

**THE MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN V.R. 190 - DOGWOOD PLACE HELD ON THURSDAY, DECEMBER 9<sup>TH</sup>, 2010 AT 9:05 P.M. IN THE RECREATION ROOM, 750 EAST 7TH AVENUE, VANCOUVER, B.C.**

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**COUNCIL IN ATTENDANCE:**

DUSTTIN VAN TINNE	PRESIDENT	SUITE 219
MEGAN ATKINSON	VICE PRESIDENT	SUITE 214
STEVE SANTELLI	TREASURER	SUITE 117
CHARLENE BROWN		SUITE 220
FRANCISCO MENDONCA		SUITE 206
JESSICA KALRA		SUITE 216
GARY SHARP		SUITE 212

**ABSENT WITH REGRETS:** NONE

**GUESTS / OBSERVERS:** NONE

**AGENT IN ATTENDANCE:** MARK BRAAM, B. COM., PROPERTY MANAGER AND  
JUDY DUDLETS, ADMINISTRATIVE ASSISTANT  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**IN CASE OF AN EMERGENCY OR ANY OTHER PROBLEM, PLEASE CALL CENTURY 21 AT (604) 273-1745 (24 HOURS)**

**1. CALL TO ORDER**

The Meeting was called to order at 9:10 p.m.

**2. ELECTION OF STRATA COUNCIL OFFICERS**

The following Strata Council Officers were elected by acclamation:

PRESIDENT	DUSTTIN VAN TINNE
VICE PRESIDENT	MEGAN ATKINSON
TREASURER	STEVE SANTELLI

**3. ADOPTION OF PREVIOUS COUNCIL MINUTES – NOVEMBER 16<sup>TH</sup>, 2010**

There being no major errors or omissions noted, it was

**MOVED AND SECONDED**

To adopt the Minutes of the Council Meeting held on November 16<sup>th</sup>, 2010 as circulated.

**MOTION CARRIED (4 in favour, 3 abstentions)**

**4. FINANCE REPORT**

**a) Financial Statements – September and October 2010**

The Treasurer, Steve Santelli, reported that he had reviewed the September and October 2010 monthly Financial Statements and they appeared to be in good order. It was

**MOVED AND SECONDED**

To approve the September and October 2010 Operating Statements as prepared by Century 21 Prudential Estates (RMD) Ltd., Property Management Division.

**MOTION CARRIED (4 in favour, 3 abstentions)**

**b) Loans from the Contingency Reserve Fund to the Operating Fund**

The Strata Corporation from time to time throughout the fiscal year may experience cash shortages in their Operating bank account that restricts them from paying for items approved in the current Budget. The Strata Corporation does not want to incur late charges in paying these invoices due to operating cash shortages. The Strata Council by way of this Council decision (below) directs their Strata Agent to borrow from the Strata Corporation's Contingency Reserve Fund to pay these budgeted Operating expenses. The *Strata Property Act* under section 95(4) and its related regulations stipulates that this borrowing be disclosed to the owners and that the loan be repaid within the fiscal year. It was

**MOVED AND SECONDED**

**BE IT RESOLVED**

As a majority vote of the Council of Owners of Strata Plan V.R. 190 (the "Strata Corporation") at this Strata Council Meeting held on December 9<sup>th</sup>, 2010 that the Strata Agent for the 2011 fiscal year is hereby directed to borrow, on behalf of the Strata Corporation from the Strata Corporation's Contingency Reserve Fund to the Strata Corporation's Operating Fund in order to pay budgeted Operating expenses when the Operating Fund cash flow is insufficient to pay these expenses. The Strata Agent is directed to disclose this on the Strata Corporation's monthly financial statements and to have this borrowing minuted at the next meeting of the Strata Council.

**MOTION CARRIED (Unanimous)**

**5. BUSINESS ARISING AND NEW BUSINESS****a) POLICY ON APPROVED PLUMBERS FOR IN-SUITE PLUMBING AND DRAINAGE WORK**

The Property Manager and Council President explained to Council the problems that had occurred at four suites due to the plumbing contractors the individual owners had hired, including:

- i) Shoddy workmanship;
- ii) Use of inferior materials - For example, using type L instead of type K copper pipe, etc.;
- iii) Failure to do work in compliance with or doing work in contravention of applicable plumbing and building codes and bylaws – For examples: Did not install integral stops for new tub / shower diverter; leaving a shut-off valve buried / concealed inside a wall; and, did not properly seal a concrete fire separation, etc.; and/or,
- iv) Numerous days and hours spent by the Property Manager and Council President dealing with the leaks, other problems and these plumbing contractors.

