

STRATA COUNCIL MEETING
Lexington North - Strata Plan LMS 1301
Location: 3709 East Pender, Burnaby BC
Held: Wednesday, December 2, 2009 @ 7:00 pm

ATTENDANCE

Roy Schindell, David Crockett, Peter Fairchild (property manager); Theresa Sands (property manager)

REGRETS

Neil Normandeau, Ian Hoffmann

1. CALL TO ORDER

The meeting was called to order at 7:00. Peter introduced Theresa as the new property manager for the strata corporation though Peter will still be available to address building remediation issues and provide the context for any issues arising from the strata's regular operations.

2. APPROVAL OF THE AGENDA

The agenda was approved as circulated.

3. APPROVAL OF THE PREVIOUS MINUTES

The minutes of the council meeting held on October 26, 2009 were approved as distributed.

4. FINANCIAL REPORT

4.1 Monthly Statements

The Treasurer acknowledged receipt of the financial statements for October, 2009; approval of them was deferred to the next meeting.

4.2 Accounts Receivable

Atira reported that there were only two owners in arrears for strata fees; a letter has been written to one owner; the other is the object of the foreclosure.

4.3 Foreclosure Process

The property manager reported that the owners of the unit were now resident in the United States but a relative in Canada had agreed to be served the necessary Court documents on their behalf; the strata's attorneys have prepared the necessary change documents for a judge's approval...a far less expensive process than attempting to serve in the US. This could still be a very lengthy process as the owner's surrogate or the bank holding the mortgage can apply to the Court for a three-month delay which is more-often-than-not granted.

There is an option available to the strata corporation to ensure that the remediation bills and other related costs (fencing/landscaping/etc) can be addressed while the foreclosure process proceeds. This would require a special general meeting of owners to approve an application for a bank loan, using the lien as collateral for the loan. Council deferred a discussion of this matter indicating that if it was still an issue in the spring, it would be brought to owners as the regular annual general meeting.

4.4 Project Budget Review

Atira reported that it had received a further approved invoice from Sunrise in the amount of about \$80,000, including hold-back. Atira has paid \$50,000 of this amount from the funds remaining in the special levy account. In order to avoid any contractors' liens against the strata, Atira requested that the council approve a temporary loan from the Contingency Reserve Fund (CRF) to the Special Levy Account (SLA) in the amount of \$30,000. Council authorized this request; the CRF will be reimbursed once the forced sale replenishes the special levy account.

The property manager noted that there would be less than \$3,000 in the special levy account once these approved transactions were made.

The property manager also indicated that the contractor hold-back account was fully funded (at 10% of every contractor invoice) and is due to be paid 55 days following the posting of the substantial completion notice (October 31, 2009). This is required by law to ensure that all of the subcontractors have been paid by the general contractor prior to the release of this holdback. Atira will do a title search to ensure no liens have been registered prior to releasing these funds. It will also ensure that all of the deficiency issues raised by owners and the strata have been addressed or will request a deficiency holdback prior to releasing these funds.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Building Remediation Report

The work has been substantially completed and Sunrise is now off-site. Council and Atira have walked the common areas several times over the past month and have identified issues that still require resolution by the contractor; a summary of these has been sent to Trow Associates with a request that they be resolved soonest. A number of other issues were raised which will be included in a revised report to Trow. The property manager will request a full inspection with Trow and a contractor representative early next week and will advise council when that is to take place.

5.2 Security Door

The property manager advised council that he had deferred action on this matter as his priority was to preserve strata funds to address any additional building remediation issues. Council agreed to defer this until the strata members approved the next operational budget.

5.3 Fencing Quotes

Atira reported that it had met with two contractors to review all of the fencing issues including what had been removed by the building remediation contractors. Only one quote had been received at the time of the council meeting and it was for approximately \$30,000. Though a significant portion of this could be allocated to the special levy, it was agreed to defer this matter to a future meeting as there are no funds in the special levy account and no approval from strata owners to use the operating account to pay for this project.

5.4 Landscaping/Gardening

Council agreed that there were a number of landscaping issues that should be addressed as soon as possible but recognized that there could be a cost associated with requesting a plan from a landscaper (as opposed to a gardening firm). Atira will attempt to contact a landscaper than can develop a plan for the strata for no or small cost; it will be up to the strata to discuss its needs/wants with this contractor.

It was also noted that the strata required a new gardening firm for next year; the Silent Gardener was a preferred option. Atira noted some concerns with Silent Gardener at other properties but will obtain quotes from three potential suppliers prior to next spring.

5.5 Garbage Bin

Atira noted that the City of Burnaby did not have any problem with the strata locking the garbage bin as long as it was open for garbage day; the City did not want a key but would not remove garbage if the bin was locked. Council will undertake the next steps.

5.6 Common Area Invoices

Council members have been provided with the details of these invoices; some members will meet to discuss further.

6. New Business

6.1 Insurance Renewal

Atira noted that the strata insurance policy was due for renewal at the end of December. The cost is about 5% more but the replacement value has also increased. It was also noted that the replacement cost may increase next year given the building remediation.

7. Correspondence

7.1 Deficiency Concerns

A letter was received from an owner concerned about some repairs outside of the unit that had not yet been addressed by the contractor. These have been added to an expanded list that will go to Sunrise and Trow following the meeting.

NEXT MEETING

The next meeting of the strata council is scheduled for January 21, 2010 at 7:00 pm.

