Someone has left thick tire marks at the P1 parkade level, defacing the parkade floor. Several residents also raised concerns regarding speeding in the parkade. It was Moved and Seconded to implement a rule that the speed limit is 10 km/hr in the parkade. Installation of speed bumps in the parkade will be considered in the future.

CARRIED

4.2.5 ANTI-SLIP TREADS FOR INCLINE OFF SAUNA

Council requested the Agent to arrange installation of anti-slip treads for the above area.

4.3 SOCIAL COMMITTEE

Novus confirmed that they will hold 2 launch events for each tower on separate days, between 4 p.m. and 8 p.m. on June 28th and June 30th. Details will be posted by Novus.

4.4 LANDSCAPING COMMITTEE

Council reviewed the quotation and proposal prepared by the landscaper to change some of the landscaping after meeting with the Landscape Committee Chair. Council decided to defer a decision but requested the Agent find out from the City who is responsible for the grass areas in front of the building on the road side of the sidewalk.

4.5 BYLAWS & RULES COMMITTEE

An abbreviated version of the registered Strata Bylaws has been distributed to all the residents and owners, Council will henceforth commence enforcement of the bylaws and rules.

Residents are requested to report any rule or bylaw violations to the Resident Managers or the Agent in writing. With everyone's involvement, the bylaws and rules can be enforced. This is the only way to maintain and improve property values and make Brava a pleasant residence for all. Fines will be levied for bylaw and rule infractions accordingly.

4.5.1 DOGS ON POOL OR PICNIC DECK AREA

Several residents have escorted or left their dogs on the pool deck and/or picnic area deck. Council

adopted the rule that absolutely no dogs are allowed in the common amenity areas including the above location due to safety and health regulations.

Residents are asked to report to the Concierge or the Resident Managers if there are any dogs seen in the pool or picnic deck areas on the 4th floor. Fines will be levied against the pet owner.

4.5.2 NO GLASSWARE AROUND OR IN POOL & PICNIC DECK AREA

Council established a rule that no glassware is permitted in the above areas due to safety concern.

4.5.3 RECREATION AMENITIES & GENERAL RULES

Council reviewed and adopted a set of draft rules.

The rules include restricting personal trainers from conducting business in the exercise room, which can create a liability risk if outside users are injured while using the strata's equipment.

The rules are to be distributed with the minutes and will include rental rates for various amenities. It was Moved and Seconded that no roller-blading and no smoking will be allowed in the common areas.

CARRIED

Council decided to make all recreation amenities available to residents, effective July 1, 2005. The opening time for various amenities will be noted in the rules. However, if there are signs of any abuse to the amenities, they will become unavailable except on a booking basis.

Residents can still book amenities for private functions via the Resident Managers. The booking fee varies depending on the amenity. A security deposit of \$ 200.00 will be required.

Residents must sign out the cabinet key and the remote controls with the Concierge for the use of audio equipment.

4.6 FITNESS EQUIPMENT LEASE

A Council member contacted the lease company and obtained the purchase option price of the fitness equipment at the end of the lease. With certainty of the purchase option price, the Council member recommended execution of the lease with the insertion of the option price. Council adopted the recommendation and instructed the Agent to proceed accordingly.

4.7 SITE STAFF ISSUES

Council reviewed the three quotations obtained from janitorial companies and also discussed issues raised by the Resident Managers. Council decided to maintain the current staffing arrangement but will adjust the remuneration for the Resident Managers to meet the norm in consideration of the size of the complex, commencing July 1, 2005. Council decided to continue the extra cleaning help for 20 hours per week until the end of June.

The President and the Agent will meet with the Resident Managers and the Assistant Manager to discuss various operational concerns including job duties and coverage for emergencies.

4.8 STORAGE FOR CLEANING SUPPLIES

Council tabled this item until the next meeting so that a tour can be conducted of the proposed locations.

5. CORRESPONDENCE

Several complaints were received regarding barking dogs and residents throwing lit cigarettes, garbage and beer bottles out of the windows and over the balconies.

Such conduct endangers the life and property of all residents and guests which cannot be tolerated. It is a serious offence which can render the strata corporation liable to damages. It is the responsibility of all residents to report any offenders who have been causing nuisance to their neighbours. Anyone threatening or endangering lives will be reported to the police.

An owner suggested all residents be familiar with the water shut-offs in their suite for emergency purpose. The shut-offs are usually behind a panel in the storage or hallway closet. As the panel is screwed shut, residents may want to change it to a hinge door with a knob to enable quick access in the event of a water leak. It was also noted that the dryer lint trap needs to be cleaned regularly. This will minimise condensation in the dryer vent. There was also a proposal to recycle advertising or junk mail. The Agent will have the Resident Manager set up a recycling container underneath the counter in the mail area for use by residents.

An owner suggested having rental restrictions put in place for the Brava Towers in order to minimize rentals in the buildings. Council is unable to rule on this issue at this time and deferred the issue to the Annual General meeting in 2006 where approval would be required for such a restriction.

Two owners wrote requesting that the developer re-paint the lobby to properly reflect the project's classy reputation in the Yaletown district. An owner suggested to re-paint with colours similar to the amenities or meeting rooms. Council requested that the Agent consult with the developer on this matter and consider different colour options for the final re-painting.

An owner inquired whether the exterior concrete will have stucco. According to the developer, the exterior finish meets the requirement by the City and no changes will be made.

Two owners wrote requesting Council waive their strata fees for various reasons. Council declined the requests as strata fees must be paid according to the bylaws in order to operate the strata corporation.

An owner inquired about provision of bike racks for residents. As there are no separate bike racks available, Council tabled the issue to the budget meeting.

6. NEW BUSINESS

6.1 SHAW CABLE SERVICE

Several owners requested cable/internet service from Shaw Cable. The Agent informed Council that she contacted the Shaw Cable commercial account representative and is waiting for information from the representative.

6.2 GREATER VANCOUVER TRANSPORTATION AUTHORITY (TRANSLINK) – RAPID TRANSIT PROJECT

Council reviewed a letter from RAV Project Management Ltd. (RAVCO) regarding the rapid transit project. The tunnelled portion downtown will include a tunnel alignment that will pass under a corner of the property at 1199 Seymour St. (Tower A), and a Statutory Right of Way for the rapid transit will be required. According to RAVCO, the information indicates that the top of the planned tunnel will be about 10 meters below the foundation of the Brava. RAVCO will engage a third-party appraiser to make an independent appraisal of the value of this property interest. RAVCO would like to meet with Council to present their proposal and to answer any questions they may have. Council requested the Agent schedule RAVCO to attend the next Council meeting.

6.3 QUOTATION FOR POWER SWEEPING PARKADE LEVELS

Council requested that the Agent obtain a quotation for power sweeping and cleaning the parkade levels.

6.4 PAINTING OF LOCKER ROOMS AND PARKADE ELEVATOR LANDINGS

Council requested that the Agent find out from the developer whether the locker rooms and the parkade elevator landing areas will be painted as part of the final painting of the building hallways.

6.5 RED DOT PROGRAM FROM CANADA POST

Council asked the Agent to make enquiries with Canada Post about a program that reduces the delivery of junk mail by placing a red dot inside individual mail boxes signifying no junk mail wanted. The Agent will investigate and report on the program at the next meeting.

6.6 METAL HALIDE LAMPS IN PARKADE

Council tabled the item to the next meeting due to time constraints.

7. NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 p.m. The next Council meeting was scheduled for 6:30 pm on August 3, 2005.

COUNCIL MEETING MINUTES**WEDNESDAY, AUGUST 3, 2005****BRAVA - STRATA PLAN BCS 1172****VENUE:**

Sitting Room, 4th floor
1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2005 / 2006****PRESIDENT
BYLAWS & RULES**

Steve Butt

**VICE-PRESIDENT / SOCIAL
BYLAWS & RULES**

Jane Hidalgo

TREASURER**SECURITY & SAFETY**

Rish Sodhi

**BLDG. MAINT./DEFICIENCY
LANDSCAPING**

George Costa

SECURITY & SAFETY

Dan Payne

**BLDG. MAINT./DEFICIENCY
SECURITY & SAFETY**

Kevin Redl

COMMERCIAL

Dr. Quan

STRATA PROPERTY AGENT

Katie Khoo

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4th Floor-1155 Seymour St.

CONCIERGE / SECURITY

604-782-4149

PRESENT:

Steve Butt
Jane Hidalgo
Dan Payne
Rish Sodhi
Kevin Redl
George Costa

REGRET:

Dr. Quan

Katie Khoo, Baywest Management Corporation
Strata Property Agent (the Agent)

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Steve Butt, the President.

GUESTS: RAVCO (TRANSLINK) – 6:45 p.m.-7:15 p.m.

The representatives of Ravco presented the overall plan of the rapid transit project and explained the tunnelling process that will be necessary for the new RAV line underneath the Brava-Towers.

Preliminary discussions were tabled for the allocation of an easement and sale of the subsurface rights to facilitate the easement for the tunnel through the Brava property.

Council raised a number of issues regarding the construction process and the location of the tunnels, for example: noise and vibration. The representatives explained that all the necessary engineering studies will be carried out to address these concerns as done in the past where rapid transit was built under buildings in other communities in the Lower Mainland.

Ravco will cover all costs associated with the Translink project, including document preparation, legal service, appraisal, expenses relating to calling special general meetings to approve the proposed disposal of subsurface right of the strata corporation (common asset).