At two of these suites, as a result of the poor work by the plumbers, pipe leaks occurred later which resulted in water damage in the suite or in an adjacent suite. The Strata Corporation has incurred considerable costs to investigate and locate the source of the leaks, to repair the leaks, and/or for the restoration / repairs of the resultant water and other damage. One of the leaks also caused considerable inconvenience for the owners of two adjacent suites. Following discussion, it was

**MOVED AND SECONDED**

To require, as a policy of the Strata Corporation, for any in-suite work involving plumbing or drainage piping for which the Strata Corporation takes responsibility to maintain, repair or replace, that the suite owner(s) must use a plumbing contractor approved by the Strata Corporation.

As of December 9<sup>th</sup>, 2010, the only Plumbing Contractors approved by the Strata Council are Corona Plumbing, Tap Roots Plumbing, and Milani Plumbing.

**MOTION CARRIED (Unanimous)**

**6. ADJOURNMENT**

It was

**MOVED**

To adjourn the Meeting at 10:15 p.m.

**MOTION CARRIED**

**7. NEXT COUNCIL MEETING**

The next scheduled Strata Council Meeting will be at the call of the President.

Respectfully submitted,

Mark Braam, B. Com., Property Manager / Agent

CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

Tel: (604) 273-1745 (9:00 a.m. to 5:00 p.m. and 24 hour emergency)

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UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP.

THE PROPERTY MANAGER CAN NOT COMMUNICATE INFORMATION ABOUT THE STRATA CORPORATION OR YOUR STRATA LOT WITH PURCHASERS OR THE AGENT FOR THE PURCHASER WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER. ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE OWNER OF THE UNIT OR THE OWNER'S AGENT.



**THE MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN V.R. 190 - DOGWOOD PLACE HELD ON TUESDAY, NOVEMBER 16<sup>TH</sup>, 2010 AT 7:30 P.M. IN THE RECREATION ROOM, 750 EAST 7TH AVENUE, VANCOUVER, B.C.**

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**COUNCIL IN ATTENDANCE:** DUSTTIN VAN TINNE                      PRESIDENT                      S/L 38  
PETER DEGROOT                      VICE PRESIDENT                      S/L 14  
STEVE SANTELLI                      TREASURER                      S/L 16  
CHARLENE BROWN                      S/L 39  
FRANCISCO MENDONCA                      S/L 25  
CHERYL WARBURG-WARDAHL                      S/L 59

**ABSENT WITH REGRETS:** ERICA SPRAGUE                      S/L 55

**GUESTS / OBSERVERS:** NONE

**AGENT IN ATTENDANCE:** MARK BRAAM, B. COM., PROPERTY MANAGER  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

**IN CASE OF AN EMERGENCY OR ANY OTHER PROBLEM, PLEASE CALL CENTURY 21 AT (604) 273-1745 (24 HOURS)**

**1. CALL TO ORDER**

The Meeting was called to order by the President at 7:35 p.m.

**2. ADOPTION OF PREVIOUS COUNCIL MINUTES – JULY 22<sup>ND</sup>, 2010**

There being no major errors or omissions noted, it was

**MOVED AND SECONDED**

To adopt the Minutes of the Council Meeting held on July 22<sup>nd</sup>, 2010 as circulated.

**MOTION CARRIED (Unanimous)**

**3. FINANCE REPORT**

**a) Financial Statements – May 2010 to August 2010**

The Treasurer, Steve Santelli, reported that he had reviewed the May 2010 to August 2010 monthly Financial Statements and they appeared to be in good order. It was

**MOVED AND SECONDED**

To approve the May 2010 to August 2010 Operating Statements as prepared by Century 21 Prudential Estates (RMD) Ltd., Property Management Division.

**MOTION CARRIED (Unanimous)**

**4. BUSINESS ARISING AND NEW BUSINESS**

**a) Draft 2011 Budget**

The Draft 2011 Budget prepared by the Property Manager was reviewed in detail and Council made a few amendments / changes to some of the proposed expenditures. An increase in Strata Fees is needed to cover cost increases including due to the full implementation of the Harmonization Sales Tax (HST) in 2011 (i.e. for a full 12 months instead of the 6 months in 2010). The HST has increased many of the Strata Corporation's expenditures by up to 7% on an annual basis. We also need to maintain or increase the contributions to the Contingency Reserve Fund for future required major repair, replacement and improvement projects (such as interior improvements including new carpets, elevator repairs / upgrades, and exterior painting), and to try to avoid or reduce the amount of any future special levies. Following discussion, with reluctance, Council unanimously agreed to propose a 5.0% increase in Strata Fees for 2011.