ADJOURNMENT

The council meeting was adjourned at 7:45 pm.

Atira Property Management

405 Powell Street, Vancouver, BC, V6A 1G7

Telephone: 604-439-8848 / Fax: 604-439-8804

STRATA COUNCIL MEETING
Lexington North - Strata Plan LMS 1301
Location: 3709 East Pender, Burnaby BC
Held: Monday, October 26, 2009 @ 7:00 pm

ATTENDANCE

Ian Hoffmann, David Crockett, Roy Schindell, Peter Fairchild (property manager)

REGRETS

Neil Normandeau

CALL TO ORDER

The meeting was called to order at 7:00

ELECTION OF OFFICERS

As this was the first regular council meeting since the annual general meeting, the following were nominated and elected by acclamation as table officers:

Neil Normandeau	-	President
Ian Hoffmann	-	Vice-President
Roy Schindell	-	Treasurer

APPROVAL OF THE AGENDA

It was moved/seconded/carried to approve the agenda as amended.

APPROVAL OF THE PREVIOUS MINUTES

It was moved/seconded/carried to approve the minutes of the meeting held May 7, 2009.

FINANCIAL REPORT

Monthly statements – It was moved/seconded/carried to approve the financial statements for May 2009, June 2009, July 2009, and August 2009. Approval of the September 2009 financial statements was deferred to the next meeting.

Accounts receivable – Atira reported that there was one owner significantly in arrears with the strata fees. This is a unit that regularly falls behind and then catches up. Atira will be sending a reminder notice to the owner; council can determine next steps at the next council meeting.

Strata fees are due and payable on the first of every month. Fines may be issued to those Owners who are in arrears. Owners are required to submit a series of 12 post-dated cheques for the year or complete the Pre-Authorized Payment Form and forward it Atira. Please include the building name / strata plan number (LMS 1301) and your unit / strata lot number on each and every cheque.

Special Assessment – As per council's e-mail instructions, Atira has contacted a lawyer to set in motion the foreclosure process as the owner has not responded to any letters, phone calls or lien notices. The demand letter sent by the lawyer expires on October 27, 2009; to date, the owner has not responded to it.

It was moved/seconded and carried that the lawyer be instructed to continue the foreclosure process if the owner has not responded by October 27, 2009. Currently, the arrears (including the special assessment and accrued legal fees) are about \$144,000.

Project Budget Review – Atira reported that all current bills have been paid and there is about \$145,000 remaining in the special levy fund. Of this, however, \$142,000 is in accounts receivable because of the foreclosure action to recover this amount. Atira will be working with the lawyer to expedite the foreclosure process in order that final bills can be paid. The property manager will be discussing the financial situation with the contractors at the site meeting on October 27, 2009. The strata may have to borrow some funds on a temporary basis from the contingency reserve account to meet its obligations. This is permissible under the strata act as long as the funds are repaid prior to the end of the strata's fiscal year.

BUSINESS ARISING FROM PREVIOUS MINUTES

- 1. Building Remediation Project** – Atira reported that the work is virtually complete with the contractors scheduled to be off-site around the middle of the month. Council reminded the property manager that deficiency notices had not yet been sent to owners. This will be addressed at the meeting on October 27th.
- 2. Security Doors** –The northwest stairwell security door has yet to be installed as well as the upgrading of the parkade door lock. Atira will follow up with the contractor to ensure the work is completed by the end of the month.
- 3. Standard Operating Procedures** – Both council and Atira agreed that the proposed document was no longer relevant.
- 4. Hose Bib Lock** – This work has been completed and owners are aware of how to access the key.
- 5. Ventilation System** – This work is still pending because of an access issue which has now been resolved. Council has authorized the strata's handyman to do this work. This led to a larger conversation regarding handyman services generally. It was agreed that the /president/vice-president would issue a number of purchase orders to deal with work required around the property and work the handyman has already completed.

NEW BUSINESS

- 1. Common Property Expenses** - Council reviewed a request from a strata owner to be reimbursed for expenses related to damages to their patio caused through the construction process. Council expressed some concern that the owner had not requested permission from the strata before undertaking the work. Council agreed to review the various invoices in some detail before making a decision about reimbursement.
- 2. Fence Repairs** - Council agreed to ask Sunrise to repair the north side patio fences that were cut open to allow contractors access. The quote for this work is \$4,400 and is not included as part of the project. The contractor will invoice Atira and it will be paid from the strata's operating budget. It was agreed to ask Sunrise to provide an additional quote for repairing the patio fences on the south side of the building.

3. **General Clean-Up** – Concern has been expressed about the area becoming a dumping ground for owners as well as people outside of the strata. ***Owners are reminded that they cannot dump personal items and furniture beside the garbage bin and expect the strata to deal with it.*** It was suggested that a lock be placed on the garbage bin and owners given keys; this to discourage neighbours from using the strata's bin. Atira will check with the City of Burnaby to ensure there are no problems with this idea.
4. **Unit Entitlement Change** – It was noted that since Unit 108 had enclosed its patio area and included it as part of the unit square footage, the unit entitlement for the strata as a whole should be changed to reflect this addition. Atira indicated that this would require a 75% vote at the next annual general meeting or a special general meeting. It was noted that this would likely result in only a minor change to strata fees (\$.30-\$.40 per month) but there was a principle involved.
5. **Water Pooling** – There seems to be more water than before pooling in the northwest door area. This needs to be investigated.
6. **Landscaping** – Once the contractors have removed the scaffolding and other construction material, the strata will obtain quotes to restore and/or improve the landscaping around the strata.