The plan is to commence tunnelling in March, 2006. It will take 2 years to complete both passes of the tunnel. The representatives will prepare more specific information that relates to the strata corporation for Council's review.

The representatives also encourage owners to visit their web site at www.ravrapidtransit.com for detail information and updates of the project.

Once the information package is received and the appraisal is completed, Council will decide on the schedule for the Special General Meeting.

2. ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the minutes of June 15, 2005 Council Meeting. **CARRIED**

3. FINANCIAL STATEMENTS AND ACCOUNTS RECEIVABLE

The Treasurer gave a financial report for the period of April to June, 2005 and found no irregularities. The Treasurer noted that there are still a number of owners who have not paid their strata fees to date. It was moved and seconded to adopt the financial statements for April to June, 2005.

CARRIED

The Agent informed Council that there has been no response from some delinquent owners despite Baywest issues monthly statement of arrears to them. Council approved the filing of liens against those owners who are in arrears for 3 months.

Owners are reminded that Strata fees are due on the first of every month, without invoice. A 10% interest will be charged on late payments. A lien will be placed against the title of the strata lot if the strata fees are in arrears for 3 months. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the site office.

4. BUSINESS ARISING

4.1 BUILDING MAINTENANCE / DEFICIENCY COMMITTEE

4.1.1 RESPONSE FROM DEVELOPER RE DEFICIENCIES

In response to Council's request, the developer did not plan to paint the parkade elevator landings and the locker areas. Council will include those areas on the deficiency list. The guest suites would be available by the end of August tentatively and the developer was billed for the use of the guest suites as of July 1, 2005. The developer would arrange a common area deficiency walk through with the Building Deficiency Committee at the end of August.

4.1.2 THICK MAT FOR EXERCISE ROOM

The building maintenance committee reported that the fitness equipment contractor finally sourced out mats with the proper thickness. Arrangements need to be made to cut the mat forms in half so that they can be placed in the location where the weights are located.

4.2 SECURITY COMMITTEE

4.2.1 SECURITY AUDIT REPORT

Council reviewed the security audit report prepared by the security consultant. The report identified various concerns and made recommendations for improvement. It was Moved and Seconded to

authorize expenditure to a maximum of \$ 500.00 for the security consultant to provide a priority list of items with budget estimates that require improvement.

CARRIED

The President will coordinate with the security consultant.

4.2.2 ADDITIONAL CONCIERGE COVERAGE

Council reviewed the list of duties of the Concierge. Council reviewed the cost of having a second Concierge on duty for the weekends due to an increase in activities in the buildings at that time and the opening of the recreation amenities. Due to budget constraints, Council decided not to have additional coverage at this time. The Agent will meet with the Concierge to ensure that the rules and bylaws are being enforced.

4.2.3 SIGNAGE

Council requested that more signage be installed around the building related to building security issues.

4.2.4 SPEED BUMP

It has been noted that there are a number of residents traveling through the parkade at excessive speeds. To address this problem Council will consider installation of speed bumps in the parkade as soon as the budget permits.

4.3 SOCIAL COMMITTEE

There was no report from the Social Committee.

4.4 LANDSCAPING COMMITTEE

It has been noted that the landscaping at the front of the building is in need of remediation. The President noted that the City may have some specific landscape requirement for the downtown area and that approval is likely required from the City for any change to the landscape plan along Seymour St. The Agent had difficulties in connecting with the City personnel despite, leaving several messages. The Agent will obtain more information by the next council meeting.

4.5 BYLAWS & RULES COMMITTEE

4.5.1 BYLAWS AND RULES INFRACTIONS

A number of bylaw and rule infractions were reported, including smoking and consuming alcoholic drinks in the swimming pool and spa area. Council has instructed the Concierge and site staff to be more proactive in enforcing the rules and bylaws. Violators can be asked to leave the swimming pool and spa area.

Other infractions noted are the throwing of cigarette butts and litter including beer bottles over balconies. (See Correspondence)

Residents are requested to report any rule or bylaw violations to the Concierge, Resident Managers or the Agent in writing. With everyone's

involvement, the bylaws and rules can be enforced. This is the only way to maintain and improve property values and make Brava a pleasant residence for all.

Fines will be levied for bylaw and rule infractions accordingly. A maximum fine of \$ 200.00 per incident can be levied against the residents and the owners.

Council decided that alcoholic drinks are only allowed for exclusive function in the multipurpose room and the meeting room with kitchen.

4.5.2 VISITOR PARKING STALLS AND REGISTRATION

The President met with the developer to ensure proper markings are noted for all the "shared" visitor parking stalls on P1 level. A comprehensive list was prepared which is now displayed on the concierge desks.

As there are only eight visitor parking stalls available, it was Moved and Seconded to establish a rule that residents must register their guests with the Concierge in person and proof of residency is required. The Concierge will issue a visitor parking permit at the same time. Vehicles parked in contravention of the visitor parking rules will be towed without warning. **CARRIED**

New Rule: Re Visitors Parking

Visitors Parking Permits will only be issued to the resident on behalf of their visitor. Residents must register their guest's vehicle with the Concierge, at which time the Concierge will issue the Visitors Parking Permit proof of residency is required.

4.6 SHAW CABLE SERVICE UPDATE

The Agent informed Council that the commercial account representative of Shaw Cable finally responded regarding their service to the strata corporation. Shaw Cable is preparing an Access Agreement to be executed by the Strata Council. They also need to perform a site visit to complete the network. Then, Shaw Cable will schedule a promotional launch of their service in the buildings. The process will take about 2 months. In the near future, residents will have a choice of cable service providers.

4.7 QUOTATIONS FOR POWER WASHING

Council reviewed 3 quotations for power washing the parkade. Council has a concern regarding the logistic of having all vehicles moved from the parkade while the work is being carried out. Council also discussed the timing and costs of the work and decided not to proceed with the power washing due to budget constraints at this time. Council will re-visit the issue when there is an improvement in the financial status.

4.8 RED DOT PROGRAM FROM POST OFFICE (NO JUNK MAIL)

The President noted that if residents do not want junk mail delivered, they can advise the postal delivery agent by putting a note in or on their mail box to that effect. The postie will then cease

delivery of junk mail to that mail box.

5. CORRESPONDENCE

Again we have received several complaints regarding residents throwing lit cigarettes and garbage out of the windows and over the balconies. In the case of one resident who is a repeat offender, Council decided to levy a fine of \$ 200.00.

Be advised

This practice endangers the life and property of all residents and guests and is a serious offence which can render the strata corporation liable to damages. Such conduct will not be tolerated. It is the responsibility of all residents to report any offences of this nature. Furthermore, anyone threatening or endangering lives will be reported to the police.

The architect of the new retail tenant, Starbucks, requested Council's approval for planting a new magnolia tree beside their retail space as required by the City planners. Council approved the request as Starbucks would bear the planting costs and it would improve the aesthetic appeal of the project.

An owner wrote inquiring whether chairs would be provided by the pool deck and if there was a plan to install a "public" barbecue in the picnic area. Council decided that residents should provide their own chairs and there is no plan at this time to install barbecue facilities in the picnic area.

An owner inquired whether she could park her motor bike / scooter at one of the undesignated space between parking stalls in the parkade. Council declined the request until a response is received from the developer regarding the parking stalls plan.

After note: The developer advised that in accordance with the Development Permit and the Strata Plan, provisions for parking stalls in addition to the existing stalls are not permitted.

Residents are reminded not to park their motor bikes or scooters in any undesignated stalls as their bikes/scooters will be ticketed and towed at the owners' risks and expense.

An owner wrote regarding the continuous noise concern from the exercise room arising from the weight section, the bouncing exercise balls and equipment. Council noted that the mats were addressed earlier and that other noise concern cannot be alleviated due to the location of their suite in relation to the exercise room.

An owner wrote regarding a few residents who do not park their vehicles in their parking stalls properly. Although certain parking stalls are designed for parallel parking for one vehicle, it was noted that two vehicles were being parked at right angles, impairing traffic and blocking other residents from parking in their stalls. As stated previously, illegally parked vehicles will be towed at the owner's risk and expense.

Two owners reported an unpleasant encounter with another owner in the building while they were entering the parkade. They stopped in front of the gate upon entry to ensure that the driver of the vehicle behind them was using the entry fob for access. Despite their cooperation in enforcing the rules of the strata corporation, these two owners were threatened by the other party.

Residents are reminded that in the interest of security, fobs and cards must be used upon entry of common doors, including the overhead gates and building entry doors. For those residents that are asked to use their fobs/access cards to gain entry to the building, please respect the intent of this request. This will help prevent unauthorized access to the building.

6. NEW BUSINESS

6.1 HEATING FOR POOL & POOL CLOSURE

Council decided that the pool does not require heating during summer months. As a result, the strata corporation will realize some energy cost savings. Council is considering closing down the swimming pool right after the Thanksgiving weekend.

6.2 STORAGE OF CLEANING SUPPLIES

There is a need to create a space for the storage of cleaning supplies. At this time, cleaning supplies are being kept in the office. In the near future, Council will consider other possible locations for storing supplies, including building a space, once the strata financial status improves..

6.3 PARKADE METAL HALIDE LAMPS

It has been proposed by a lighting contractor that the Metal Halide Lamps in the parkade be turned off occasionally for technical reasons. As security is of utmost importance, Council decided that it is not desirable to turn off sections of parkade lighting at this time.

7. NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 p.m. The next Council meeting was scheduled for 6:30 pm on September 7, 2005.