**b) Interior Improvements, Etc.**

Following discussion, Council unanimously agreed to propose, for consideration by The Owners at the 2010 Annual General, a 3/4 resolution to authorize the Strata Council to expend a sum of money not exceeding \$75,000.00 from the Contingency Reserve Fund, any time after December 31<sup>st</sup>, 2011, for the purposes of contracting for interior improvements and for related work and costs, etc.

The interior improvements, etc. in common areas would or could include: Carpet replacement and other new flooring; painting walls, ceilings and doors / frames including the exterior of the suite entrance doors; replacement / painting of the "brick" on the sides of and the brown coloured boards on the top of the suite doors; replacing common hall and stairwell doors; installation of new exit sign and light fixtures; etc.

There will not be sufficient funds in the Contingency Reserve Fund and cash flow to proceed with comprehensive interior improvements, etc. in 2011. There also may not be sufficient funds in the Contingency Reserve Fund to undertake this project within the next 2 or 3 years, if we need some or all of the monies for emergencies or potential emergencies (like major repairs to and upgrading of the elevator or pipe replacement in suites). However, like with the boiler replacement and upgrading project (where the funding was approved by The Owners at the December 14, 2006 Annual General Meeting but the expenditures were not made until 2010), approval of the 3/4 resolution at the 2010 Annual General Meeting will indicate to owners and prospective purchasers the commitment to fund and the priority of the interior improvements project.

Like with the boiler replacement and upgrading project, it would be more cost effective and efficient to undertake comprehensive interior improvements, etc. at one time rather than do the improvements in stages (for example, carpet replacement in the common halls and stairwells one year and painting in a future year).

**c) Pipe Replacement First Floor West and East Halls**

A total of \$25,000.00 (\$15,000.00 in "Boiler / Mechanical / Plumbing" and \$10,000.00 in "Repairs-Interior") will be allocated in the Proposed 2011 Operating Budget to replace the domestic water main hot, main cold and domestic hot water recirculation lines in the ceilings of the first floor West and East hallways. In the past, the Strata Corporation has replaced these lines in the first floor Centre hall. As in the past, the new copper piping would be type K (thicker wall than type L) and the size of the branch lines coming off the main lines will be increased, both which increase the life expectancy. Where this has not already been done in the past, additional ball valve shutoffs would be added to the branch lines coming off the main lines, so in the future we can isolate the risers for all of the various groups of suites, bathrooms and/or kitchens.

There are now temporary clamps on pin hole leaks on the main hot pipe in the West hall ceiling by suites 105/106 and on the main hot line above the ceiling access panel on the East end of the first floor Centre hall (past the new type K copper pipe and ball valve shut-off).

It would be better to complete the replacement of all the main domestic water lines, etc. in the ceilings of the first floor hallways before the interior improvements project is undertaken.

**d) Planting Cedar Trees / Shrubs behind Suite 117**

In June 2010, the owner of suite 117 requested permission to place a couple of 5' cedar trees behind his suite to increase privacy. There is no patio at this suite and persons walking down the rear lane are looking into his living room. Following discussion, Council agreed it was okay for the owner of suite 117, at his cost, to plant 2 or 3 Cedar shrubs / trees behind suite 117. Council agreed that the Council President could approve the locations.



e) **Caretaker**

Council members had been provided with copies of correspondence, dated Nov 5/10, received from Dusttin Van Tinne regarding his expectation of wages for the Caretaker position:

“After having done the job of caretaker for the past 7 months, he has a much better understanding of the scope of the job and the current caretaker wages are in his opinion too low for this scope of work [required services, duties and responsibilities], as the amount of work changes with the seasons...So in his opinion the wages for caretaker should be raised from their current level to \$1,480.00 per month, retroactive to June 1<sup>st</sup>, 2010.”

Mr Van Tinne answered some questions from Council members and then left the Meeting. Following a lengthy discussion, it was

**MOVED AND SECONDED**

To approve an increase in the Caretaker's gross salary to \$1,480.00 per month, effective June 1st, 2010.

**MOTION CARRIED (4 in favour, 1 abstention)**

**5. ADJOURNMENT**

It was

**MOVED**

To adjourn the Meeting at 10:40 p.m.

**MOTION CARRIED**

**6. NEXT COUNCIL MEETING**

Annual General Meeting and Council Meeting to be held on Thursday, December 9<sup>th</sup>, 2010.