CORRESPONDENCE

1. **Request to Change a Door** – Council received a request from unit 307 to change the door to the upper patio in order to install window. Council concurred with this request with the provision that the door matched the entry door to the unit, including the style of window.
2. **Request for Lattice Work** - Council received a request from unit 104 to install latticework on top of the fence by the stairs on the south side of the building. Council concurred with this request; the owner agreed to remove it at his expense if required to do so in the future by the strata council.

ADJOURNMENT

There being no further business the meeting was adjourned at 8:00 pm.

NEXT MEETING – The next meeting is scheduled for Wednesday, December 2, 2009 at 7:00 pm in the common room.

Atira Property Management
405 Powell Street, Vancouver, BC, V6A 1G7
Telephone: 604-439-8848 / Fax: 604-439-8804

STRATA COUNCIL MEETING
Lexington North - Strata Plan LMS 1301
Location: 3709 East Pender, Burnaby BC
Held: Thursday May 7th 2009 @ 7:00 pm

ATTENDANCE

Ian Hoffman	President
Neil Normandeau	Vice President
Roy Schindell	
David Crockett	
Yvonne Toomer	
Sara Young	Atira Property Management Inc.

REGRETS

Joanna Dubowska	Treasurer
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CALL TO ORDER

The meeting was called to order at 7:00

APPROVAL OF THE AGENDA

It was **MOVED / SECONDED / CARRIED** to approve the agenda as amended.

APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the meeting held January 22, 2009.

FINANCIAL REPORT

Monthly statements – Approval of the financial statements was deferred as the Treasurer was not able to attend the meeting.

Accounts receivable – Atira provided a current list of the owners' strata accounts. There is one Owner in arrears for strata fees. It was **MOVED / SECONDED / CARRIED** to lien the property to protect the interests of the Strata Corporation.

Strata fees are due and payable on the first of every month. Fines may be issued to those Owners who are in arrears. Owners are required to submit a series of 12 post-dated cheques for the year or complete the Pre-Authorized Payment Form and forward it Atira. Please include the building name / strata plan number (LMS 1301) and your unit / strata lot number on each and every cheque.

BUSINESS ARISING FROM PREVIOUS MINUTES

- 1. Building Remediation Project** – 70% complete on the northern elevation. There was a brief discussion of the on-going activities relating to the building envelope project and the Property Manager suggested it may be helpful for Owners to receive regular updates by way of a flyer or notice. The Property Manager will talk to the Project Manager overseeing the work.

2. **Repairs and Maintenance Building** – it was **MOVED / SECONDED / CARRIED** to approve the supply and installation of the security door at the north-west corner of the building. The Property Manager will issue the work order Nikon Enterprises
3. **Security Improvements** – Council member D. Crockett obtained a quote to upgrade the parkade door next to the ramp. It was **MOVED / SECONDED / CARRIED** to issue the work order. The Property Manager will issue the work order to Action Lock.

NEW BUSINESS

1. **Standard Operating Procedures** – The Property Manager provided a working copy of a set of protocols that help establish roles and responsibilities for the Strata Council and the Property Manager. Council will review the document and add it to the agenda for discussion at the next council meeting.
2. **Emergency Contacts** – Council provided 3 site contacts for the new emergency call centre, Strategic Defence Inc. They will call upon one of these volunteers in the event there is a building emergency affecting the common property. Owners / Residents who experience in-suite emergencies will be guided through the emergency by the emergency on call personnel.
3. **Wash Bay Area** - Residents are reminded the wash bay area is not a parking stall. Please do not leave your car unattended as others may wish to use it for its intended purposes.
4. **Hose Bib Lock** - It was **MOVED / SECONDED / CARRIED** to supply and install an enclosure on the hose bib. Council will prepare a notice for Owners describing the process for picking up a key for the lock. Keys will be available after June 1st.
5. **Ventilation System** - It was reported that the ventilation system in locker #3 area needs to be repair and/or replaced. Council instructed the caretaker to undertake the work.
6. **Vancouver Folk Music Festival/ Space Donation**– VFMF requested use of the meeting room during the event as they have in previous years, to prepare for the event. Council approved of the use of space, providing it is returned to its regular use after the event.
7. **Annual General Meeting** – The Property Manager will prepare a draft budget and send it to Council for a review. The AGM is tentatively set for mid June.

ADJOURNMENT

There being no further business the meeting was adjourned @ 900 pm.

NEXT MEETING – The next meeting is the Annual General Meeting, notice to follow.

Atira Property Management
405 Powell Street, Vancouver, BC, V6A 1G7
Telephone: 604-439-8848 / Fax: 604-439-8804

STRATA COUNCIL MEETING
Lexington North - Strata Plan LMS 1301
Location: 3709 East Pender, Burnaby BC
Held: Thursday 22, 2009 @ 7:00 pm

Jan

ATTENDANCE

Ian Hoffman	President
Neil Normandeau	Vice President
Joanna Dubowska	Treasurer
Roy Schindell	
David Crockett	
Yvonne Toomer	
Sara Young	Atira Property Management Inc.

REMEDIATION PROJECT TEAM

Dino Chies	Trow Associates
Peter Coi	Sunrise
Michael Peet	Trow Associates
Tyler Johnson	Atira Property Management Inc.