BRAVA - STRATA PLAN BCS 1172

VENUE:

Sitting Room, 4th floor
1155 Seymour St.
Vancouver, BC

STRATA COUNCIL
2005 / 2006

PRESIDENT
BYLAWS & RULES

Steve Butt

VICE-PRESIDENT / SOCIAL
BYLAWS & RULES

Jane Hidalgo

TREASURER
SECURITY & SAFETY

Rish Sodhi

BLDG. MAINT./DEFICIENCY
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SECURITY & SAFETY

Kevin Redl

COMMERCIAL

Dr. Quan

STRATA PROPERTY AGENT

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CONCIERGE / SECURITY
604-782-4149

PRESENT:

Steve Butt
Jane Hidalgo
Rish Sodhi
George Costa

REGRET:

Dr. Quan
Kevin Redl
Dan Payne

Katie Khoo, Baywest Management Corporation
Strata Property Agent (the Agent)

1. **CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Steve Butt, the President.

GUESTS:

OWNERS FROM 3 TOWNHOUSES 6:45 p.m.- 7:10 p.m.

The owners of 3 Brava townhouses attended the meeting to present several issues relating to their units. Their concerns include; excessive heat build up due to solar heat gain, poor air ventilation, front entrance safety and security, and the littering practice of some residents in the complex.

To improve the in-suite air circulation, they requested Council to consider a change of windows and provide power to the top of the loft areas to enable the installation of fans, or to install air conditioning.

To improve security, the owners asked that Council install a gate and a short fence at the entrance of each unit to deter dogs and trespassers accessing their front entrances.

They also requested Council to install higher hedge-like shrubs at the planters to deter people from sitting along the concrete planter retaining walls.

Some of their concerns have also been expressed by other residents in the complex. (See Littering)

Council discussed their concerns and decided to post a notice regarding littering in the elevators and the strata notice boards. Council requested that the Agent obtain a quotation for transplanting the existing shrubs to the planters in the pool deck and planting larger shrubs in the planters in front of the townhouses.

Regarding in-suite issues, Council sympathized with the owners' situation but ruled that Council is not in a position to address deficiencies of suite design or concerns

that are unrelated to common property. These should be brought to the attention of the developer. Council requested the Agent to respond accordingly.

2. ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the minutes of August 3, 2005 Council Meeting. **CARRIED**

3. FINANCIAL STATEMENTS AND ACCOUNTS RECEIVABLE

The Treasurer gave a financial report for the period of July and August, 2005 and found no irregularities. The Treasurer noted that the accounts receivable has improved. The Agent has issued a number of letters warning of the intent to place a lien on the title of units whose owners have outstanding strata fees. It was moved and seconded to adopt the financial statements for July and August, 2005. **CARRIED**

The Agent will proceed to file liens on those delinquent owners who have not responded and paid strata fees for three months.

Owners are reminded that Strata fees are due on the first of every month, without invoice. 10% interest will be charged on late payments. Additionally a lien will be placed against the title of strata lots if the strata fees are in arrears for 3 months. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the site office.

4. BUSINESS ARISING

4.1 BUILDING MAINTENANCE / DEFICIENCY COMMITTEE

4.1.1 WALK THROUGH WITH DEVELOPER & GUEST SUITES

The Agent advised Council that the developer would conduct a common area deficiency walk through with the Building Deficiency Committee for Tower B this week (September 19). Tower A will be scheduled when the re-painting is completed shortly. The walk through for the rest of the common areas will be done soon after.

The developer advised that furniture for the 2 guest suites is scheduled to be delivered on September 22, 2005. The delay was due to the back log created by the truckers strike at the Port.

Council decided to waive the charges to the developer for the late turn over of the suites as the developer has repaired damages to walls resulting from vandalism.

4.1.2 POWER WASHING OF P1

Council decided to proceed with power washing of P1 to enhance the curb appeal of the building.

4.2 SECURITY COMMITTEE

4.2.1 SECURITY / CONCIERGE ISSUES

The President reported that a meeting was held with representatives of Concierge/Security staff and the Resident Managers to address ongoing communication protocols. These meetings resulted in the clarification of roles and duties of both security staff and the Resident Managers.

Once again parking issues were raised, specifically the parking of vehicles in undesignated areas.

As parking in the undesignated areas remains a concern, Council decided that no vehicles or motor bikes/scooters are allowed to park in any undesignated areas or parking stalls, effective October 1, 2005.

Council requested the Agent post a notice in the elevators and on notice boards that if a vehicle or motor bike/scooter is found parked in an undesignated location, it will be towed at the vehicle owner's risks and expense. No further warnings or exceptions will be given.

4.3 SOCIAL COMMITTEE

There was no report from the Social Committee.

4.4 LANDSCAPING COMMITTEE

The City official provided the following information to Council regarding remediation of the front sidewalk grass areas:

- It is the responsibility of the Strata to maintain all the sidewalk grass areas.
- If the strata wants to make any changes, they must do so in accordance with the development permit and conform with the downtown landscape plan.
- It may be possible to install landscape grids for the sidewalk grass areas.

The President will check into the detailed requirement.

4.5 BYLAWS & RULES COMMITTEE

4.5.1 LITTERING CONCERN

The on-going problems of littering remain a concern, in particular to the residents of the patio units and townhouses. Various types of objects are being thrown off upper balconies, such as bottle caps, cigarette butts, glass, half eaten sandwiches, buckets of water, household garbage and even eggs.

Residents are requested to be vigilant and report anyone who throws anything over the balcony, or the suite number from where it was thrown, to the Concierge, Resident Managers or the Agent. This is our home. We can all take part in bringing an end to this behaviour, and at the same time protect our investment.

Fines will be levied for bylaw and rule infractions accordingly. A maximum fine of \$ 200.00 per incident can be levied against the residents and the owners.

4.5.2 NO ALCOHOLIC DRINKING AND SMOKING IN SWIMMING POOL AND SPA DECK

A reminder to residents that the consumption of alcohol or smoking is not permitted in common areas with the exception of approved exclusive functions as noted on the rules. Residents or their guests who violate the rules will be requested to leave the amenity areas and if refuse, fines will be levied accordingly.

4.5.3 NO MOVING ON SUNDAYS & STATUTORY HOLIDAYS

It was noted that whenever there is a move, it has caused inconvenience to the residents of the building, especially on weekends and holidays when there is increased use of elevators and one is locked out for moving. There have also been some unscheduled moves late at night causing noise disturbances to the neighbouring suites.

It was Moved and Seconded that moving in or out will not be permitted on Sundays and Statutory Holidays, nor after 8:00 p.m. on other days.

CARRIED

NEW RULE: RE - MOVING

Effective October 1, 2005, moving in or out is not permitted on Sundays and Statutory Holidays unless those days fall on the last day or the first day of the month as per the requirement of the Residential Tenancy Act. No moving is allowed after 8:00 p.m on any day.

Owners and their rental agents are reminded to ensure that their tenants are aware of the moving rules of the strata corporation. Booking of moves must be made well in advance as there have been several cases of unscheduled moves. Fines will be levied accordingly.

4.6 SHAW CABLE SERVICE UPDATE

Council reviewed and the President executed the Shaw Cable Access Agreement. The Agent reported that the Shaw Cable representative has started the process and will schedule the launch of Shaw at Brava in a month's time. All residents will soon have a choice of either Shaw or Novus for their cable service provider.

5. CORRESPONDENCE

Council reviewed and approved the installation of a ventilation unit for the Starbucks tenancy, at the owner's expense.

An owner requested the use of the handicapped elevator in Tower B. Council decided that a key can be issued with a deposit of \$ 70.00 for 2 months due to the information provided. The Agent will check with the elevator installer to find out whether an automatic switch can be installed.

Two owners wrote regarding the closure of the swimming pool and the spa. Council has no intention of closing the spa for the winter season, it will remain open all year around. Council noted that there is no mandatory requirement the pool remain open all year round. Consideration must be given to the cost of heating and maintaining the pool during the fall and winter months.

However, Council has decided to leave the swimming pool open till the end of November. At the next General Meeting the issue of whether to leave the pool open all year round will be put to a vote. (There will be a General Meeting to vote on the RAVCO (Translink) tunnel proposal.)

It was noted Council can pass rules that govern the use, safety and condition of common property during a Council meeting. The rules will be effective immediately after the distribution of the minutes. They will be ratified at the next Annual General Meeting or a Special General Meeting.

One owner also requested Council's re-consideration in the installation of speed bumps in the parkade. Council deferred the decision as noted in prior minutes.

Council thanked those residents and owners who have forwarded their correspondence but due to time constraints, Council tabled several correspondence matters to the next meeting.

6. NEW BUSINESS

6.1 SUITE ACCESS DUE TO LOST KEYS

There have been a number of occasions when the resident manager has been contacted on his day off or after hours to open suites due to the resident having lost, misplaced or forgotten their keys.

Please be advised that it is not the responsibility of the Resident Managers or the concierge to provide this service. It is advised that the tenant obtain the services of a locksmith in these circumstances.

6.2 POOL COVER

Council reviewed the quotation for a winter pool cover and requested that the Agent obtain a quote for a year round cover that operates by way of a roller mechanism.

6.3 DOG / BIKE WASH

The developer advised that the dog/bike wash will be available at the end of September. Residents will be notified when the facilities are officially open.

6.4 COMPACTOR MAINTENANCE AGREEMENT

Council reviewed and accepted the compactor maintenance agreement.

7. NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 p.m. The next Council meeting is scheduled for 6:30 pm on October 12, 2005.