Respectfully submitted,

Mark Braam, B. Com., Property Manager / Agent

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PROPERTY MANAGEMENT DIVISION

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**THE MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN V.R. 190 - DOGWOOD PLACE  
HELD ON THURSDAY, JULY 22<sup>ND</sup>, 2010 AT 7:30 P.M. IN THE RECREATION ROOM, 750 EAST 7TH  
AVENUE, VANCOUVER, B.C.**

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**COUNCIL IN ATTENDANCE:** DUSTTIN VAN TINNE                      PRESIDENT                      S/L 38  
   STEVE SANTELLI                      TREASURER                      S/L 16  
   CHARLENE BROWN                      S/L 39  
   ERICA SPRAGUE                      S/L 55

**ABSENT WITH REGRETS:** PETER DEGROOT                      VICE PRESIDENT                      S/L 14  
   FRANCISCO MENDONCA                      S/L 25  
   CHERYL WARBURG-WARDAHL                      S/L 59

**GUESTS / OBSERVERS:**                      NONE

**AGENT IN ATTENDANCE:**                      MARK BRAAM, B. COM., PROPERTY MANAGER  
   CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
   PROPERTY MANAGEMENT DIVISION

**IN CASE OF AN EMERGENCY OR ANY OTHER PROBLEM, PLEASE CALL CENTURY 21 AT (604)  
273-1745 (24 HOURS)**

**1. CALL TO ORDER**

The Meeting was called to order by the President at 7:45 p.m.

**2. ADOPTION OF PREVIOUS COUNCIL MINUTES – NOVEMBER 18<sup>TH</sup> AND DECEMBER 15<sup>TH</sup>, 2009**  
There being no major errors or omissions noted, it was

**MOVED AND SECONDED**

To adopt the Minutes of the Council Meetings held on November 18<sup>th</sup>, 2009 and December 15<sup>th</sup>, 2009 as circulated.

**MOTION CARRIED (Unanimous)**

**3. FINANCE REPORT**

**a) Financial Statements – September 2009 to April 2010**

The Treasurer, Steve Santelli, reported that he had reviewed the September 2009 to April 2010 monthly Financial Statements and they appeared to be in good order. It was

**MOVED AND SECONDED**

To approve the September 2009 to April 2010 Operating Statements as prepared by Century 21 Prudential Estates (RMD) Ltd., Property Management Division.

**MOTION CARRIED (Unanimous)**

**4. BUSINESS ARISING AND NEW BUSINESS**

**a) Strata Council Members**

Following the Annual General Meeting held on December 15, 2009, an e-mail was received from an owner advising that she would like to be on Council again this year and asking if she can still join now. Council members had been provided copies of numerous emails regarding this matter. We already have seven (7) owners who accepted their nominations and were elected to the Strata Council by The Owners at the Annual General Meeting. Following discussion, for various reasons, Council members unanimously agreed to not appoint the owner to the Strata Council.

**b) Replacement and Upgrading of Boiler System(s) for the Building Heating System and Domestic Hot Water System**

Since July 29, 2009, the Property Manager and the Council President, Dusttin Van Tinne, have met on-site with six (6) plumbing / heating Contractors to review and discuss the replacement and upgrading of the boiler(s) systems for the Building heating system and domestic hot water system.

Each of the first five Contractors was provided with our typed June 26, 2009 general requirements / specifications for the boiler system replacement and upgrading. Corona Plumbing was provided with our updated general requirements / specifications, dated June 3, 2010, based on the information we had obtained up to that date from all the Contractors we had met with on-site.

The general requirements / specifications (above) also contained Building information including:

- i) The average daily natural gas consumption from December 7, 1995 to September 5, 2010;
- ii) The total square footage of all 59 suites (not including common areas of the building);
- iii) Which common areas also have hot water heating (baseboard registers with a total length of approximately 60 lineal feet);
- iv) The number and types of suites, bathrooms, bathtubs / showers, dishwashers, and common laundry washers;
- v) That the total occupants over time may range from 75 and 90; etc.

Three (3) of the Contractors did not provide proposals / quotations. The other three Contractors provided detailed written proposals / quotations.

The main reason to replace the existing original Allied Engineering Company, Superhot Boiler (1,800,000 Input BTU) is to achieve significant savings in natural gas consumption and costs by installing new more energy efficient boiler systems for the building heating system and domestic hot water (DHW) system. Although the original boiler is rated to be 80% efficient, most of the Contractors we met estimated the existing Superhot Boiler, used for both the building heat and domestic hot water (with a DHW heat exchanger), is now probably running at approximately 65% efficiency.

One alternative is to install a number of smaller high-efficiency, condensing or near-condensing, boilers for the heating and domestic hot water systems. Depending on the manufacturer and type, these high-efficiency boilers are rated to have a consumption efficiency in the range of 85% to 88% for near-condensing boilers and 88% to 98% (expect 91 / 92%) for condensing boilers.

