

**THE MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN V.R. 190 - DOGWOOD PLACE
HELD ON THURSDAY, NOVEMBER 15TH, 2012 AT 7:30 P.M. IN THE RECREATION ROOM, 750 EAST
7TH AVENUE, VANCOUVER, B.C.**

COUNCIL IN ATTENDANCE: DUSTTIN VAN TINNE PRESIDENT SUITE 219
 MEGAN ATKINSON VICE PRESIDENT SUITE 214
 CHARLENE BROWN SUITE 220
 FRANCISCO MENDONCA SUITE 206
 PETER DEGROOT SUITE 115
 ERICA SPRAGUE SUITE 316

ABSENT WITH REGRETS: JESSICA KALRA TREASURER SUITE 216

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 – DECEMBER 14TH, 2011

There being no major errors or omissions noted, it was

MOVED AND SECONDED

To adopt the Minutes of the Council Meeting held on December 14th, 2011 as circulated.

MOTION CARRIED (5 in favour, 1 abstention)

3. FINANCE REPORT

a) Special Levy / Arrears

As of October 2012, only the owner of one suite (Strata Lot 52) had not paid his portion of the Special Levy in the total amount of \$50,000.00, for which payment could be made by June 1, 2012 without late payment penalties.

b) Financial Statements – November 2011 to September 2012

Tabled due to the absence of the Treasurer.

4. BUSINESS ARISING AND NEW BUSINESS

a) Depreciation Report, Etc.

In a November 14, 2012 e-mail from the Property Manager / Agent and several attachments to that e-mail, Council members were provided information regarding the requirement for a depreciation report and other new amendments to the *Strata Property Act* and Regulation.

The following depreciation reports highlights provide a summary of the changes to the *Strata Property Act* and Regulation and have been taken from a December 19, 2011 information bulletin published by the Real Estate Council of British Columbia:

“[The *Strata Property Act* and Regulation have been amended and,]

- *Like other provinces, depreciation reports [and updates every three years] are now mandatory unless a strata corporation exempts themselves by an annual 3/4 vote [approved at a general meeting]. Strata corporations will have by December 13, 2013 to obtain a depreciation report or hold a 3/4 vote to exempt. Strata corporations with less than five units are not required to prepare depreciation reports or hold a 3/4 vote to exempt themselves.*
- *Given the wide range of strata properties, strata corporations will have the flexibility to select the person or team best-suited to analyze their particular property. The regulations require that the depreciation report provide the person's name, qualifications, whether they have errors and omissions insurance and their relationship to the strata corporation.*
- *Depreciation reports will include an onsite visual inspection and are to be updated every three years. Corporations will have 18 months from the time a 3/4 vote expires to get a depreciation report.*
- *Strata corporations are not required to fund contingency reserve funds (CRF) above the minimum previously required (25% of the operating budget). However strata owners may now make any additional contributions to the CRF by simple majority vote. (Previously an annual 3/4 vote was required to make contributions to the CRF above 100% of the operating budget).*
- *The legislation and regulations are only one component of depreciation reports. Education and best practices will also provide information on: selecting a qualified person or team; formatting and presenting a report; securing materials electronically to facilitate regular updating and best practices in maintaining, repairing and funding common property and limited common property...*
- *As well, by March 1, 2012, strata corporations must attach [to the Form B – Information Certificate to be provided to potential purchasers and mortgage providers, etc.]: copies of ...the most recent depreciation report, if any...”*

The following information was taken from the May 2012 GUIDE 12: STRATA PROPERTY ACT, Depreciation Reports, Contingency Reserve Funds and Special Levies:

“On December 14, 2011, new requirements came into effect for Depreciation Reports.

A depreciation report helps strata corporations plan for the repair, maintenance and replacement of common property, limited common property and common assets. The report must contain:

- *A physical inventory of the common property including building systems.*
- *Anticipated maintenance, repair and replacement costs for common expenses projected over 30 years.*

Depreciation Report, Etc. (Continued)

- *A financial forecasting section that contains a least three cash flow funding models for the contingency reserve fund (CRF).*

Depreciation reports provide useful information to strata lot owners and can help prospective purchasers, mortgage providers and insurance companies. Depreciation reports are also known as reserve fund studies in other jurisdictions...

Strata corporations that exempt themselves by passing an annual 3/4 vote [do not need depreciation reports]. If a strata corporation fails to pass another waiver the following year, they would be required to obtain a report within 18 months of the previously passed waiver. Thus, if the votes were being held at the annual general meeting, there would still be six months left to arrange for a depreciation report to be performed...