BRAVA - STRATA PLAN BCS 1172**VENUE:**

Sitting Room, 4th floor
1155 Seymour St.
Vancouver, BC

STRATA COUNCIL
2005 / 2006

PRESIDENT**BYLAWS & RULES**

Steve Butt

VICE-PRESIDENT / SOCIAL
BYLAWS & RULES

Jane Hidalgo

TREASURER**SECURITY & SAFETY**

Rish Sodhi

BLDG. MAINT./DEFICIENCY
LANDSCAPING

George Costa

SECURITY & SAFETY

Dan Payne

BLDG. MAINT./DEFICIENCY
SECURITY & SAFETY

Kevin Redl

COMMERCIAL

Dr. Quan

STRATA MANGER

Tanya Millage

BAYWEST MANAGEMENT
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Direct Line: 604-714-1530

Email: tmillage@baywest.ca

RESIDENT MANAGERS

Dumitru & Rozalia Barliga

ASSISTANT MANAGER

Jones Gonzales

Site Office: 604-488-5464

Fax: 604-488-5462

4th Floor-1155 Seymour St.

CONCIERGE / SECURITY

604-782-4149

PRESENT:

Jane Hidalgo
Rish Sodhi
Kevin Redl
Dr. Quan
George Costa

REGRETS:

Steve Butt
Dan Payne

Katie Khoo, Baywest Management Corporation
Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

Due to there not being a quorum at the meeting scheduled on October 12, the meeting was re-scheduled for October 27.

The meeting was called to order at 6:35 p.m. by Vice President, Jane Hidalgo. A quorum was established.

An introduction was also made to Strata Manager, Tanya Millage, who has now been assigned to Brava. Ms. Millage has been with Baywest for several years. Ms. Millage looks forward to working with Council and owners. Ms. Millage may be reached at 604-714-1530, or by email at tmillage@baywest.ca

(2) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the minutes of September 7, 2005 Council Meeting.

CARRIED

(3) FINANCIAL STATEMENTS AND ACCOUNTS RECEIVABLE

The Treasurer gave a financial report for the period of September 2005 and noted that the elevator maintenance invoicing was received for several months' worth of billing. The Manager advised that she has requested the elevator contractor issue monthly invoices.

It was moved and seconded to adopt the financial statements for September 2005.

CARRIED

The Treasurer noted that the accounts receivable has improved, but still totals \$15,000. The Manager reported that three liens had been placed on strata lots that were in serious arrears.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. 10% interest will be charged

on late payments. Additionally a lien will be placed against the title of strata lots if the strata fees are in arrears for 3 months. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the site office.

(4) BUSINESS ARISING

4.1 BUILDING MAINTENANCE / DEFICIENCY COMMITTEE

4.1.1 WALK THROUGH WITH DEVELOPER

The Manager reported that two tours had been completed with the Developer recently to view Tower A, and parkade and locker levels. A complete list of deficiencies has now been produced and forwarded to the Developer for address. Included on the list are the need to remove concrete splatters from windows and ledges, and the need to lock off all tower stairwells. Any items arising before the end of the first year warranty period will also be forwarded to the Developer.

In addition, it was reported that an ongoing issue of lack of hot water has been investigated by the Developer and mechanical installer. It is thought that the majority of affected residents have now had hot water issues resolved, but a number still remain. The mechanical installer is investigating and working to address the cause.

Lastly, in response to a report of water staining on a ceiling, the Developer wishes to remind all residents that they must undertake to vacuum dryer vents regularly. If not completed, lint build-up in ducts causes condensation resulting in dripping onto ceilings.

In addition, residents are reminded to ensure that de-humidistats are activated now that cold, damp weather is upon us. This will protect against excess moisture in suites.

4.1.2 POWER WASHING OF PARKADE

The Manager advised that during a recent tour of the building, it was noted that all levels of parkade are in need of power washing, and not just the first level. Quotes were supplied, and it was decided to proceed with having Red Lion Maintenance undertake cleaning of all levels at a cost of \$1,520 plus GST. This project will be completed in the spring, as winter conditions will only make the parkade dirty once again.

4.1.3 RAVCO PROJECT

The Manager reported that the independent appraisal would be received on the day after the meeting. In the interim, the Ravco project manager has advised verbally that the appraisal has provided for an amount of \$315,000.00 for the purchase of the sub-surface space of the Strata Corporation. A firm amount will be provided for in the written appraisal and will be the amount proposed at an upcoming SGM.

As the project is slated to begin in the new year, it is necessary for owners to vote on whether to accept the proposal. Therefore, an SGM was tentatively scheduled for December 1, 2005. Owners will receive a Notice of Special General Meeting in early November, which will include details of options for owners to determine how the funds should be allocated or disbursed. Council discussed the various options in length.

Also to be included in the SGM agenda, will be a proposal to increase the budget through maintenance fees to accommodate increased security and janitorial services, a vote on whether to close the pool for the winter months, and a bylaw for quorums at general meetings.

4.2 SECURITY COMMITTEE

4.2.1 SECURITY

There was no report from the Security Committee.

4.3 LANDSCAPING COMMITTEE

Council received a quote from the landscape contractor to upgrade the area near the town homes. After review, it was moved and seconded to accept the quote from Weedbuster's to complete three items of upgrade at a cost of \$1,425.00 plus GST.

CARRIED

It is also noted that the engineering firm that undertook the coring in front of tower A, met with the Council President and has agreed to repair two areas that were damaged during their work. This should be completed shortly.

4.4 SOCIAL COMMITTEE

The Manager reported that Shaw Cable has advised a launch date of their services for December 15. The later date is due to the need for additional cable installations at the street. Once installed, Shaw will host an event night in the building to show off their services.

The Manager also brought forward a suggestion from the Resident Managers, that consideration be given to placing Christmas trees in the two lobbies during the upcoming season. Council discussed the suggestion, and decided against placing trees in the lobby for this first season. Consideration will be given for next year. In the interim, the Resident Managers will be provided with approval to place a desktop tree in the office.

4.5 BYLAWS & RULES COMMITTEE

There was no report from the Bylaws and Rules committee.

4.6 POOL AND SPA COVERS

The Manager reported that the new spa cover has been ordered and should be placed shortly.

In addition, Council received a quote to install a winter cover for the pool. A decision on this item was tabled pending the outcome of the vote at the upcoming SGM.

(5) CORRESPONDENCE

The Manager advised that a response had been received from an owner with regards to advise that he will be responsible for the \$5,000 insurance deductible to be received after the large water damage claim caused by his tenant's action. The owner is of the opinion that his tenant is not at fault

for the damage. The owner will be advised that the Strata Corporation bylaws place responsibility for deductibles onto owners if the damage is caused by negligent or accidental acts, and he will be required to pay the amount once received.

Council once again thanks those residents and owners who have forwarded their correspondence. However, due to time constraints, Council was forced to table all other correspondence matters until the next meeting.

(6) NEW BUSINESS

6.1 HANDICAPPED ELEVATOR MAINTENANCE

Council received a proposal to maintain the two handicapped elevators located in the lobbies. As this maintenance is a Provincial requirement, it was moved and seconded to accept the proposal from Western Elevator in the annual amount of \$785.00 plus GST to maintain both elevators. **CARRIED**

6.2 FIRE EQUIPMENT

Council received a quote from a fire safety company to supply protective bracket guards for the bathroom sprinkler heads, as well as signage to inform on how to turn off the sprinkler system on each floor in the event of a sprinkler head burst.

It was moved and seconded to accept the quote for the signage in the amount of \$2,135 plus taxes, but to add the installation and supply of head guards to the Developer's deficiency list. **CARRIED**

6.3 CONCIERGE PARCEL DELIVERY

The Manager recommended that Council consider instituting a waiver that must be signed by all those residents requiring the concierge accept packages on their behalf. This will ensure that the Strata Corporation is not held responsible for contents of packages received by the concierge. Council agreed with the recommendation, and a waiver form will be provided to the concierge.

6.4 MEDIA ROOM PHONE LINE

The Resident Manager had provided a suggestion that Council consider installing a phone line into the media room in order to permit residents using the room to provide their guests access through the enterphone system. As the enterphone system does not have any additional space for another phone line, and it is thought that most residents will have cell phones, a phone line will not be installed at this time.

6.5 ALLEY GARBAGE

The Manager advised that she had posted a notice requesting that residents not attempt to use the garbage containers located across the alley. These bins belong to the Howard Johnson Hotel for their use only, and the hotel has issued a complaint on the matter. Residents must use the compactors located on P1.

6.6 SECURITY QUOTES

The Manager provided a quote for installation of new hinges on the front doors to increase the load to 500 lbs. The Manager was directed to include the item on the deficiency list if it is thought that the load bearing on the hinges is not acceptable.

(7) NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 8:45 p.m. The next Council meeting was scheduled for 6:30 pm on November 16, 2005.

BRAVA - STRATA PLAN BCS 1172**VENUE:**

Sitting Room, 4th floor
1155 Seymour St.
Vancouver, BC

STRATA COUNCIL
2005 / 2006

PRESIDENT**BYLAWS & RULES**

Steve Butt

**VICE-PRESIDENT / SOCIAL
BYLAWS & RULES**

Jane Hidalgo

TREASURER**SECURITY & SAFETY**

Rish Sodhi

**BLDG. MAINT./DEFICIENCY
LANDSCAPING**

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CONCIERGE / SECURITY

604-782-4149

PRESENT:

Steve Butt
Jane Hidalgo
Kevin Redl
Dr. Quan

REGRETS:

Rish Sodhi
Dan Payne
George Costa

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:35 p.m. by President, Steve Butt. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the minutes of the October 27, 2005 Council Meeting. **CARRIED**

(3) FINANCIAL STATEMENTS AND ACCOUNTS RECEIVABLE

Due to the October financials not being available by the date of the meeting, and the absence of the Treasurer, a financial report was not provided.