For our Building, one major problem for a condensing boiler is that with baseboard register heating systems in the suites and common areas, we have to normally maintain heating hot water temperatures from approximately 160°F to 200°F (depending on the season / outside temperature) to provide sufficient heat. To achieve full efficiency (say 90% or more), high-efficiency condensing boilers have to be running at a temperature of 140°F or lower and this would only be possible when there is real mild weather; when they are not condensing (which would be most of the time) these boilers are maybe only up to 86% to 87% efficient.

High efficiency boilers also involve more intensive and costly ongoing maintenance (by specialized technicians), including a mandatory preventative maintenance program for the duration of the warranty. Also, after the warranty period (3 years for the Milani Plumbing Proposal – see below), any required repairs are usually more expensive than for mid-efficiency boiler systems.

High-efficiency boiler systems also initially cost much more, even after considering any potential Terasen Gas rebates and incentives. To qualify for the incentives, there are extra costs including for weekly diagnostic and visual checks for a year and for testing the boilers three times for combustion efficiency, etc., plus a lot of reports and other paperwork, etc.

In their January 11, 2010 Proposal, Milani Plumbing Drainage and Heating Ltd. provided a second Option for a high efficient hot water heating system, for our heating and domestic water requirements, consisting of five (5) 225,000 BTU, IBC High Efficiency (condensing) Boilers with modulating gas valves. The total quotation was \$102,750.00 plus 5% GST (plus 12% HST effective July 1, 2010). There would be additional costs to install a chemical pot feeder and add and maintain corrosion inhibitor in the heating system water.

It was determined that high-efficiency, condensing boilers would not be a cost-effective option. We may gain approximately 3% to 5% efficiency (versus systems with mid-efficiency boilers) which may save us in the range of an additional \$900 to \$2000 per year at current (and in recent years) natural gas prices, which may be offset by higher maintenance and repair costs. Given that the initial cost (based on the Milani quotation above) is about up to \$37,000 more (before any potential rebates / incentives) than the mid-efficiency boiler systems that the Strata Council approved (see below), we would probably not recover the extra initial cost over the life of the equipment. The payback period could be from 20 years to never. Furthermore, the costs of a high-efficiency boiler system(s) is much more than our budget of \$85,000.00 (the sum of money that the Strata Council was authorized to expend from the Contingency Reserve Fund for these purposes by the Owners at the Annual General Meeting held on December 14, 2006).

Five of the Plumbing and Heating Contractors we met, and an energy management company, recommended new heating and domestic hot water systems with mid-efficiency boilers to achieve both efficiency and reliability in the most cost-effective way. The types of boilers quoted by the three Contractors are rated to be 80% to 82% efficient, and Allied Engineering claimed to Corona Plumbing that their new Superhot heating Boiler runs at up to 84% efficiency (in the laboratory).

Additional operating efficiency (gas savings) is to be achieved by the following proposed improvements and changes from our present boiler system:

- i) Replacing the large existing boiler (high BTU) with smaller boilers (lower BTUs) so that when there is only a small or lesser demand for heat and hot water, only a smaller boiler or boilers will be firing up;
- ii) Boilers that come with electronic ignition (more efficient);
- iii) Staging the two new boilers for the heating system (and the two separate boilers for the domestic hot water system) so the second boiler will only run when there is a high demand for heat for the few months when there is colder weather (or high demand for hot water);
- iv) Installing two heating Boilers with two-stage gas valves (total 4 stages). If the demand for heat is lower, the first boiler only or the second boiler will be running on a low-fire stage. Unless there is really cold weather, the two heating boilers will probably never be running on all 4 stages (both on high-fire stage).
- v) Installing an outdoor temperature sensor, reset control(s), and Tekmar controller(s) for the heating boilers. Therefore, when the ambient outdoor temperature is high enough (for example in the warm summer months), one or both boilers (and most of the heating pumps) will automatically be shut-off. With the existing single boiler system with a heat exchanger for the domestic hot water, there is no practical way to reduce or shut off the heat / hot water to the main building lines (and secondary lines going to the suites). To shut down the heating boiler(s) requires a separate boiler(s) for the domestic hot water system. Another additional benefit of being able to shut down the heating boilers when the ambient outdoor temperature is higher is that there will not be hot water supplied to the heating pipes in the walls and ceilings in the Building. This will reduce or eliminate the excess heat now being created in the suites and the common halls and stairwells (particularly the centre stairwell). All the main building lines (8) are in the centre stairwell wall at the first floor level and in the first floor hallway ceilings;

- vi) Installing a primary / secondary loop for the heating system so the building supply and return water do not flow directly through the boilers, reducing stack heat loss;
- vii) For the heating system, installing a higher rated expansion tank, so we can change to 45 PSI boiler relief valves (existing is 30 PSI relief valve). This will allow us to increase the pressure in the heating system which will give us better heating water flow (particularly on the third floor, especially on the west end) and possibly allow us to reduce the boiler temperature (especially in the winter) a bit;
- viii) Installing a second heating pump in addition to the existing pump on the primary loop to boost the Building's heating water flow when the ambient outdoor temperature is low; that may possibly allow us to reduce the boiler temperature a bit in the winter.
- ix) Pump relay delay controls will be used to remove latent heat from the boilers after the controller is satisfied and then turn off the boiler pump.