CALL TO ORDER

The meeting was called to order at 7:00

APPROVAL OF THE AGENDA

It was **MOVED / SECONDED / CARRIED** to approve the agenda as distributed.

APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the meeting held October 14, 2008.

FINANCIAL REPORT

Monthly statements – It was **MOVED / SECONDED / CARRIED** to approve the statements up to and including November 2008.

Accounts receivable – Atira provided a current list of the owners' strata accounts. The Property Manager was directed to issue a 21 day demand letter and follow up with a lien against the strata lot if necessary.

Strata fees are due and payable on the first of every month. Fines may be issued to those Owners who are in arrears. Owners are required to submit a series of 12 post-dated cheques for the year or complete the Pre-Authorized Payment Form and forward it Atira. Please include the building name / strata plan number (LMS 1301) and your unit / strata lot number on each and every cheque.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Building Remediation Project

Soon Owners will receive the necessary paperwork from the Home Owners Protection Office (HPO) to get their loans processed.

Owners must act immediately on this letter and make arrangements with their financial institutions as soon as possible, as we require the funds to pay the warranty provider, the contractor and Trow.

Failure to do so may result in work stoppage as all of the parties involved have continued working in good faith and have yet to be paid for a majority of the work to date.

The engineers and general contractor provided a summary of progress and anticipated activities to the strata council.

Dino Chies, the engineer in attendance at the meeting reported on the current situation of the main roof and the condition of it and the necessity to address it before the project can move forward. It is important to note the roof was not included in the original bid.

The options available to the strata corporation are to replace the whole roof and correct the substrate issues or a perimeter repair would include at least 50%. Trow supplied a quote to replace the entire roof. More info to come .Details yet to come – see email.

The project manager, Tyler Johnson discussed the strategies available to the Owners and will organize a Special General Meeting to hold a ¾ vote to move forward on the roof project. The engineers will simultaneously determine if the roof replacement will be included in the loan from the HPO.

More information regarding the remediation project will flow through the project manager.

The meeting to review the status of the building remediation was lengthy due to new information regarding the condition of the roof. Therefore the operational meeting was shortened with only key points being discussed.

2. **Repairs and Maintenance Building** – the Property Manager provided the quote to improve the doors at the base of the stairs and left it with council for consideration at a later date.
3. **Caretaker's Report and Duties** – the Property Manager provided copies of the invoices outlining the caretaker's current duties and will work with the President to put together a list of task and a schedule.

4. **Security** – A discussion on security was tabled until the next meeting of Council due to time constraints.

NEW BUSINESS

1. **Snow Removal** - Council discussed the way the Owners responded to the recent heavy snowfall. They would like to thank ALL the Residents who assisted with the snow and ice management over the past month.
2. **Communications** - Council and the Property Manager determined the process for communicating with each other in between scheduled meetings. All Council direction will filter through the President and all Owner concerns must be in writing to the property manager.
3. **Fence** – Council noted the fence is showing signs of fungi growth and will work on a on-going maintenance plan with the caretaker.

ADJOURNMENT

There being no further business the meeting was adjourned @ 9:00 pm.

NEXT MEETING – The next scheduled meeting is set for Thursday April 2, 2009.

Atira Property Management
120 Columbia Street, Vancouver, BC, V6A 3Z8
Telephone: 604-439-8848 Fax: 604-439-8804

**LMS 1301 – LEXINGTON NORTH
COUNCIL MEETING MINUTES
November 24, 2008**

Attending

Roy Schindell, David Crockett, Ian Hoffman, Joanna Dubowska, Neil Normandeau, Yvonne Toomer, Peter Fairchild (property manager)

Call to Order

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

Election of Officers

Given that only five council members were elected by acclamation at the annual general meeting, and given that council has the right to appoint owners to vacant positions until the next annual general meeting, council voted unanimously to appoint Neil Normandeau to one of the vacant positions; Neil accepted the appointment.

The following council members were nominated and elected by acclamation:
President – Ian Hoffman; Vice-President – Neil Normandeau; Treasurer – Joanna Dubowska.

Approval of Agenda

The agenda for the meeting was approved as circulated.

Approval of Prior Minutes

The minutes of the council meeting held on July 30, 2008 were approved as distributed

Building Remediation Project

1. Update

The property manager reported that the work was proceeding on both the roof and the demolition even though the building permit had not yet been received as there were still several papers requiring signature (signed at the meeting so should be issued by the end of the week). He indicated that he was on site at least once per week to discuss the project and any concerns with the contractors and there was a formal meeting monthly (or more as required) with the senior staff from TROW and Sunrise to ensure that the project was on target/budget, to monitor relationships between owners and the contractors, to discuss contingency expenses, etc. The first formal site meeting was held yesterday (minutes attached).

He also reported that the engineers had recommended removing the angles from the wing roofs (a detail on the top floor) because they posed a future leak problem where they tied in to the roof and the pony walls. Council agreed that this was a good idea. Council expressed some concern with the gutters and down spouts...as they are being removed and allowing water to pour on to patios and balconies; the property manager will follow-up to resolve this concern.

Council requested some information concerning scheduling over the Christmas season as there could be owners wishing to go away for the holidays; the property manager will follow-up. ***NOTE: Construction will cease between December 20, 2008 and January 4, 2009. Any owner who is planning holidays past January 4, 2009 should contact Ken (site manager) in case access is required.***

2. Leak Issues

The property manager reported that a number of owners were complaining about continuing leaks into their units. Following the formal meeting yesterday, the engineers, contractors and property manager reviewed these areas and determined that the leaks were originating on the top-floor walkways and patio areas as no membrane had been installed under the patio stones. The contractors will do their best to protect these areas on a temporary basis.