Depreciation reports must be renewed every three years. If a strata corporation has already obtained a depreciation report, which meets the new requirements, it will have three years to obtain another report...

The cost [to prepare a depreciation report] would vary depending on the size of the strata corporation, the complexity of the development and who is hired to do the report – there are too many variables to estimate the costs with any certainty. The initial depreciation report usually costs more than subsequent updates...

[The following must be included in a depreciation report:]

- *A physical component inventory and evaluation of applicable components as outlined in the Strata Property Regulation 6.2. Examples of the components that are to be reviewed for the depreciation report. (This is not a complete list and not all strata corporations will have all the components listed):*
 - *the building structure;*
 - *the building exterior including roofs, decks, doors and windows;*
 - *building systems such as electrical, plumbing, heating, fire, protection and security;*
 - *common amenities and facilities. (For example, a pool, exercise room, guest house);*
 - *parking facilities and roadways;*
 - *utilities, including water and sewage;*
 - *landscaping, including paths, sidewalks, fencing and irrigation;*
 - *interior finishes including floor covering and furnishings;*
 - *green building components; and*
 - *balconies and patios.*
- *A financial forecasting section that includes:*
 - *a projection of the anticipated maintenance, repair and replacement costs for the next 30 years and the factors and assumptions used, including interest rates and inflation rates;*
 - *at least 3 cash-flow funding models over 30 years;*
 - *the current balance of the contingency reserve fund (CRF) and how it is funded.*
- *A summary of the repair and maintenance work to be done (other than on an annual basis) over the next 30 years;*
- *The date of the report, the qualifications of the author(s) of the report, their relationship, if any, to the strata corporation and information on any errors and omissions insurance.*
- *Any other appropriate information or analysis.*
- *The report must also identify those parts of the common property and limited common property, if any, that individual owners are responsible to repair and maintain...*

Depreciation Report, Etc. (Continued)

To prepare for a depreciation report..., initially you will need to provide information on total units, year built, floors, and general building systems information – such as elevators, etc...[You will have to] gather relevant documents: You will need to provide documents that include those related to repair, maintenance, inspection, agreements with owners about repairs to strata lots, common property or limited common property, as well as financial records and the strata's bylaws...The person, or team, preparing the depreciation report must conduct an on-site visual inspection of the strata corporation's building(s) and components; review both the common and limited common property; as well as any part of the strata lots that the strata corporation, by bylaw, is responsible to repair and maintain...

Who is qualified to prepare the depreciation report? The Strata Property Regulation does not specify who must prepare a depreciation report. The knowledge and expertise required to prepare a depreciation report for a six-plex may be considerably different than the qualifications and expertise required to prepare a depreciation report for a highrise residential tower with its own power generating plant, airspace parcel and underground parkade.

The person (or team) preparing the depreciation report must have the expertise to:

- understand the scope and complexity of the common property, limited common property, and common assets including individual components and their condition and life expectancy;*
- provide the financial forecasting required; and*
- understand the strata corporation's bylaws and any agreements entered into with owners respecting common property and strata lots..."*

At the Century 21 Prudential Estates (RMD) Ltd. Property Manager's Meeting held on April 29, 2010, the Property Manager received a sample comprehensive 2009 Contingency Reserve Fund Study prepared for a strata corporation by Halsall Associates Limited. The Managers were told on April 29, 2010 that the cost for such a CRF Study was in the range of \$7,000.00 to \$10,000.00. Now, given the complexity of the new requirements in the Strata Property Act Regulation for a Depreciation report, and the likely shortage of "qualified persons" to do the potentially thousands of depreciation reports for strata corporations in B.C. by December 13, 2013, the costs for at least the initial depreciation reports are likely to be much higher.

Based on information the Property Manager obtained at the Century 21 Prudential Property Manager's Meeting on April 17, 2012, the cost to retain a consultant ("qualified person") to prepare an initial depreciation report could be in the range of \$10,000.00 to \$25,000.00 plus tax. In addition, it may take 30 to 50 hours or more to gather the relevant documents for the consultant. Century 21 Prudential will charge \$75.00 or more per hour to do this plus copying charges plus tax; however, at this time, Century 21 Prudential probably does not have qualified staff available to review all the Strata Corporation's documents and gather the relevant ones. Preparation of a Depreciation Report is an onerous task.