However, the Manager noted that the accounts receivable has increased to a total of \$28,000. Of that, \$10,000 is attributable to water damage deductibles that were recently billed back to the two units that were the source of the water damage. In addition to the three liens that were placed recently, it was noted that liens will also be placed against four more strata lots that are in serious arrears.

Council also discussed further options that are available to the Strata Corporation should owners in serious arrears not bring their accounts to date. The Manager advised that the Strata Corporation does possess the ability to obtain legal assistance to apply to the courts for the sale of a strata lot who's owner does not bring an account to date after a lien has been placed. Council will consider this option on those units that continue to be in serious arrears.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. 10% interest will be charged on late payments. Additionally a lien will be placed against the title of strata lots if the strata fees are in arrears for 3 months. The

lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the site office.

(4) BUSINESS ARISING

4.1 BUILDING MAINTENANCE / DEFICIENCY COMMITTEE

4.1.1 DEFICIENCY WORK & MECHANICAL ISSUES

The Manager reported that an additional letter listing a number of further common area deficiencies was forwarded to the Developer recently. Upon receipt, the Developer has requested a letter from the Strata Corporation stating that the lists received to date are complete. After discussion, the Manager was directed to forward such a letter to the Developer, but to stipulate that the current lists are of those items currently known to Council. Should further deficiencies become known before the warranty period expires, they will be forwarded for redress.

The Manager also reported that there appears to be only one remaining resident that is experiencing a lack of hot water. The mechanical installer is continuing to address the issue and is still making adjustments to the system.

4.1.2 RAV PROJECT PROPOSAL

Council reviewed the package for the upcoming SGM to be held on December 1, 2005, and discussed an inquiry that was made by a resident on the issues surrounding the RAV. The inquiry included legal and appraisal details for the project. The resident will be responded to accordingly and many of the questions on the project will also be answered at the SGM.

COUNCIL ALSO REMINDS OWNERS THAT SHOULD THEY NOT BE ABLE TO ATTEND THE MEETING ON DECEMBER 1, THEY MAY PROVIDE THEIR SIGNED PROXY TO ANOTHER PERSON. COUNCIL ENCOURAGES THOSE OWNERS TO PROVIDE THEIR PROXIES TO EITHER ANOTHER OWNER OR A COUNCIL MEMBER IN ORDER TO BETTER THE CHANCE OF A QUORUM AT THE SGM.

IN ADDITION, OWNERS ARE REMINDED THAT TO BE ELIGIBLE TO VOTE, ANY OUTSTANDING ACCOUNT MUST BE BROUGHT TO DATE PRIOR TO THE MEETING. CHEQUES WILL NOT BE ACCEPTED AT THE MEETING. THOSE WHO ARE UNSURE OF THEIR ACCOUNT STATUS ARE ENCOURAGED TO CONTACT BAYWEST MANAGEMENT PRIOR TO THE MEETING DATE.

4.1.3 ELEVATOR CALL OUTS

The Manager requested a decision from Council on whether to the Resident Manager should continue to call out the elevator contractor for after hours shut downs. The Manager noted that there had been several invoices received for after hours call outs to repair the elevators. After discussion, Council made the decision that if two elevators in one tower fail at once, or if there is a failure on a Saturday, the elevator company will be called out. On Sundays though, the contractor will not be called out for the failure of just one elevator. Instead, the call out will wait until the Monday morning, when there is no charge for call outs. The exception to this would be if someone were stuck in a failed elevator.

4.2 SECURITY COMMITTEE

It was reported that a Visitor Parking issue has arisen where the concierge has permitted guests to park in visitor parking for more than the 24 hour allotted time. The Manager will speak to the concierge to request that Visitor Parking rules be adhered to.

4.2 LANDSCAPING COMMITTEE

The Manager advised that the engineering firm that undertook coring has not yet undertaken the landscape remediation to the front of 1199, but that they intend to have the work completed shortly.

It was also advised that the landscaping contractor has been provided with approval to undertake the landscape upgrades in front of the town homes. The contractor will complete the work when scheduling permits.

4.4 SOCIAL COMMITTEE

The Social Chair advised that she is still planning a regular newsletter for residents of the building and further consideration will take place in the new year.

In addition, a suggestion was made for Council to host a get together for residents. The event would be used for residents to meet one another and share some relaxing time in the building. Council will look at options for the new year and discuss at the next meeting.

4.5 BYLAWS & RULES COMMITTEE

A Council member noted that there are several instances of parking violations taking place in the parkade. Included are ongoing instances of several cars parking in stalls that are meant for the parking of a lesser number of cars. This is resulting in vehicles being parked into the driveway portion of the parkade, and this is restricting the flow of traffic as well as being contrary to the bylaws. It was further reported that some vehicles are being parked illegally in no parking areas despite signage. The Manager will supply the concierge with tickets so that vehicle owners can be provided with a warning before towing, but she will request that the illegally parked cars be towed without warning.

(5) CORRESPONDENCE

An email was received from an owner suggesting that Council consider low riding vehicles when making a decision on the installation of speed bumps in the parkade. Council advises that the decision to install speed bumps has not been made as yet, and all issues surrounding speed bumps will be taken into consideration.

A letter was received from the owners of a strata lot advising that there are drains from the balcony above, draining onto their patio. The owners have requested that changes be made to eliminate the drainage onto their patio. The owners will be advised that the drains are a common design on high-rises, but Council will investigate options for change when exterior maintenance is carried out after the building's first year.

Several letters were received from an owner who noted various items of concern. Included were complaints pertaining to noise from the weights within the gym. The owner suggested that the hours of gym use should be limited to a later opening and an earlier closing. The Manager will respond to the owner to advise that the gym use hours will be ratified with all other adopted Rules at the next AGM. The owner will be advised that she may make a motion at that meeting to amend the hours of

use, and the motion will be voted on by the owners in attendance. Until that time, gym hours will remain as they are.

A letter was received from an owner who was inquiring about the power washing of the parkade. As stated in the minutes of October 27, a full parkade power washing will be undertaken in early spring.

An email was received from an owner requesting that the temperature be turned up on the pool to encourage use, and suggesting that additional cleaning be undertaken to the entrance walls of 1199 to remove dog urine. As owners will be voting on whether to keep the pool open during the winter months at the upcoming SGM, a decision on pool temperature will not be possible until after that time. With regards to the dog urine, the Resident Managers will be requested to clean the exterior walls at both tower entrances with bleach.

An email was received from a resident reporting that he witnessed a resident of a specific unit throwing cigarette butts off the 22nd floor balcony. A letter of warning will be issued to the resident of the unit identified.

Council reviewed a response received from an owner who had been sent a letter regarding their dog being permitted to urinate in the common hallway. The owner replied that their dog has never been permitted to relieve itself in the hallway. The President will speak to the respondent, and the Manager will advise the original complainant of the reply.

The Manager provided Council with an owner's response that she remove a painting and statue from the common hallway in front of her unit. The owner agreed to remove the items, but was dismayed at the request. The owner will be advised that no items may adorn the common hallways, in accordance with the bylaws. **AS A RESULT OF THIS DISCUSSION, COUNCIL ADVISES THAT NO ITEMS MAY BE PLACED IN COMMON HALLWAYS. THIS INCLUDES MATS OUTSIDE FRONT DOORS, WHICH ADD TIME TO CLEANING PROCEDURES FOR SITE STAFF.**

Council received two letters from an owner noting a number of items of concern. Included, was the report that there are ongoing issues of dog owners permitting their dogs to defecate in the elevators and other common areas, and the suggestion that some residents appear to have multiple dogs living in their units. **COUNCIL WISHES TO REMIND ALL RESIDENTS THAT THEY MUST REGISTER ALL PETS EITHER RESIDING OR VISITING THEIR SUITE. REGISTRY FORMS MAY BE OBTAINED FROM THE SITE OFFICE BY CONTACTING RESIDENT MANAGER, ROZALIA AT 604-488-5464. FINES WILL BE LEVIED AGAINST THOSE OWNERS WHO HAVE NOT REGISTERED THEIR PETS.** In addition, Council will consider proposing a pet restriction bylaw at the next AGM to limit the number of pets permitted within a strata lot.

A letter of response was received from an owner who was requested to remove planter boxes from her balcony railing as a safety measure. The owner replied that the boxes do not pose a safety concern as they are bolted into the railing wall system. Given this advice, the owner will be advised that no permission was granted to bolt an item to the building exterior, and the owner will be requested to remove the planters and repair the damage. **RESIDENTS ARE REMINDED THAT NOTHING MAY BE ATTACHED TO THE BUILDING EXTERIOR WITHOUT PRIOR COUNCIL APPROVAL, AS IT IS IMPERATIVE THAT NOTHING IS DONE TO VOID THE BUILDING WARRANTY, OR DAMAGE THE BUILDING ENVELOPE.**

Lastly, a letter was received from a resident reporting an altercation that ensued when he would not allow another vehicle to follow him through the parkade gate. The resident stated that another owner witnessed the incident. The resident further issued a noise complaint against another strata lot. With regards to the noise complaint, the offender will be forwarded a warning letter on the matter. With respect to the gate incident, the specific offender will be forwarded a letter on the matter. **ALSO, RESIDENTS ARE REMINDED THAT THEY MUST NOT ALLOW OTHERS TO FOLLOW THEM**

THROUGH THE GATE. ALL RESIDENTS MUST STOP AND WAIT FOR THE GATE TO CLOSE AND MUST NOT ATTEMPT TO FOLLOW OTHERS THROUGH THE GATE.