The end result is we expect to have a minimum of 81% and up to 83% / 84% efficiency and hope to obtain significant (at least 20%) savings in natural gas consumption and costs. If we achieve this, the total gas savings will be approximately \$7,000.00 to \$8,000.00 per year.

Electricity and pump repair costs will increase a bit because there will be a total of 4 heating pumps (instead of the 1 existing) and 4 domestic hot water pumps (instead of the 1 existing); however, 6 of the 8 pumps will not be running all the time.

Council members had been or were provided with copies of the three (3) proposals / quotations received from three (3) Contractors. The three base prices are generally for the supply and installation of similar equipment and systems. All three (3) proposals include:

- i) The proposed changes and improvements outlined above;
- ii) Two new two-stage heating boilers (550,000 BTU to 600,000 BTU);
- iii) One domestic hot water boiler (single-stage or two-stage, 500,000 BTU to 630,000 BTU);
- iv) Two 120 U.S. gallon glass-lined domestic hot water storage tanks;
- v) Removal and disposal of the existing Boiler and expansion tank, etc.;
- vi) All required new pumps (the existing main heating pump and existing DHW recirculation pump are to be re-used);
- vii) All new heating pumps are to have brass or bronze impellers;
- viii) A 3" air purger / separator / scrubber on the new heating piping;
- ix) A side stream filter installed on the heating piping;
- x) Separate electrical and pump disconnection switches;
- xi) Isolation valves (shut off valves) and unions for each boiler, storage tank and pump to allow for ease of maintenance, repairs, replacement, and operation;
- xii) All required relief valves;
- xiii) All controls including required safety controls;
- xiv) All related copper water piping, gas piping, exhaust ventilation piping and electrical wiring, (except any required new power source) and connections to the existing;
- xv) All new copper piping to be type "K" (same as existing pipes which were installed or replaced in 1995 or later);
- xvi) Seismic restraints on the new boilers (and storage tanks);
- xvii) All necessary Boiler, Gas, Electrical and other Permits and Inspections;
- xviii) Warranties of 5 to 10 years on boiler heat exchangers, 5 years on glass-lined storage tanks, and 1 year (with some exceptions) on boiler parts, labour and workmanship.

In the June 14, 2010 Proposal from Tap Roots Plumbing & Heating Ltd., the total of the quoted (base) prices is \$109,500.00 plus HST. Their proposal includes some new equipment we have determined we don't need including a four-way mixing valve, a new main heating pump for the primary loop, four heating pumps for the supply lines feeding the building (secondary loop), new boiler feed regulator (existing should be fine), new 3/4" backflow preventer (existing should be fine), and an expansion tank for the domestic hot water boiler system.

In the January 11, 2010 (and revised July 12, 2010) Proposal from Milani Plumbing Drainage & Heating Ltd., the (base) quotation is \$65,614.00 plus HST. The Proposal does not include brass / bronze impellers for the two new pumps for the heating boilers and a second pump on the primary heating loop.

In the revised July 22, 2010 proposals from Corona Plumbing & Heating Ltd., the total of the (base) quotations is \$63,400.00 plus HST. The Corona Plumbing proposals include in the base prices a number of additional items as follows:

- i) The existing domestic hot water heat exchanger will be refit into the new heating boilers system to help boost the domestic hot water boiler(s). This includes an additional new bronze pump and controls. The existing 25 gpm DHW heat exchanger is double-wall (required by City of Vancouver codes) and was installed on June 28, 2005. At that time our supply only price for this heat exchanger (not installation) was \$5,306.93 plus taxes. Corona Plumbing recommended this option because during the periods when the heating boilers are running a lot, especially in the winter, we should be able to utilize the DHW heat exchanger to supply domestic hot water at less cost than only having the separate DHW boiler(s) running; the separate DHW Boiler(s) will only fire if the heat exchanger can not keep up with the demand for domestic hot water.
- ii) Woods couplers (quieter and last much longer) on the 3 new heating pumps;
- iii) Two 3" vibration isolators on the piping for the heating system. When the existing heating pump is not running very quiet (i.e. when the motor becomes worn, etc.) we have a problem with a humming noise vibrating / transmitting up the heating pipes into the common areas and particularly in some of the suites. This problem could get worse with up to 3 new additional heating pumps running. The flexible vibration isolators ("rubber") stop or reduce the physical vibration, and apparently also their shape has an acoustical design to control some of the noise transmitted through the water;
- iv) A raised concrete pad and galvanized metal drain pan under the DHW storage tanks. The storage tanks do not come with legs on the bottom so this will ensure the storage tanks (with potable water) do not come in contact with any dirty contaminated water that may be on the Boiler room floor.