3. HPO Update

The property manager reported that HPO was waiting for the building permit and formal construction schedule before it could advance the HPO funding to owners. This should be resolved within the next week; HPO will then contact each owner individually as required and the funds will be directed to the strata's account at Atira.

4. Budget Review

The property manager reported that 17 owners have been approved by HPO (and letters received by Atira), two owners had already paid their special assessment in full and there were two owners who had not yet provided any documentation....these latter will be contacted again as they have not responded to prior letters.

He also reported that there were sufficient funds in the Special Levy account to pay the first and second Sunrise bills and the TROW account to date. Any further payments will have to wait until HPO funds are received. However, both TROW and Sunrise are aware of this situation and work will continue.

He indicated that \$20,000 of the project contingency reserve had already been spent even though the project was just beginning...significant rot discovered behind the stucco that was being removed. It was noted that the CRF might be required to undertake unit repairs once the outside work has been completed.

5. Owner Relationships

The property manager reported that the contractors were very pleased with the cooperation of owners despite some communications issues and lack of contractor notice provided.

6. Colour Selection

Council reported that it had posted the colour selection options in the strata parkade for all owners to review. The consensus of council, and other owners who responded, was to select Option A with the red doors and the flashing to match the vinyl exterior. The property manager will report this decision to TROW so the contractor can order the right material.

7. Security Issues

Council members reported another attempted break-in through the northwest parkade doorway. It was agreed that a gate should be installed as soon as possible to prevent access to the stairwell. Also discussed was the idea of installing a number of cameras around the parkade, connected to a DVR recording system and monitored via the internet. Neil agreed to examine various options and provide quotes for council's consideration.

Maintenance Issues

There were no issues to discuss given the building remediation project.

Administrative Issues

1. Bylaw Review

This issue has been tabled until prior to the next annual general meeting. Council requested that Atira provide all council members with the certified version of the bylaws in an electronic format.

2. Transition

Peter Fairchild reported to council that he was relocating to Victoria in the near future and resigning his position with Atira. However, a new property manager, Sara Young, has already been assigned to the strata; Sara has many years experience in property management and will be an asset to the strata corporation. Tyler Johnson, managing broker, will take over the responsibilities for project management and will report to the strata on a regular basis.

Council thanked Peter for his services over the past years, noting a considerable change since the strata was self-managed. Council also requested that the new property manager introduce herself to council via e-mail prior to the next meeting.

Landscaping Issues

1. Gardening Contract

Silent Gardner has not yet confirmed that it will accept a contract with the strata; it depends upon whether or not the contract it has with the neighbouring strata will be renewed.

2. Removal of Trees/Shrubs

One tree and some shrubs have to be removed from the southwest corner of the strata so Sunrise can undertake the repairs to that area of the building. Sunrise also has concerns with the location of the dumpster necessary for the construction process and will advise further. The property manager indicated to Sunrise that any demolition or changes to the landscaping area (and following repairs/replacement) should be undertaken at the contractor's expense.

3. Leaf Blowing

Concerns have been raised about the strata's handyman using the leaf blower in the early hours of the morning; council agreed that this type of work should not start before 8:00 am. Council discussed how to ensure that the handyman was doing what was required at the right time and in the right way; the chair agreed to develop a checklist and discuss with the handyman.

Financial Issues

1. Approval of Financial Statements

Given the change in treasurers, approval of the financial statements for September, October and November, 2008 was deferred to the next meeting. The new treasurer will review same and contact Atira for any explanations required.

2. Accounts Receivable

There is only one account in arrears but there are two owners that have not yet provided their financing information for the building remediation.

3. Budget Review

As the 2008/09 budget was just approved by owners, a review was not necessary at this time.

New Business

There was no new business to discuss

Correspondence

The only correspondence received dealt with leaking issues or information concerning HPO; these have been addressed above.

Next Meeting

The next meeting of the strata council will be at the call of the chair.

Adjournment

The chair adjourned the meeting at 8:10 pm.



Trow Associates Inc.
 7025 Greenwood Street
 Burnaby, BC V5A 1X7
 Telephone 604-874-1245
 Fax 604-874-2358

MEETING MINUTES			
Project No.	071-03272	Date	November 18, 2008
Project Name	Lexington	No. 01	
		Project Location	3905 Pender Street, BC
Contractor	Sunrise Projects Ltd. (SPL)		
Envelope Consultant	Trow Associates Inc. (Trow)		
Owners Representative	Peter Fairchild, Atira Management (PFA)		
	Attending	<ul style="list-style-type: none"> • Peter Fairchild, Atira- PFA • Ken Miller, Sunrise Projects-SPL • Greg Euler, Sunrise Projects-SPL • Dino Chies - Trow • Michael Peet - Trow 	
Start Time:	11:00 AM	Finish Time:	11:50 AM
		Chair:	Dino Chies
		Recorder:	Michael Peet
<small>THE FOLLOWING ARE CONSIDERED TO BE A TRUE AND ACCURATE RECORDING OF THE ITEMS DISCUSSED. SHOULD ANY DISCREPANCIES BE NOTED, PLEASE NOTIFY THE RECORDER. IF NO NOTIFICATIONS ARE GIVEN, THESE NOTES SHALL BE CONSIDERED ACCEPTED BY ALL.</small>			
WORK PROGRESS:			
1.	Mobilization and Set-up		
2.	Scaffold, Hoarding and Demolition		
3.	Structural Repair		
4.	Shingle re-roof		

Meeting Adjourned: 11:50 following a 20 minute site review.