(6) NEW BUSINESS

6.1 RESIDENT MANAGER SUGGESTIONS

The Resident Managers supplied a number of suggestions on how to address various issues within the building, including the suggestion that visitor parking passes be changed to provide better information. The President and Strata Manager will review the parking passes and make any required changes.

In addition, Council discussed the option of providing a token of appreciation and recognition to the all three resident managers for the Christmas season. After discussion, the Manager was directed to provide gift certificates in an appropriate amount.

(7) NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 p.m. Due to the upcoming holiday season, the next Council meeting was scheduled for 6:30 pm on January 4, 2006.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

BRAVA - STRATA PLAN BCS 1172**VENUE:**

Sitting Room, 4th floor
1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2005 / 2006****PRESIDENT****BYLAWS & RULES**

Steve Butt

VICE-PRESIDENT / SOCIAL**BYLAWS & RULES**

Jane Hidalgo

TREASURER**SECURITY & SAFETY**

Rish Sodhi

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RESIDENT MANAGERS

Dumitru & Rozalia Barliga

ASSISTANT MANAGER

Jones Gonzales

Site Office: 604-488-5464

Fax: 604-488-5462

4th Floor-1155 Seymour St.

CONCIERGE / SECURITY

604-782-4149

PRESENT:

Steve Butt
Rish Sodhi
Jane Hidalgo
George Costa
Kevin Redl
Dan Payne

REGRETS:

Dr. Quan

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:30 p.m. by President, Steve Butt. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the minutes of the November 16, 2005 Council Meeting. **CARRIED**

(3) FINANCIAL STATEMENTS AND ACCOUNTS RECEIVABLE

It was moved and seconded to adopt the October 31 and November 30, 2005 financial statements as distributed.

CARRIED

The Manager reported that the accounts receivable has increased to a total of \$37,000. Of that, \$10,000 is still attributable to water damage deductibles that were recently billed back to the two units that were the source of the water damage. Three liens were also placed within the last month, and it was noted that liens would also be placed against five additional strata lots that are in serious arrears.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. 10% interest will be charged on late payments. Additionally a lien will be placed against the title of strata lots if the strata fees are in arrears for 3 months. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

Owners are encouraged to set up pre-authorized payment plans and those forms are available from Baywest Management or the

site office.

*Dan Payne joined the meeting at this time.

(4) BUSINESS ARISING

4.1 BUILDING MAINTENANCE / DEFICIENCY COMMITTEE

4.1.1 DEFICIENCY WORK & MECHANICAL ISSUES

It was reported that the Manager and a Council Member had toured the building recently upon receipt of Developer advice that all painting deficiencies had been completed. While the tour acknowledged that most items were completed, there were a number of items that remain outstanding. These items have been forwarded to the Developer. Also included in the Developer's response were items that Amacon has stated they will not address. Council reviewed these items at the meeting, and the Manager will advise Amacon that there are three items that Council feels must be completed as deficiency work. The matter will then be discussed further at the next meeting.

Of the other items forwarded to the Developer for address, one was the request that the Developer cover the cost of the bathroom sprinkler head covers. Amacon has advised that the location of the heads is in compliance with the Building Code, and they will not consider this item a deficiency.

After discussion, it was agreed by Council that while the heads may not be in the best location, accidental rupturing can occur if residents do not take care. **As such, it was decided that those residents concerned with the location of the heads, may have sprinkler head guards installed at their own cost. Residents that are interested in the installation of guards may contact the Manager by January 27, 2006 to be placed on a list. Once all interested residents are listed, a date will be booked for a contractor to install the guards.**

4.1.2 RAV PROJECT

In accordance with approval received at the recent SGM, the President reported that he will be signing the adjusted RAV agreement. The payment from RAV should then be forthcoming shortly thereafter. In addition, Council reviewed another quote for an appraisal on the sub-surface Right-Of-way beneath the building. After discussion, it was moved and seconded to accept the quote from Campbell & Pound Appraisers at a cost not to exceed \$5,000.00. As Amacon has expressed an interest in organizing appraisals for Brava and Amacon's property behind Brava at a possibly reduced price for each, the President will investigate this possibility. If not appropriate, the Strata Corporation will proceed with the Campbell & Pound quote.

CARRIED

4.2 SECURITY COMMITTEE

It was reported that over a short period in early December, several locker room break-ins occurred. While some of the locker room door handles were damaged, there is also suspicion that some of the entries into the rooms may have been occurred by way of an owner's access card. As a weakness in locker room door security has been noted as well, Council members approved to have added security measures installed on the doors at a cost of just over \$10,000. Approval has been provided to the contractor, and the installations should be underway shortly.

In addition, it was noted that card readers to each of the locker rooms have not yet been programmed to read cards from only those that have lockers in each of the rooms. The Manager has received a quote of approximately \$600.00 from Horizon's Communication to expedite the programming. Council decided to accept the price and approval will be provided to Horizon's.

4.2 LANDSCAPING COMMITTEE

The Manager advised that the engineering firm that undertook coring has now undertaken landscape remediation to the front of 1199.

It was also advised that the landscaping contractor has now completed the upgrades to the front of the town homes. Further upgrades to all landscaped areas may be required in spring, and discussions on required areas will be discussed at the beginning of the next fiscal year.

4.4 SOCIAL COMMITTEE

Council discussed the possibility of the building holding a get together before the end of the fiscal year. Council is of the opinion that such an event would allow all residents to meet one another in a social setting. The Social Chair will contact VIFF to determine dates in February, and notices will be posted once all the details are determined.

4.5 BYLAWS & RULES COMMITTEE

In follow up to previous comments received from residents, Council reviewed a sample pet bylaw that could be proposed at the upcoming Annual General Meeting in March. In order to ensure that the bylaw covers all concerns, members will review and make a final decision on the bylaw contents at the next meeting.

In addition, it is advised that in accordance with vote results at the recent SGM, the pool has now been closed for the season. The pool will therefore reopen on May 1, 2006. In the interim, the hot tub remains open year round for resident's use.

(5) CORRESPONDENCE

Two letters were received from an owner regarding the noise from gym weights, and advising of an incident when renting the amenity room. With regards to the gym weights, the fitness contractor has now moved the weights to another location in the room, and if the location proves acceptable, the mirrors will also be moved. With respect to the amenity room booking, it is advised that residents are responsible for damages caused and that inspections of the premises are to be undertaken by the resident manager or concierge.

Two emails were received from an owner regarding speed bump installations, and suggesting that condition surveys be completed before and after the RAV tunnel is undertaken. With regards to the speed bumps, Council has not made a final decision on speed bumps, but will take height issues into consideration should the item be discussed in the future. With respect to the RAV surveys, RAV advises that Transit BC has hired an independent firm to conduct surveys both before, and after the tunnel construction.

An email was received from an owner noting several items of concern including the lack of design appeal in the lobbies, the need for improved landscaping on the pool level, and noting a damaged electrical room door on the owner's floor. The Manager will advise the owner that both lobby painting and landscape upgrades will be investigated in the next fiscal year, and that the electrical room door has been repaired.

An email was received from an owner suggesting that a car wash area be installed in the parkade. Due to there being no room for a car wash, Council will not investigate the issue at this time.

An email was received from an owner advising that the drain located on his balcony is higher than the balcony floor. This does not allow the balcony to drain properly. Upon receipt of the email, the Developer was requested to address the issue as a deficiency. This has since been completed.

An owner submitted an email suggesting several items of concern. The owner suggested that there should be lighting installed above the treadmill, suggested that the elevators should have a shortened opening time, and that the hallway lighting should be decreased. The owner will be advised that gym lighting may be looked at in the next fiscal year, that the elevator door closing times are adequate to ensure safety, and that a lower wattage bulb may be investigated for lighting in the hallways in the next fiscal year.

Correspondence was received and forwarded to an owner who was charged back for an insurance deductible. The owner is disputing the charge, and contends that the sprinkler head that caused extensive damage, burst on its own. While the owner has threatened court action on the matter, Council maintains that the owner is responsible for the damage and will advise that the deductible charge will not be reversed.

Council reviewed a response received from a resident who was advised of a noise complaint against them. The resident has responded that they did not cause any noise as suggested. Council acknowledges the response.

An email listing several suggestions was received from an owner. The owner suggested that the parkade be cleaned, noted that several lights in the parkade are burnt out, noted that some residents are tailgating when she has stopped to wait for the gate to close, and reported that there have been ongoing issues of homeless persons sleeping in the back of the building. The owner will be advised that the parkade levels will be cleaned in the early spring, that the Resident Manager will be requested to keep on top of bulb changes, and that residents are encouraged to contact Police and/or security staff when homeless persons are noticed in the back alley area of the building. As efforts by the security staff do not appear to discourage the homeless from frequenting the area, a fence for the area may be investigated in the next fiscal year.

Council received another suggestion that that the parkade be power washed. **Given the number of comments on this issue, residents are advised that Council is undertaking this project in early spring, once the muddiest of the season is over. This will also assist in funding requirements for the project.**

Council received an email from an owner who had issued a complaint regarding a neighbour. Upon receipt of the complaint, the Manager had requested the complainant attempt to address the issue with the offender directly due to the nature of the noise. The complainant has since advised that she and the upstairs neighbour have resolved the issue.

