

MANAGEMENT LTD.

**MINUTES OF THE STRATA COUNCIL, STRATA LMS 2744 ALAMEDA PARK – HELD THURSDAY
FEBRUARY 15, 2007 AT 6:30 P.M. – #408 – 3235 West 4th Avenue, Vancouver, B.C.**

PRESENT:	BRENDA POWER ELIZABETH RAINER JENNIFER WOLOSHYN WILLIAM CHOBOTAR BRUCE CADORETTE	PRESIDENT SECRETARY LANDSCAPING COMMITTEE LANDSCAPING COMMITTEE BUILDING CONTACT
	DIANNE WOODMAN	S.D. WOODMAN MANAGEMENT LTD
ABSENT:	ROBIN DIEHL STEVEN SCOTT-DAVIES	TREASURER VICE PRESIDENT

1.0 Meeting was brought to order at 6:30 p.m.

2.0 OWNERS IN ATTENDANCE
N/A

3.0 APPROVAL OF MINUTES

It was properly **MOVED** (Power) and **SECONDED** (Woloshyn) to approve the Minutes of the December 14, 2006 Council meeting as circulated. **CARRIED**

4.0 BUSINESS ARISING FROM THE MINUTES

01/04 Landscaping

Council reviewed the following landscape proposals:

Arbutus Landscape Services

- 10 months (March 1/07 – Dec. 31/07) **\$462.00/month**

Gardens of Eden Plantscaping Ltd.

- 12 Month Program - **\$973.33/month**

- 9 Month Program - **\$1,175.56/month**

West Coast Horticultural Services Ltd.

- 12 Month Program - **\$924.00/month**

All estimates are **excluding GST**.

After discussion by the council, it was **MOVED** (Cadorette) and **SECONDED** (Rainer) to award the landscape contract to Arbutus Landscape Services. **CARRIED**. It was agreed to pay Arbutus Landscaping to come in to do clean up in the gardens as soon as possible, with the contract starting on March 1, 2007.

11/05 Back Gate Plexi-Glass

This item has been deferred to a later date.

08/06 Painting of Halls

This work has now commenced by Berry Brothers. Owners are requested to remove the stripping around the door in order for the door to be painted properly.

09/06 #309 – Balcony Deck and #408 - Drains

S.D. Woodman Management Ltd. will follow up on these items with Gorm.

11/06 3rd Floor Plumbing and Hole in Ceiling

The repairs to the ceiling are scheduled to be done on Thursday, February 22, 2007.

12/06 Carpet Cleaning

Cleaning of the carpets will be done upon completion of the interior painting.

5.0 FINANCIAL REPORT

It was **MOVED** (Rainer) and **SECONDED** (Woloshyn) to approve the financial statements for the months of December 2006 and January 2007 as presented. **CARRIED.**

6.0 NEW/OTHER BUSINESS

Elevator Key

Loose c-d which needs to be repaired. It was suggested that a large plate be installed to prevent the smaller plate from being popped off. It is felt that the installation of the larger plate would greatly improve security as this could be a possible source of entry into the garage by thieves. S. D. Woodman will have Action Lock and Security come to the building to assess the situation and provide a quote.

Garage

It has been noted that some residents are speeding in and out of the garage which has caused safety concerns. **Residents are reminded to wait for the garage door to close behind you when entering or exiting the garage.**

It was suggested that a stop sign be erected on the post when driving into the garage to remind residents to stop and wait for the door to close before continuing on to their parking spot. Also, if you are concerned about identity theft due to break-ins, contact ICBC as they have excellent information regarding this.

Cardboard

The cardboard recycling container would fit in the garbage area better if it was turned sideways. S. D. Woodman Management Ltd. will follow up with North West Waste Management as different wheels will have to be installed or a different container provided in order for the container to be manoeuvred into this position.

Light Bulb Replacement

Exit light bulbs as well as some other light bulbs in the garage are not being replaced in a timely manner. S. D. Woodman Management Ltd. will remind the cleaners to make sure that this is done quickly for safety and security reasons.

7.0 ADJOURNMENT

There being no further business, it was **MOVED** (Woloshyn) and **SECONDED** (Rainer) to adjourn the meeting at 7:45 P.M. **CARRIED.**

The next Strata Council meeting will be held on Thursday April 12, 2007 at 6:30 p.m. in suite #402

IN ORDER TO IMPROVE COMMUNICATION AND PERSUANT TO THE STRATA PROPERTY ACT ALL OWNERS ARE REQUESTED TO PUT ANY COMPLAINTS AND/OR COMMUNICATIONS IN WRITING (OTHER THAN ISSUES OF AN EMERGENCY NATURE) AND DELIVER THEM TO A MEMBER OF COUNCIL OR THE PROPERTY MANAGER.