Council discussed the pros and cons of obtaining a depreciation report, and considered the two possible options:

- i) Propose to The Owners a way(s) to fund the costs to obtain a depreciation report in 2013. These could include a 3/4 vote resolution for a special levy, a 3/4 vote resolution to authorize an expenditure from the Contingency Reserve Fund (which would probably include an additional increase in Strata Fees), and/or an allocation in the Proposed 2013 Operating Budget (which would include a large increase in Strata Fees); or,
- ii) Propose for The Owners' consideration a 3/4 vote resolution to waive the requirement to obtain a depreciation report.

Depreciation Report, Etc. (Continued)

Following a lengthy discussion on the Strata Council's position on depreciation reports, etc., including the potential effects on Strata Fees and contributions to the Contingency Reserve Fund, etc., Council members unanimously agreed to put on the agenda for the upcoming Annual General Meeting (AGM), for consideration by The Owners, a 3/4 vote resolution to approve waiving the requirement to obtain a depreciation report by December 13, 2013.

The Strata Council and The Owners will review the need for a depreciation report annually.

b) Draft 2013 Budget

The Draft 2013 Budget prepared by the Property Manager was reviewed in detail and Council made a few amendments / changes, mainly reducing some of the proposed expenditures. For the Proposed 2013 Operating Budget, no allowances / reductions in the Budget allocations have been made for the roll back of the Harmonization Sales Tax (HST) expected in 2013; therefore, we may actually realize some savings in the budgeted expenditures for 2013. We 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, exterior building painting, and parking garage drain tile line repairs and upgrading, etc.), and to try to avoid or reduce the amount of any future special levies. Following discussion, Council unanimously agreed to propose a 2.99% increase in Strata Fees for 2013.

c) Caretaker

The last increase in the Caretaker's salary was effective January 1, 2012. The increase in the Vancouver CPI (All-Items) for the period December 2010 to December 2011 was 1.9%. The Caretaker, Dusttin Van Tinne, left the Meeting. Following discussion, it was

MOVED AND SECONDED

To approve a \$30.00 (1.98%) increase in the Caretaker's gross salary to \$1,545.00 per month, effective January 1st, 2013.

MOTION CARRIED (5 in favour, 0 opposed, 0 abstentions)

Following discussion, it was also

MOVED AND SECONDED

To pay a \$150.00 Seasonal Gift to the Caretaker for 2012.

MOTION CARRIED (5 in favour, 0 opposed, 0 abstentions)

d) Management (Agent's) Fees / Agency Agreement

The last increase in management fees was effective January 1, 2008. The increase in the Vancouver CPI (All-Items) for the period December 2006 to December 2011 was 7.7% (7.93% compounded). This could result in a \$135.00 (7.94%) increase in management fees to \$1,835.00 per month. However, Mr. Braam explained to Council that due to amendments to the *Strata Property Act* and Regulation, etc., and the resulting increased work load, Century 21 Prudential Estates (RMD) Ltd. is requesting an additional \$65.00 (3.54%) per month increase in management fees, effective January 1, 2013. The Property Agent left the meeting. Following discussion, it was

MOVED AND SECONDED

To approve a \$200.00 (11.76%) increase in Management Fees to \$1,900.00 plus applicable tax(es) per month, effective January 1, 2013.

MOTION CARRIED (Unanimous)

e) Interior Improvements, Etc.

In preparation for further interior improvements / upgrading, as approved by the majority of Council members, Dusttin's Handyman Service and Medirike Quality Maintenance Services have completed the following work:

i) In the First floor main Lobby:

- (a) Removed the original, "brown" coloured, wood divider beams / boards and the "brown" coloured "Mac Tac" and paper backing from the ceiling areas;
- (b) Removed from the walls the remaining "brown" coloured, wood trim boards (including by the Elevator), wallpaper, and the "rock" tiles on the East wall around the mailboxes;
- (c) Completed all necessary drywall repairs to the ceiling areas and walls including skim coating, and applied a sealer / primer to all drywall surfaces, etc.;

ii) Removed the original, "brown" coloured, wood header boards above the suite doors, and filled the nail holes in the drywall; and

iii) Caulked the mouldings, etc. (cracks) by the hall fire doors, etc.

The total cost of the above work was \$5,167.05.

From January to October 2012, Council members and the informal Interior Improvements Committee (which was comprised of all the Council members and some other interested owners in the Building) met regularly.