Lastly, a letter was received from Starbucks to request permission to install exterior heaters outside their shop. After review, Council approved the heater installations.

(6) NEW BUSINESS

6.1 RESIDENT MANAGER REPORT

The Resident Managers supplied reports of building incidents for October through December. Included in the December report was the suggestion that candles be banned from the amenity room areas due to damage that occurred during a booking. While Council is dismayed that some residents may be causing damage to common areas, it was decided that the use of candles is one of common sense. Residents that cause damage resulting from anything they do in common areas will be responsible to pay for those damages.

Also in accordance with approval at the recent SGM, Council reviewed an additional proposal for janitorial services. After review, it was decided to contract the services of KP Cleaning Services in the monthly amount of \$2,392. This will provide 3 day per week coverage, and should greatly assist in increasing the building cleanliness standard.

*Rish Sodhi vacated the meeting at this time.

6.2 STARBUCKS ISSUE

The Manager reported that an issue has arisen where a resident has begun smelling coffee in his unit since the Starbucks opened. The Manager has forwarded the information to the Starbucks contractor, and attempts to resolve the issue are underway.

6.3 PEST CONTROL

The Manager presented Council with a proposal for monthly Pest Control Services that appear to be required in the building. The contractor attended the site after reports of mice were received from the second and fourth floors. As such a contract would also treat silverfish that may occur in suites in the future, it was decided to proceed with accepting the proposal from Omni Pest Management in the monthly contract amount of \$155.00 plus GST.

6.4 LOBBY DAMAGE

A Council member noted that despite recent repairs and repainting by the Developer, the corners of the walls in the lobbies are becoming damaged again. In order to eliminate this issue, it was decided to proceed with having Action Lock install stainless steel corner protectors in the lobbies.

6.5 SUITE RENOVATIONS

A Council member noted that several owners have been undertaking upgrades within their strata lots without advising the Strata Corporation of what upgrades are planned. **Therefore, owners are advised that they must inform the Strata Corporation of any renovations they will be undertaking in their units. Council approval is not required unless structural, electrical or plumbing areas are being effected, but it is required that upgrades on each unit be filed.**

6.6 COUNCIL MEMBER RESIGNATION

Council Member, George Costa issued his resignation to be effective on January 31, when his unit will be sold. As there is only one remaining meeting in the fiscal year, it is not necessary to fill the vacated position.

(7) NEXT COUNCIL MEETING DATE & ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 p.m. The next Council meeting was then scheduled for 6:30 pm on February 1, 2006.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

ANNUAL GENERAL MEETING MINUTES**THURSDAY, APRIL 7, 2005****BRAVA - STRATA PLAN BCS 1172****VENUE**

Sheraton Vancouver
Wall Centre
The Junior Ballroom
1088 Burrard St.
Vancouver, BC

**STRATA COUNCIL
2005 / 2006**

George Costa - # A 301
Jane Hidalgo - # A 2302
Kevin Redl - # A 2402
Steve Butt - # B1606
Dan Payne - # B 806
Rish Sodhi - # B 2005
Dr. Lan Quan - # C 605/635

**PROPERTY MANAGER
Katie Khoo**

BAYWEST MANAGEMENT
101- 1965 WEST 4TH AVENUE
VANCOUVER, BC V6J 1M8
Email: kkhoo@Baywest.ca
Phone: 604-257-0325
Fax: 604-736-5044
Direct Line: 604-714-1525

**RESIDENT MANAGERS
Dumitru & Rozalia Barliga****ASSISTANT MANAGER
Jones Gonzales**

Office: 4th floor (Tower B)
Phone & Fax: 604-488-5464

**CONCIERGE / SECURITY
Cell 604-782-4149****PRESENT:**

424 Strata Lots Represented
129 In Person
21 By Proxy

Katie Khoo, Baywest Management Corporation
Brigitte Nolletti, Baywest Management Corporation
Vanessa Zhang, Baywest Management Corporation

(1) CALL TO ORDER

There was a lack of quorum at 7:00 p.m. The meeting was delayed for half an hour, as there were some late arrivals.

Katie Khoo, the Acting Chair, called the meeting to order at 7:30 p.m. The Property Manager welcomed the owners to the first Annual General Meeting called by the Developer. The Property Manager also introduced the developer representatives: Rodney Rao and Danny Chang.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

A total of 424 strata lots were eligible to vote at the first Annual General Meeting. The Strata Property Act requires one third of the owners eligible to vote be present in person or by proxy to constitute a quorum. A quorum in this instance required representation by 141 strata lots. As 150 strata lots were represented, a quorum was established. The meeting was therefore competent to proceed to business.

(3) PROOF OF NOTICE OF MEETING

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the Strata Property Act.

CARRIED**(4) INTRODUCTION OF BAYWEST MANAGEMENT**

Baywest Management has 2 offices, one in Surrey and one in Kitsilano, Vancouver. Brava is managed out of the Kitsilano, Vancouver office. Baywest Management manages over 200 properties, the bulk of which are owner occupied condominiums. The company has been in operation for over 15 years and specialises in the management of new condominiums. Baywest Management provides services such as accounting, contracting, record management and emergency services.

The Property Manager will also provide operating procedure and guidance to the Strata Council to address various issues such as security, common area deficiencies, rules for use of amenities, pets and noise concerns.

The Property Manager stressed the importance of the requirement that any concerns must be forwarded in writing to the Strata Council via the Property Manager. A Council mailbox would be installed in the near future for owners' input.

5) REPORT ON INSURANCE

The Property Manager reported that BFL Stewarts Insurance Services Ltd. is the insurance company for the strata corporation. A brief overview of the insurance coverage was provided. The insurance deductible for water damage is \$ 5000. It was noted that the strata insurance policy does not cover improvements/upgrades made by an owner. For example, if an owner has upgraded cupboards or applied wallpapering, that owner cannot claim the cost of such improvements/upgrades from the insurer because the policy only covers the suite in its original state and condition. However, the owner concerned may make a claim from his own insurer. It is recommended that owners should take out insurance coverage for improvements/upgrades in their suites.

6) CONSIDERATION OF 2005 / 2006 OPERATING BUDGET (DISCLOSURE BUDGET)

It was moved and seconded to present the 2005 / 2006 operating budget as outlined in the disclosure statement.

There was a question and answer period for the budget. The Property Manager informed the ownership that the financial statement would present various expenses in the appropriate categories. In this way, the history of a particular expense item such as gas can be established for future budgeting. A pool cover should be considered as an energy saving measure. The 24-hour concierge service has commenced and Council can review the necessity of 24-hour service over time.

The question of whether the developer would contribute 5% of the disclosure operating budget to the contingency reserve fund was raised. The Property Manager will follow up with the developer.

It was moved and seconded to approve the 2005 / 2006 operating budget as outlined in the disclosure statement.

CARRIED

After note: The Property Manager confirmed with the developer who would contribute the 5% contingency reserve fund after the first Annual General Meeting was held. The developer will forward a cheque by the end of April 2005.

(7) ELECTION OF 2005 / 2006 STRATA COUNCIL

As per the Strata Property Act, a maximum of seven Strata Council members could be elected. As the commercial section must be represented on the Strata Council, the owner of the commercial units takes one seat. The Property Manager recommended having 3 owners elected from each tower to provide a fair presentation on the Strata Council. The ownership accepted the proposal by a show of hands.

Given the foregoing, the Property Manager opened the floor for nominations or volunteers for the Council positions. The following owners volunteered or were nominated and agreed to stand for office:

George Costa # A 301
Jane Hidalgo # A 2302
Kevin Redl # A 2402

Steve Butt # B 1606
Rishi Sodhi # B 2003
Lynn Callow # B 604

Mona Staltakhaul # A 505
Ali Zaven # A 1601

Dan Payne # B 806
Dr. Lan Quan # C 605 / 635

The Property Manager called for additional nominations or volunteers from the floor. As none were received, the above noted owners were requested to introduce themselves to the ownership prior to an election being held. The owners were requested to put six names (three from each tower) on the ballots. The ballots were tallied and the following owners were elected to be on the 2005 / 2006 Strata Council:

George Costa # A 301
Jane Hidalgo # A 2302
Kevin Redl # A 2402
Dr. Lan Quan # C 605 / 635

Steve Butt # B 1606
Rishi Sodhi # B 2003
Dan Payne # B 806

A brief meeting for the Council Members was held to schedule the first Council Meeting after the adjournment of the Annual General Meeting.

(8) GENERAL DISCUSSION AND QUESTIONS

The following issues were raised which would be considered by the new Strata Council.

- Visitor parking stalls – Under the lease with the City of Vancouver for the Vancouver Film Board (VIFF), 8 parking stalls are reserved for VIFF during the day and shared with the strata corporation after 5:00 p.m. daily. The developer has posted signage for those stalls and the Council will set up rules for such use.
- Security – Investigate the possibility of locking up the stairwells with the developer, as it is a security and liability concern. This includes lock up of main floor stairwell doors. Improve security of the parkade areas behind the second gate by requiring a fob or card for departure.
- Security Cameras – Installation of additional cameras in the parkade and other areas as needed.
- Safety in parkade – Installation of convex mirrors and speed limit signage. Extend position of reader for entry to the second overhead gate.
- Storage lockers – Ensure that all storage lockers are secured and restricted to those residents assigned for such lockers.
- Number of fobs and cards allowed for each strata lot – The new Council would address.
- Garbage concerns – Installation of garbage containers for all parkade levels and gym.
- Standpipes in stairwells – Investigate possible measures to prevent vandalism to the valves.
- Adjustment to door closures – Some door closures require adjustment due to the loud banging noise.
- Gym – Installation of water cooler. Placement of a noise reduction barrier / mat for dropping weights to prevent disturbances for residents residing below.
- Developer's trades – Owners requested trades to notify them prior to their entry to suites.