The heating boiler proposal from Corona Plumbing included an option to increase the boiler size from 600,000 BTU to 720,000 BTU for an additional material charge of \$420.00 plus HST per boiler. The existing Boiler is 1,800,000 BTU for the heating and domestic hot water systems. With two 600,000 BTU heating boilers, we would only have a total of 1,200,000 BTU for the heating system. Corona Plumbing is not sure this will be enough BTUs to provide adequate heat if it is really cold. Although 1.2 million BTUs should be adequate for the peak space heating load, our Building is old with not much insulation in the walls and has single-glaze windows and sliding patio door window units, so there is a lot of heat loss. If we increase the size of one or both heating boilers, we will have additional capacity if it is needed. Since the two-stage heating boilers are staged (the second boiler will only fire on low-stage and then the high-stage if the demand for heat is high enough), we won't use most of the extra BTUs most of the time, and the increase in gas consumption should be minimal.

If we later determine from experience during the winter seasons that the 720,000 BTU boiler(s) is too big (as it is not firing or not firing on high-stage when it is really cold), they can remove 1 or 2 burners from a boiler(s) and “de-rate” it (reduce the BTU). However, if we install a boiler(s) that is too small, the only way to rectify the deficiency is to replace the boiler with a larger boiler (which would be quite expensive).

The domestic hot water system proposal from Corona Plumbing includes an option to add a third 120 gallon DHW storage tank for an additional cost of \$3,000.00 plus HST. Adding a third storage tank would decrease the load and help extend the life of the DHW boiler(s). Corona advised that if we have three storage tanks, we won't get real cold water at the bottom of the storage tanks – the water is more tempered and it smoothes out the operation. If we go with two smaller DHW boilers (see below) it is better to go with three storage tanks, as the smaller boilers are not designed to handle the cold water shock as well and have a slower recovery rate. If we go with smaller boilers, we need more domestic hot water storage capacity. As two storage tanks are adequate to handle the peak domestic hot water demand, another advantage of a third storage tank is that if one tank fails, it can be isolated from the system until it can be replaced.

The domestic hot water boiler system proposal from Corona Plumbing includes an option to install two (2) 300,000 BTU boilers (with an additional pump and controls, etc.) instead of one (1) 610,000 BTU boiler, for an additional cost of \$2,500.00 plus HST. If there are two small boilers, they can be staged so the second boiler will only fire if the domestic hot water demand is high enough. This dual boiler system would also act like a back-up system – if one boiler system failed, the other boiler unit would carry the load until the failed component could be repaired or replaced; this would reduce the domestic hot water down time.

The Property Manager and Council President reported to, explained to, and answered questions from Council members. Following discussion, Council agreed to accept the proposals and quotations from Corona Plumbing. Council also decided on what options to choose. It was

#### **MOVED AND SECONDED**

To award Corona Plumbing & Heating Ltd. a contract in the total amount of \$69,320.00 plus HST (total \$77,683.40) in accordance with their (2) proposals (and quotations) both dated July 22, 2010, as follows:

1. a) \$44,900.00 plus HST to supply and install two (2) Allied Engineering Company, Superhot AAE600 (600,000 BTUs) boilers with two stage gas valves and electronic ignition, etc., for the heating system;
- b) \$420.00 plus HST to increase the size of one of the above heating boilers to AAE720 (720,000 BTUs);
2. \$24,000.00 plus HST to supply and install two (2) A.O. Smith HW300 (300,000 BTUs) domestic hot waters supply boilers with single stage gas valves and electronic ignition, and three (3) 120 U.S. gallon glass-lined storage tanks, etc.

**MOTION CARRIED (Unanimous)**

In the contract award letter, we will confirm in writing that the contract award is subject to some specific work and materials being included.

Council agreed that the Property Manager and Council President could authorize additional improvements and upgrades to the heating and domestic hot water systems as they deem / determine are necessary or desirable, but the total costs related to this project are not to exceed the \$85,000.00 budget limit authorized by The Owners.

The Boiler room first needs to be totally cleared of all stored items (there is a lot).

## c) Caretaker

A Notice, dated January 8, 2010, was posted and distributed to all residents advising that “the current Caretaker, Frances Taday, had informed the Strata Council that she intends to retire on January 31, 2010” and that if “any resident(s) is interested in applying for the Caretaker position at Dogwood Place, please contact the Property Manager...or the Council President...to obtain further information.” No applications were received for and no one expressed serious interest in the vacant Caretaker position, and no one offered to take on all the duties and functions.