Council members met with and considered proposals from three Interior Designers. The majority of Council members decided to choose Beyond Beige Interior Design Inc. An amended Commercial Common Property Renovation Design Proposal and Letter of Agreement, prepared by the Property Manager, was approved by the majority of Council members, and then signed by the Property Agent (on April 30th) and Beyond Beige (on May 2, 2012). The final total including HST was \$1,536.91 including two Meetings with the Designer.

Beyond Beige Interior Design Inc. researched design options, prepared and provided a design concept / presentation board with samples of selected products and materials, and prepared and provided a Building Finishes Specification Worksheet (including Products, Manufacturers, Names, Codes, Descriptions, Finishes and Images), etc.

The Interior Improvements Committee, and later the majority of Council members, voted in favour of accepting the entire design concept (with some exceptions) provided by Beyond Beige Interior Design Inc.

Proposals and quotations were obtained from Contractors / Companies, including United Carpet, Canadian Carpet & Tile, Mike's, Pacifica Painting and Restoration, Remdal Painting & Restoration, Brush Brother Painting, Accurate Painting, and Mercury Painting for:

- i) Carpet and underlay, ceramic / porcelain tile (for the main First floor Lobby and Elevator) and vinyl (for the basement areas including halls, Laundry room, bathroom, and Sauna) flooring;
- ii) "Ledger Stone" for the East wall of the main First floor Lobby around the mailboxes; and /or
- iii) Preparation of surfaces, priming and painting of walls, ceilings, doors / frames including the exterior of the suite entrance doors, and the "brick" on the sides of / around the suite doors and Elevator doors, etc.

There was general consensus that using the same company to do the flooring and painting would be beneficial as this would allow us to have a built in project manager and the company would be responsible for maintaining the integrity of either project (i.e. flooring and paint), and repairing any damage to the paint or the carpet that may occur in the course of the project.

Interior Improvements, Etc. (Continued)

Some Council members had further Meetings with, and revised Proposals and quotations were received from, Pacifica Painting and Restoration and Remdal Painting & Restoration. The majority of Council members decided to tentatively award a contact to Pacifica Painting and Restoration Ltd., subject to preparation, review and approval by the Strata Council and Pacifica of the details in the final Contract Agreement including terms and conditions, specifications, etc.

Two Council members and the Property Manager prepared a detailed, revised Draft Interior Improvements Contract Agreement (including specifications and terms and conditions, etc.) dated October 25, 2012 (10 pages), which was subsequently approved by the majority of Council members before being sent to Pacifica for their review and approval. Pacifica Painting and Restoration advised the Council President that they were not interested in signing our Contact Agreement (even with amendments) and doing the "Work" in accordance with all our clear, precise and detailed specifications, etc.

On November 9, 2012, four Council members met with Adi Bunim of Pacifica Painting and Restoration "and cleared up any and all concerns". They also thought it was best to start the interior improvements / upgrading project in the beginning of January 2013.

Council members and the Property Manager were provided with a revised Proposal / Job Estimate / Contract received on November 15, 2012 from Pacifica Painting and Restoration Ltd. The "Discounted price for all items priced as one project" remains the same at \$59,750.00 (+ tax). The "Additional Items" total \$7,895.00 (+ tax), including the extra cost to supply and install a heavier gauge vinyl product in the basement areas. Therefore, the total contract amount would be \$67,645.00 plus HST (total \$75,762.40).

Together with the costs which have already been incurred (totalling \$ \$6,703.96 – see above), this contract amount is much more than expenditures not exceeding \$75,000.00 from the Contingency Reserve Fund authorized by The Owners at the December 9th, 2010 Annual General Meeting, for the purposes of contracting for interior improvements and for related work and costs, etc.

In addition, for \$35.00 per hour, the majority of Council members have agreed to hire Dusttin Van Tinne as the "Site Manager" for the interior improvements / upgrading project. He will be on site to take notes, deal with the specifications, deal with the project manager from Pacifica, sub trades and workers during this process, inspect the work in progress, and be here to deal with the everyday decisions that need to be made on behalf the owners, Council members and the Property Manager, and to make sure the project goes ahead with as little inconvenience as possible, etc. The cost for Dusttin Van Tinne's services could be around \$3,000.00 plus HST.

A mock up for a new wood trim surround around suite doors was authorized by Council members. For suite 219 only, Dusttin Van Tinne installed a new MDF trim board (header) above the door and two new finger-jointed pine, vertical trim boards (casing) on the outside edges of the "brick" facing / surrounds. Installation and painting of new wood trim surrounds is not included in the Proposals from Pacifica Painting & Restoration Ltd, and would have to be undertaken separately.