Other concerns directed to the developer included window cleaning, interim and final cleaning of construction debris, opening schedule of amenities, number of cards/fobs issued by the developer and bike rack deficiency issue. The new Strata Council will address these issues accordingly.

(9) ADJOURNMENT

There being no further business, it was moved and seconded to adjourn the meeting at 9:30 p.m.

Balance Sheet

Brava (bcs1172)

Dec 2005

Account	Dec 2005	Nov 2005	Change
ASSETS			
Current Assets			
Bank	37,747.63	44,034.19	(6,286.56)
Petty Cash	300.00	300.00	0.00
Accounts Receivable	27,956.44	25,005.27	2,951.17
A/R Other	0.00	155.79	(155.79)
A/R-Commercial	68.50	68.50	0.00
Prepaid Insurance	12,454.13	18,681.19	(6,227.06)
Total Current Assets	\$ 78,526.70	\$ 88,244.94	\$ (9,718.24)
Other Assets			
CRF - General Contingency	32,312.73	28,673.03	3,639.70
Total Other Assets	\$ 32,312.73	\$ 28,673.03	\$ 3,639.70
Fixed Assets			
Caretaker Suite	282,920.66	282,920.66	0.00
Total Fixed Assets	\$ 282,920.66	\$ 282,920.66	\$ -
TOTAL ASSETS	\$ 393,760.09	\$ 399,838.63	\$ (6,078.54)
LIABILITIES & EQUITY			
Current Liabilities			
Accounts Payable	5,000.00	5,000.00	0.00
Key Deposit	450.00	450.00	0.00
Security Deposit	400.00	400.00	0.00
Total Current Liabilities	\$ 5,850.00	\$ 5,850.00	\$ -
Long Term Liabilities			
Mortgage Payable	194,925.00	194,925.00	0.00
2nd Mortgage Payable	87,995.66	87,995.66	0.00
Total Long Term Liabilities	\$ 282,920.66	\$ 282,920.66	\$ -
Equity			
Retained Earnings Current Year	30,133.70	39,851.94	(9,718.24)
Total Equity	\$ 30,133.70	\$ 39,851.94	\$ (9,718.24)
CRF / Reserve			
Loan from CRF	42,543.00	42,543.00	0.00
Contingency Reserve	32,312.73	28,673.03	3,639.70
Total CRF / Reserve	\$ 74,855.73	\$ 71,216.03	\$ 3,639.70
Total LIABILITIES & CAPITAL	\$ 393,760.09	\$ 399,838.63	\$ (6,078.54)

Balance Sheet
Brava (bcs1172)
Dec 2005

Account	Dec 2005	Nov 2005	Change
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Oracle
Sql Server

STATEMENT OF OPERATIONS
Brava (bcs1172)
For the period ending December 31, 2005

Account	Account Name	Current Actual	Year To Date Actual	Annual Budget	YTD - BUDGET %
RECEIPTS / REVENUE					
5500-0000	Owners' Contributions	74,450.70	670,056.30	893,409.00	75%
5510-0000	Bylaw Penalties	0.00	300.00	0.00	0%
5520-0000	Common Room Rental	400.00	400.00	0.00	0%
5580-0000	Guest Suite	2,100.00	5,205.00	8,000.00	65%
5600-0000	Interest Income	228.69	1,746.69	0.00	0%
5610-0000	Keys/Remotes	810.00	14,320.00	0.00	0%
5615-0000	Access Cards	0.00	150.00	0.00	0%
5620-0000	Late Payment Interest	58.04	738.42	0.00	0%
5630-0000	Late Payment Penalty	0.00	7.58	0.00	0%
5680-0000	Other Income	0.00	2,005.64	0.00	0%
5730-0000	Strata Unit Rental	800.00	7,200.00	9,600.00	75%
TOTAL RECEIPTS / REVENUE		\$ 78,847.43	\$ 702,129.63	\$ 911,009.00	77%
EXPENSES					
ADMINISTRATIVE EXPENSES					
6070-0000	Bank Charges	7.00	71.98	0.00	0%
6140-0000	Uninsured Damage Claims	0.00	6,000.00	0.00	0%
6170-0000	Insurance Premium	6,158.56	55,427.04	39,543.00	140%
6230-0000	Miscellaneous	0.00	25.00	0.00	0%
6250-0000	Office Expense	143.35	4,124.98	0.00	0%
6290-0000	Postage/Copies/Office Exp.	981.55	11,747.89	7,167.00	164%
6293-0000	Professional Service	305.20	811.80	10,380.00	8%
6310-0000	Telephone	231.34	2,360.68	0.00	0%
TOTAL ADMINISTRATIVE EXPENSES		7,827.00	80,569.37	57,090.00	141%
EMPLOYEE EXPENSES					
6410-0000	Benefits Employee / Caretaker	376.29	2,330.73	0.00	0%
6420-0000	EI/CPP Employer Share	557.27	4,962.16	0.00	0%
6450-0000	Wages Asst. Caretaker	2,500.00	27,265.88	35,000.00	78%
6460-0000	Wages Caretaker	5,000.00	43,984.03	50,000.00	88%
TOTAL EMPLOYEE EXPENSES		8,433.56	78,542.80	85,000.00	92%
UTILITIES					
6520-0000	Electricity	7,835.38	53,634.68	0.00	0%
6530-0000	Gas	16,497.14	79,356.72	122,000.00	65%
6540-0000	Water & Sewer Tax	4,136.36	16,810.09	30,000.00	56%
TOTAL UTILITIES		28,468.88	149,801.49	152,000.00	99%
CONTRACT / BLDG EXPENSES					
7010-0000	Alarm Monitoring	272.85	818.55	0.00	0%
7110-0000	Elevator & License	4,905.93	36,616.15	45,000.00	81%
7150-0000	Enterphone	3,944.40	27,610.80	14,000.00	197%
7190-0000	Fire Protection	0.00	0.00	8,897.00	0%
7230-0000	Garbage Collection	3,295.66	17,966.78	24,000.00	75%
7310-0000	Janitorial	727.60	727.60	0.00	0%
7350-0000	Landscaping	663.40	5,292.62	112,000.00	5%
7470-0000	Mechanical	0.00	5,550.09	0.00	0%
7570-0000	Pest Control	159.43	159.43	0.00	0%
7590-0000	Property Management	5,766.75	51,900.75	69,201.00	75%
7730-0000	Security	11,684.40	92,704.80	195,000.00	48%
TOTAL CONTRACT / BLDG EXPENSES		31,420.42	239,347.57	468,098.00	51%

STATEMENT OF OPERATIONS
 Brava (bcs1172)
 For the period ending December 31, 2005

Account	Account Name	Current Actual	Year To Date Actual	Annual Budget	YTD - BUDGET %
REPAIRS & MAINTENANCE EXPENSES					
8060-0000	Elevator	616.24	1,643.32	0.00	0%
8092-0000	Fire Protection	0.00	3,810.45	0.00	0%
8110-0000	General Repair & Maintenance	0.00	6,757.72	14,829.00	46%
8130-0000	Irrigation	0.00	273.83	0.00	0%
8150-0000	Lamp Replacement	0.00	1,158.99	0.00	0%
8170-0000	Locks/Keys	345.00	5,702.04	0.00	0%
8270-0000	Supplies	162.76	7,164.07	7,909.00	91%
8280-0000	Tools/Equipment	68.29	238.81	0.00	0%
8290-0000	Window Cleaning	0.00	0.00	18,000.00	0%
TOTAL REPAIRS & MAINTENANCE EXPENSES		1,192.29	26,749.23	40,738.00	66%
RESIDENT MANAGER UNIT EXPENSES					
8310-0000	1st Mortgage	1,122.62	10,207.02	15,700.00	65%
8320-0000	2nd Mortgage	2,631.41	26,314.10	23,900.00	110%
8330-0000	Maintenance Fees	263.31	2,369.79	265.00	894%
8340-0000	Property Taxes	0.00	0.00	675.00	0%
TOTAL RESIDENT MANAGER UNIT EXPENSES		4,017.34	38,890.91	40,540.00	96%
RECREATION FACILITIES EXPENSES					
8522-0000	Fitness Centre	2,171.34	17,502.67	25,000.00	70%
8580-0000	Pool / Spa Chemicals	423.05	3,498.64	0.00	0%
8590-0000	Pool / Spa Maintenance	724.54	3,512.34	0.00	0%
8597-0000	Recreational/Pro Facility	342.00	1,673.66	0.00	0%
TOTAL RECREATION FACILITIES EXPENSES		3,660.93	26,187.31	25,000.00	105%
RESERVE FUNDS					
9010-0000	Contingency Reserve Fund	3,545.25	31,907.25	42,543.00	75%
TOTAL RESERVE FUNDS		3,545.25	31,907.25	42,543.00	75%
TOTAL EXPENSES / RESERVES		88,565.67	671,995.93	911,009.00	74%
SURPLUS / (DEFICIT)		(9,718.24)	30,133.70	-	0%