Thanks to Charlene Brown, Dennis Olson, Frances Taday, Steve Santelli and Dusttin Van Tinne for doing some limited duties and cleaning on a volunteer basis until March 31, 2010.

On March 30, 2010, Dusttin Van Tinne offered to take the job on a trial basis. Council members had been provided with copies of the “Caretaker Position Offer on Trial Basis” letter to Dusttin Van Tinne, dated March 31, 2010:

“We confirm your conversations with the [Property Manager] on March 30th and March 31st, 2010, during which you agreed to take on the Caretaker position on a trial basis in order for you to better determine what is involved and if the salary / compensation is satisfactory. We are pleased to offer you the position on a trial basis, as an employee of The Owners, Strata Plan V.R. 190, subject to the following terms and conditions:

1. The starting date will be Thursday, April 1, 2010;
2. The salary will be \$1,180.00 per month [2010 Budget amount], payable in semi-monthly installments in arrears, subject to all required tax withholdings, statutory and other deductions. The new salary is subject to review by the Strata Council but will not decrease;
3. The Working Agreement Caretaker Services dated the 12th day of July A.D. 1992 and the attached Appendix A Job Description for Caretaker, Duties and Functions. Council and the Property Manager will review these two documents and there will be some minor amendments, but the required services, duties and responsibilities will not increase in any major, material way;
4. For the mutual benefit of the Strata Corporation and you (the Employee), an employment agreement (Working Agreement Caretaker Services) is to be prepared and signed by both parties in the future;
5. This offer is subject to you successfully completing a three (3)-month probationary period, ending June 30, 2010. During the probationary period, if the Strata Council determines your performance is not satisfactory, your employment may be terminated at any time by delivering you written notice; and,
6. If you decide that you want the Caretaker position on a permanent basis, you will submit a written application (including any salary expectations) to the Strata Council by May 31, 2010.”

Dusttin Van Tinne signed the offer letter on April 4, 2010, to agree to accept this offer of employment and agree to the terms and conditions outlined above.

Mr. Van Tinne informed the Strata Council that he would like to continue with the Caretaker position on a permanent basis, but does not feel the salary / compensation is adequate for the required services, duties and responsibilities. He also would like Saturday and Sunday to be his two days off. If he is at the Building on the weekends, he will be available to deal with emergencies only.

Following discussion, the Council members present agreed that Mr. Van Tinne could have Saturday and Sunday as his days off.

Since Dusttin Van Tinne can not vote on this matter and only three other Council members were present at the Meeting, Council could not make a decision on any salary increase due to the lack of a quorum. Mt. Van Tinne was requested to come to the next meeting with his gross salary expectation including the effective date for any salary increase. To be fair to Mr. Van Tinne, any salary increase which is approved by the Strata Council in the future should be retroactive to some date between April 1, 2010 and August 1, 2010.

**Owners and residents can contact the new Caretaker, Dusttin Van Tinne, at suite 219 or by calling his home telephone number, (604) 873-5990.**

**Mr. Van Tinne is available to deal with residents' concerns from 8:00 A.M. to 10:00 P.M., except Saturday and Sunday. Do not disturb the Caretaker at any other time unless there is a real emergency or major disturbance.**

**5. ADJOURNMENT**

It was

**MOVED**

To adjourn the Meeting at 10:25 p.m.

**MOTION CARRIED**

**6. NEXT COUNCIL MEETING**

The next scheduled Council Meeting will be at the call of the President.

Respectfully submitted,

Mark Braam, B. Com., Property Manager / Agent  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, B.C. V6X 1A1

Tel: (604) 273-1745 (9:00 a.m. to 5:00 p.m. and 24 hour emergency)

**IT HAS BECOME A STANDARD PRACTICE IN THE REAL ESTATE INDUSTRY THAT OWNERS PROVIDE TWO (2) YEARS OF COUNCIL AND GENERAL MEETING MINUTES TO POTENTIAL PURCHASERS. PLEASE RETAIN YOUR MINUTES FOR TWO YEARS AS THERE IS A FEE TO OWNERS WHO REQUIRE ADDITIONAL COPIES OF THE MINUTES.**

**UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP.**

**THE PROPERTY MANAGER CAN NOT COMMUNICATE INFORMATION ABOUT THE STRATA CORPORATION OR YOUR STRATA LOT WITH PURCHASERS OR THE AGENT FOR THE PURCHASER WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER. ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE OWNER OF THE UNIT OR THE OWNER'S AGENT.**