It has now been determined that \$75,000.00 is not sufficient to proceed with all the interior improvements the Strata Council would like to undertake. Following discussion, Council unanimously agreed to propose, for consideration by The Owners at the 2012 Annual General Meeting, a 3/4 resolution to authorize the Strata Council to expend an additional sum of money not exceeding \$35,000.00 (for a total sum not exceeding \$110,000.00) from the Contingency Reserve Fund for the purposes of contracting for interior improvements and for related work and costs, etc.

Interior Improvements, Etc. (Continued)

The interior improvements, etc. in common areas will or could include: Carpet replacement and other new tile (in First Floor Lobby) and vinyl (in Basement hall and other areas) flooring; painting walls, ceilings and doors / frames including the exterior of the suite doors, etc.; painting of the "brick" on the sides of / around the suite and elevator doors; addition of new trim boards / casing at the top of and the sides (at the edges of the "brick") of suites doors; completion of the improvements in the First Floor Lobby including installation of wallpaper on some walls and new light fixtures; undertaking improvements including new flooring in the Basement Recreation ("Party" / "Meeting") room; completion of the improvements in the Basement Sauna / bathroom; installation of new Exit sign and light fixtures; replacing common stairwell and hall doors; etc.

f) Replacement and Upgrading of Boiler Systems for the Building Heating System and Domestic Hot Water System / Natural Gas Consumption

The Property Manager reported on the average daily natural gas consumption (GJ) for the annual periods from September 7, 2007 to September 5, 2012 (and from December 7, 1995 to September 5, 2001).

For the 12 month period (September 7, 2011 to September 5, 2012) in 2011 / 2012, when the new boiler systems were operational, the average percentage savings in daily gas consumption were as follows:

- 5.3% less than the same period in 2010 / 2011
- 11.4% less than the same period in 2009 / 2010
- 14% less than the same period in 2008 / 2009
- 19.2% less than the same period in 2007 / 2008
- 21.7% less than the period from December 7, 1995 to September 5, 2001
- 26.7% less than 1999 (November 5, 1998 to November 2, 1999)

Again, most of the savings in gas consumption were during the two month billing period (from July 5, 2012 to September 5, 2012) when both heating boilers were shut off for the summer.

Based on operation of the new boiler systems for only two years, it seems we will probably be able to achieve savings in gas consumption averaging more than 10%. In 2010, we had hoped to obtain significant (at least 20%) savings in natural gas consumption and costs.

As of June 25, 2012, both heating boilers were shut off for the summer. On September 13th, 2012 the smaller heating boiler was turned back on. To the best of the Property Manager's knowledge, the second heating boiler has not yet been turned back on.

The electrical switch for the pump for the domestic hot water (DHW) heat exchanger has been shut off since June 27, 2012. At that time, the two isolation ball valves for the domestic water lines to and from the DHW heat exchanger were also turned off. We are experimenting to determine if the natural gas consumption will be reduced by not using the DHW heat exchanger, which decreases the load on the heating boiler(s).

The Strata Corporation and Corona Plumbing & Heating Ltd. will continue to fine tune the operation of the building heating boiler system, etc.

g) Pipe Replacement First Floor West and East Halls

It was noted in the November 15th, 2011 Strata Council Meeting Minutes:

"A total of \$30,000.00, \$20,000.00 in "Boiler / Mechanical / Plumbing" (including for high risk asbestos abatement to remove drywall and texture coat from the common hall ceilings) and \$10,000.00 in "Repairs-Interior" (for the resultant interior damage repairs, etc. costs), will be allocated in the Proposed 2012 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 / riser 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...

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."

Between June 25th, 2012 and October 22nd, 2012, the following work was completed:

- i) By Phoenix Enterprises Ltd., drywall, etc. removal and scraping of the texture coat, with high risk asbestos abatement and removal, from the First floor West and East common hall ceilings;
- ii) By Corona Plumbing & Heating Ltd., necessary replacement of the domestic water main cold, main hot and domestic hot water recirculation pipes in the ceilings of the First floor West and East hallways. They supplied and installed new type "K" copper piping (thicker wall than type "L"), larger diameter / size piping for most of the main, recirculation and branch / riser lines coming off the main lines, and additional ball valve shutoffs on some of the branch / riser lines coming off the main domestic water lines, etc. We can now isolate the branch lines / risers for all of the various groups of suites, bathrooms and/or kitchens in the whole Building;
- iii) By Medirike Quality Maintenance Services, repairs, etc. to the ceilings (and walls) including:
 - a) Supply and installation of two (2) Van-Met Model NSM – Exterior Flange (3/4"), 24" x 24", hinged steel access panels from Maxam Metal Products Ltd, to match the existing access panels as close as possible. They are satin finish galvanized steel with an electrostatically applied rust inhibitive prime coat finish, with standard screwdriver operated cam latches;
 - b) Repair, replacement and/or installation of new wood framing / supports in the hall ceilings, for the access panels and for the new and existing drywall;
 - c) Installation of insulation in ceilings around pipes. Lots of fiberglass batts were placed above and below the domestic water and heating pipes, except where the access panels are located;
 - d) Replacement of drywall / repairing of holes in the ceilings;
 - e) Repairing / patching any noticeable minor damage on ceilings and walls;
 - f) Sealing [by applying stain blocker ("Kilz")] all water and other stains / marks, etc. on ceilings and north and south walls;
 - g) Texturing repaired areas to match. Then texturing ceilings again complete. As necessary, spot texturing any other repairs on walls to match;
 - h) Applying primer / sealer to only the repaired areas on the ceilings and walls.
- iv) Etc.

The total costs were **\$36,545.57** (\$28,546.06 in "Boiler / Mechanical / Plumbing" and \$7,999.51 in "Repairs-Interior" for the resultant interior damage repairs, etc. costs). Council members have been provided with copies of the 6 invoices.

h) Intermittent Trouble on Fire Alarm Panel / Replacement of Power Supply

In the December 14th, 2011 Strata Council Meeting Minutes, it was noted:

“Since at least November 2011, there has been an intermittent trouble (beeping sound and orange indicator light) on the fire alarm panel in the main front lobby. The trouble clears itself which can make it very difficult to trace. The frequency that the trouble signal occurs has been increasing. The occurrence of the trouble condition seems to be often related to the operation of the elevator, because when the elevator motor starts (which draws a lot of electrical power and causes a voltage drop on the building), the trouble often appears and then clears when the elevator stops. On December 9th, 2011, a Technician from Elite Fire Protection Ltd. met the Caretaker at the building to try to determine the source of the trouble problem. Council members were provided with copies of the December 13, 2011 e-mail from Elite Fire Protection Ltd. to the Property Manager:

“A service call was conducted at Dogwood Place due to a trouble on the fire alarm panel. It was determined that the problem is the power supply. We recommend either installing a new fire alarm panel or, we can install a used power supply...The cost for the used power supply is \$500.00 + HST and the labour is \$180.00 + HST. The cost for a new fire alarm panel is \$2300.00 + HST and the labour to install it is \$180.00 + HST. Please let us know which way you wish to proceed.”

The Property Manager informed Council that the existing fire alarm panel, which was installed in 1992, is obsolete and new parts are probably not available. The President stated that a new fire alarm panel would come with a new power supply and he would suggest getting a new panel. If a used power supply is installed in it, it is not known how long the existing fire alarm panel will last. The majority of Council members felt that, given the age and obsolescence of the existing panel, it was probably better to install a new fire alarm panel now. Approval of Elite's Quotation is subject to the condition that the installation of the new fire alarm panel will rectify the current problem of the intermittent trouble on the fire alarm panel. Following discussion, it was

MOVED AND SECONDED

To approved the Quotation from Elite Fire Protection Ltd. in the total amount of \$2,480.00 (\$2,300.00 + \$180.00) plus HST = \$2,777.60 for a new fire alarm panel.

MOTION CARRIED (4 in favour, 1 abstention)”

Subsequently, Elite Fire Protection Ltd. advised that one of their above quotations was wrong. The total amount of \$2,480.00 + HST is for a new power supply, not a new fire alarm panel. They supplied revised quotations for three different options, including the cost for a new Mircom 16 zone Fire Alarm Control Panel in the amount of \$5,846.000 + HST.

For the used or new power supply, Elite Fire Protection or the Manufacturer would warranty / guarantee the power supply for one year from the date of installation or the purchase date.

The Strata Council (majority of Council members) decided to approve the quotation in the total amount of \$761.80 including HST for a 1616 used power supply.

Elite Fire Protection Ltd. supplied and installed the used power supply in the existing Fire Alarm Control Panel on January 10th, 2012.

There have been no further problems since that time.

5. ADJOURNMENT

It was

MOVED

To adjourn the Meeting at 10:35 p.m.

MOTION CARRIED

6. NEXT COUNCIL MEETING

Annual General Meeting and Council Meeting to be held on Monday, December 10th, 2012.

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.