NEXT MEETING: TBA

Circulation:	Atira Property Management	Peter Fairchild	peter@atira.ca
	Sunrise Projects Ltd.	Peter Coi	pcoi@telus.net
		Jeff Karsset	jkarsset@telus.net
		Greg Euler	geuler@telus.net
	Trow Associates Inc.	Michael Peet	michael.peet@trow.com
		Dino Chies	dino.chies@trow.com





AGGENDA ITEMS, COMMENTS, and RECOMMENDED ACTIONS:			
No.	Item	Action Required By	Item Completed
OLD BUSINESS			
	None		
NEW BUSINESS			
1.1	Administration <ul style="list-style-type: none"> Permit processing is in progress perhaps a day or 2 from completion plus receipt of HPO renovation schedule. HPO schedule currently with National Home Warranty. Requires administration fee of \$40 X 21 units payable to National for processing. PFA to submit payment to National. Trow to submit schedule to City and finalize permit process. HPO funding will follow soon after the above items complete. PFA reports sufficient funding available to pay first SPL invoice. 	PFA Trow	
1.2	Progress <ul style="list-style-type: none"> SPL office, lock-ups, and storage is now well established on site. Stucco demolition and hoarding is complete on the upper most roof decks and in progress on the third level. Structural repair of water damaged structure underway. Re-roofing shingle roofs progresses as weather permits. Colour boards have been submitted to strata, PFA to circulate and obtain consensus opinion from Strata on colour choice. 	Info PFA Strata	
1.3	Costs <ul style="list-style-type: none"> Extra work/rot repair shall be accounted for by Change Order 01 made up of Change Directives issued in increments of \$10,000. Sunrise will report weekly increases in T&M work which Trow will review and approve. Cost to date \$11,443 Change directives up to \$20,000 have been issued. 	Info	



AGGENDA ITEMS, COMMENTS, and RECOMMENDED ACTIONS:

No.	Item	Action Required By	Item Completed
1.4	<p>Issues Arising</p> <ul style="list-style-type: none">• Owners 202, 206 concerned with ongoing water ingress. Concerned removal of enclosures contributes further. Trow and SPL will review, monitor and address as required.• An Owner expressed concern for access and exit through second level courtyard stairs during demolition. Issue was immediately addressed and resolved.• Corners units – It is the intent of the Contractor to turn corners and remediate corner units within a single time frame.• SPL expressed that additional landscaping on west side will have to be removed.• SPL expressed concern of re-use of existing roof top gates generally in poor condition and unlikely to fit to new rainscreen dimensions	Info	



120 Columbia Street, Vancouver, B.C. V6A 3Z8
Business Phone: 604-439-8848 Business Fax: 604-439-8804
Suite 204 - 15210 North Bluff Road, White Rock, B.C. V4B 3E6
Business Phone: 604-531-9100 Business Fax: 604-531-9145
Email: info@atira.ca Web: www.atira.ca

Caring Property Management For Your Community

**STRATA PLAN LMS 1301 – LEXINGTON NORTH
COUNCIL MEETING MINUTES
March 18, 2008**

Attending

Ian Hoffman (chair), Roy Schindell, David Crockett, Kathy Nguyen, Randy Lesage, Joanna Dubowska, Peter Fairchild (property manager), Doina Gavra (property manager); guests: Laura, Jeff, Ben.

Call to Order

The chair called the meeting to order at 7:05 pm.

Introduction

Peter Fairchild introduced Doina Gavra as a new property manager from Atira; Doina will be taking over the day-to-day responsibilities for the strata while Peter works on the project management for the building remediation. Both property managers will attend council meetings to report as appropriate.

Maintenance Issues

1. Building Envelop

Peter reported that the tender documents were in the process of preparation; it was anticipated that they would be ready for council review by the middle of April. Council should focus on the scope of work as well as type of materials being recommended and options (such as hardy board versus vinyl). There was an extensive discussion of how council members would be able to make a considered decision as to optional specifications. It was agreed that samples of various materials, brochures, photographs, etc should be provided when council meets to review the tender documents. Peter will consult with TROW Associates to determine how potential costs for these options can be provided.

The property manager had previously advised the strata that HPO had agreed to provide financing for the entire project rather than just the vertical portions as had been indicated at the Special General Meeting. All owners have been told of this change.

The property manager indicated that he had received approval letters from three strata owners at the current time. He reminded owners that they should e-mail, fax or mail a copy of their approval letters to Atira as soon as they received them. This will indicate to Atira that those owners are paid in full. Owners seeking financing from sources other than HPO should provide Atira with proof that financing is in place as soon as possible. Peter also noted that anyone who was in arrears with strata fees would not receive any funds from HPO until the arrears were paid.

2. Garage Gate

The contractor has finally provided the correct keys to the garage controller so fobs can be programmed again. It was also noted that one of the gate wires was beginning to fray; it should be checked as soon as possible.

3. Security Issues

Council noted that some of the changes proposed in the last budget to improve security around the premises have not yet been addressed, including changing the lighting in the garage and entrance stairwells and adding locking doors to the back staircases. It was agreed that these should be dealt with as soon as possible as they are most related to the parkade area; the rainscreening project will have no affect on them.

4. Razor Wire

It was recommended that the razor wire about the garage gate be removed as soon as possible as it represents a majority liability risk without adding anything to security. Council agreed; Randy Lesage will undertake this work.

5. Garbage Retaining Wall

The property manager reported, that after phoning the City of Burnaby virtually every month and receiving assurances that the repairs would be done quickly, nothing has been done. Council agreed to undertake the repair work as a strata expense and forward the bill to the City of Burnaby for payment. Atira will find a contractor to undertake the work.

6. Fire Inspection Follow-Up

Randy Lesage reported that the contractor would be returning to finalize all of the deficiencies early next week; he will advise the three owners whose units were not available during the inspection. It was noted that the chains holding the stand-pipe caps to the standpipes should be removed so the fire department has access to water in case of a fire.

Landscaping Issues

1. New Contract

Council expressed its general concern with the current landscaping company and requested Atira to obtain quotes from other firms, including The Silent Gardener (which does the landscaping at the adjoining property). It was also suggested that the frequency of visits might be reduced in order to save money without detracting from the landscaping effort. Council noted that the remediation project would only have a limited effect on landscaping work.

2. Additional Shrubs

Council indicated that one of the shrubs had been removed from the corner but has never been replaced; Atira will obtain a cost to do this.

3. East Side Shrubbery

An owner suggested that the council consider planting some shrubbery along the east side of the property to replace some hedge/shrubs removed from the adjacent premises. It was noted that the fence along the property line was flush with the sidewalk so there was no room to add any additional plants.

Administrative Issues

1. Annual General Meeting

Council determined that the date of the next annual general meeting will be June 4, 2008 at 7:00 pm in the common room. This will give sufficient time to prepare year-end financial statements for owners consideration; at that time, owners can also be more fully informed of the process of the building repairs.

2. Code of Conduct/Bylaws

Council reminded the property manager that he was going to provide a certified copy of the current bylaws (as registered with the Land Title Office); this will be done as soon as possible so council has the basis to review current bylaws and recommend a Code of Conduct to owners.

3. Oil Leaks

Owners are reminded that they are responsible for cleaning any oil from their parking stalls; if cars have an oil leak, owners should provide an oil pan to be put under their vehicle.

Financial Issues

1. Approval of Financial Statements

As the treasurer had just received financial statements for January 2008, approval was deferred to the next meeting. The treasurer also indicated that she had not the financial packages for previous months (even though these are mailed on a regular basis). The property manager indicated that he would be e-mailing the complete financial package to all council members in order that this situation not continue.

2. Accounts Receivable

The property manager noted that there were only two owners with significant arrears; Atira follows up on a regular basis to collect outstanding funds. Another letter will be sent out reminding people of the risk to their HPO eligibility if they still have arrears.

3. Outstanding Special Assessments

Council asked what would happen if there were still owners who had not paid their special assessments at the time the contract needed to be signed. The property manager advised that the work would continue and that owners who had not paid could be penalized for 10% of the outstanding balance and foreclosure proceedings could start.

4. 2008/09 Budget Discussion

Atira presented a draft budget for the next fiscal year noting that, currently, no increase in strata fees was projected. If the surplus from 2007/08 was applied to the new budget, there would be funds for some suite repairs (related to water damage) and some further work on the fences. The property manager noted a 10% increase in utility costs and insurance costs (relating to the most recent appraisal); building repair and maintenance estimates were based upon past experience though some had been reduced significantly because of the repair process. He also indicated that there would be no change in property management fees though administrative expenses would be increased because of the need to communicate more often with owners during the construction.

Council agreed to review the budget in greater detail and provide their comments so it could be finalized at the next council meeting.

New Business

1. Guest Parking

Council agreed that the guest parking area should be improved with better signage and brighter paint; Randy Lesage will undertake this work.

2. Fireplace Cleaning

Several owners indicated some problems with the operation of their gas fireplaces. Council agreed that the fireplaces were an individual owner responsibility but the strata council and Atira could help co-ordinate inspections if there were a number of owners who wanted work done. ***THE PROPERTY MANAGER REMINDED OWNERS THAT FIREPLACES SHOULD BE INSPECTED ONCE A YEAR.***

Next Meeting

Scheduling the next meeting of council was deferred pending confirmation from TROW about when the tender documents would be ready for review.

Adjournment

The council meeting was adjourned at 8:15 pm.



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Caring Property Management For Your Community

NOTICE TO OWNERS

At the special general meeting held on January 31, 2008, owners approved a special levy in the amount of \$2,515,000 for building remediation. At the time, owners were advised by the Home Owners Protection Office that some of this amount may not be eligible for HPO interest-free loans.

TROW Associates has reviewed its estimated cost structure and revised it to include a budget that it believes HPO will finance. The balance of the estimated cost will be the responsibility of each owner to raise.

I have included a copy of the engineer's letter, the revised HPO-related budget, the repair certificate and the new payment schedule.

A handwritten signature in black ink, appearing to read "Peter Fairchild", written over a horizontal line.

Peter Fairchild
Property Manager

Lexington North - Strata Plan LMS1301
Strata Unit Costs - Special Assessment - Revised Schedule

Lot	Unit	UE	HPO Assessment	Owner Funded	Total Assessment
1	102	84	\$ 115,393.14	\$ 9,023.82	\$ 124,416.96
2	104	83	114,019.42	8,916.39	122,935.81
3	106	83	114,019.42	8,916.39	122,935.81
4	108	65	89,292.31	6,982.71	96,275.03
5	204	66	90,666.04	7,090.14	97,756.18
6	201	67	92,039.77	7,197.57	99,237.34
7	203	65	89,292.31	6,982.71	96,275.03
8	205	65	89,292.31	6,982.71	96,275.03
9	207	67	92,039.77	7,197.57	99,237.34
10	214	66	90,666.04	7,090.14	97,756.18
11	210	87	119,514.33	9,346.10	128,860.42
12	208	86	118,140.60	9,238.67	127,379.27
13	202	86	118,140.60	9,238.67	127,379.27
14	206	98	134,625.34	10,527.79	145,153.12
15	301	89	122,261.78	9,560.95	131,822.73
16	303	89	122,261.78	9,560.95	131,822.73
17	305	89	122,261.78	9,560.95	131,822.73
18	307	89	122,261.78	9,560.95	131,822.73
19	309	89	122,261.78	9,560.95	131,822.73
20	212	99	135,999.06	10,635.21	146,634.28
21	216	86	118,140.60	9,238.67	127,379.27
1698			\$ 2,332,590.00	\$ 182,410.00	\$ 2,515,000.00



7025 Greenwood St.
Burnaby, BC
V5A 1X7

Tel: (604) 874-1245
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February 8, 2008

Reference: 071-03272

The Owners Strata Plan LMS 1301
c/o Atira Property Management
120 Columbia Street
Vancouver, B.C. V6A 3Z8

Attention: Peter Fairchild, Property Manager

**Building Envelope Restoration
Lexington North
3709 Pender Street, Burnaby, B.C.**

Dear Sir:

As discussed at the Special General Meeting of the Owners on January 31, 2008, we have prepared a revised budget for the above mentioned project.

In preparing the revised budget, we have removed the costs of the work related to the replacement of the balcony membranes, deck membranes and roofing other than the costs of the work related to the tie-ins of these assemblies to the building envelope and modifications to these assemblies required to complete the building envelope repairs. This exercise was required to demonstrate the costs of the work which is covered under the loan assistance program offered by the Homeowners Protection Office. We note that the work excluded from funding will be included in the restoration project and separate prices will be requested from the bidders during the tender period to identify the costs.

We trust that this information is acceptable. Please contact us if you have any questions.

Yours truly,

Trow Associates Inc.


Dine Chies, BEP, P.Eng.
Division Manager
Building Science Division

Reviewed by:


Jeong-sik Jeong, M.A.Sc., P.Eng.
Technical Manager
Building Science Division

Enclosures: Revised Budget Feb. 8, 2008

DPC/ad

Revised Budget – HPO Eligible Costs

Item #	Building Item	Cost	Comments
1	Exterior walls and penetrations (e.g. windows, doors, and vents)	\$1,200,000	Requires a HPO 3rd party warranty.
2	Patio wall perimeter, walkways, balconies, and decks	\$168,000 ¹ .	The below-grade parking garage roof is not included.
3	Sloped roofs	\$42,000 ¹ .	
4	Low-slope roof	Incl. above	
5	Contingency	\$375,000	For repair of concealed construction deficiencies and structural damage
6	TOTAL CONSTRUCTION COST	\$1,785,000	
7	Engineering - Pre-construction	\$30,000	estimate.
8	Engineering - Construction	\$140,000	Based on 12 month Construction Schedule
9	Allowance for code, structural consultants	\$15,000	estimate.
10	Allowance for building permit and variance to development permit	\$10,000	Assumed, depending on the City of Burnaby's application fee schedules and by-laws.
11	SUBTOTAL	\$1,980,000	
12	Landscape repairs	\$10,000	
13	Owner delinquencies	\$100,000	Costs provided by-PM
14	Project management	\$45,000	Costs provided by PM
15	SUBTOTAL	\$2,135,000	
16	GST	\$106,750	
16	HPO Warranty	\$90,000	estimated at 5% of total construction cost .
17	HPO administration fee	\$840	\$40 x 21 Suites
18	TOTAL	\$2,332,590	

ALL COSTS ARE IN 2007 DOLLARS

1. Costs of the work related to the tie-ins of these assemblies to the building envelope and modifications to these assemblies required to complete the building envelope repairs.

7. I recommend that the following Eligible Repairs be undertaken to remedy the Premature Building Envelope Failure:
(describe Eligible Repairs) (attached additional pages if necessary)

- Replace exposed existing stucco with rain screen siding.
- Repair balcony and deck waterproofing. Install new railings.
- Roof related repairs.
- Install sealants around windows, doors, and joints between dissimilar materials in remaining original cladding areas.
- Remove deteriorated sheathing, insulation and wall framing components.
- Install new windows and sliding patio doors where existing cannot be reused

8. In my opinion, the Eligible Repairs described above will, if properly undertaken, remedy the Premature Building Envelope Failure.

9. A contract will be entered into between the successful low bid general contractor and Strata Plan LMS 1301 for the completion of the Eligible Repairs described above. The budgeted cost of work is \$2,332,590 including contingency, consulting, HPO Warranty, GST and other applicable taxes.

Signed on: 2008.02.08 (Date)

D. P. Chiles
Signature of Engineer (Engineer's Seal)