**MINUTES OF THE STRATA COUNCIL, STRATA LMS 2744 ALAMEDA PARK – HELD THURSDAY
APRIL 12, 2007 AT 6:30 P.M. – #402 – 3235 West 4th Avenue, Vancouver, B.C.**

PRESENT:	BRENDA POWER ELIZABETH RAINER JENNIFER WOLOSHYN BRUCE CADORETTE	PRESIDENT SECRETARY LANDSCAPING COMMITTEE BUILDING CONTACT
	DIANNE WOODMAN	S.D. WOODMAN MANAGEMENT LTD
ABSENT:	ROBIN DIEHL STEVEN SCOTT-DAVIES WILLIAM CHOBOTAR	TREASURER VICE PRESIDENT LANDSCAPING COMMITTEE

1.0 Meeting was brought to order at 7:00 p.m.

2.0 **OWNERS IN ATTENDANCE**
N/A

3.0 **APPROVAL OF MINUTES**
It was properly **MOVED** (Rainer) and **SECONDED** (Power) to approve the Minutes of the February 15, 2007 Council meeting as circulated. **CARRIED**

4.0 **BUSINESS ARISING FROM THE MINUTES**

01/04 Landscaping
Jennifer, Steven and William met with the Arbutus Landscaping to complete a walkabout the property and to identify specific areas that require immediate attention. S. D. Woodman Management will ask Arbutus to provide a list of the work to be done and scheduled times. This will be sent to all Council members.

11/05 Back Gate Plexi-Glass
Council does not feel that the plexi-glass needs to be replaced at this time, however, this item will continue to be monitored.

08/06 Painting of Halls
This work has now been completed. Everyone is very pleased with the work done by Berry Brothers Painting.

09/06 #309 & #408 - Decks
#309 – Contractor has confirmed work will be done within the next four (4) weeks.
#408 – This is still pending.

11/06 3rd Floor Plumbing and Hole in Ceiling

The repairs to the ceiling were completed as scheduled, unfortunately, the pipe sprung another leak and Reid Brothers had to be called in on March 21, 2007 to temporarily repair the pipe. They returned on March 30, 2007 to replace the entire section of pipe that was leaking. The ceiling has once again been repaired as of April 12th, 2007.

12/06 Carpet Cleaning

Cleaning of the carpets will be scheduled to be done now that the repair to the 3rd floor ceiling has been completed.

01/07 Elevator Plate

This repair is now complete and very secure. Council is very pleased with the plate that has been installed.

02/07 Garage Sign

This item is still in progress and should be completed soon.

03/07 Cardboard Container

S. D. Woodman Management has been in contact with Northwest Waste and they have said that they cannot turn the container because of driver access. S. D. Woodman will review the contract with Northwest Waste to determine when the contract can be terminated.

04/07 Light Bulb Replacement

There are still a number of light bulbs that have burnt out and not been replaced, specifically in the exit signs. Thomas Maintenance will once again be reminded that the replacement of light bulbs is in the scope of duties and must be done.

5.0 FINANCIAL REPORT

It was **MOVED** (Woloshyn) and **SECONDED** (Rainer) to approve the financial statements for the months of February and March 2007 as presented. **CARRIED**. It was noted that three (3) owners are in arrears. These owners will be fined and S.D. Woodman Management will send out letters giving 14 day notice of a lien to be placed if the arrears are not paid.

S.D. Woodman Management presented a draft budget for the 2007/08 fiscal year, noting that the new budget provides for no increase in the monthly strata fee. It was **MOVED** (Power) and **SECONDED** (Rainer) to approve the budget for presentation to the owners at the Annual General Meeting.

6.0 NEW/OTHER BUSINESS

New Sign

It was mentioned that the Fire Escape Plan Sign is badly scratched and in need of being replaced. Fire Pro will be asked to provide a new sign.

Garbage Door

This is in need of repair. S. D. Woodman Management will follow up on this.

Annual General Meeting

Anyone wishing to discuss specific issues at the AGM is asked to notify the council in writing well in advance of the meeting.

Power Washing

The exterior of the building and the stairs should be power washed this year. This work will be scheduled for some time middle to late May.

Fans

The filters in the fans need to be checked. S.D. Woodman Management will follow up on this.

Bike Lockers

The bike lockers were recently broken into. All owners are requested to check to see if your bike has been stolen. S. D. Woodman Management will follow up on having the lock replaced.

Window Washing

This will take place some time in May or June 2007.

7.0 ADJOURNMENT

There being no further business, it was **MOVED** (Cadorette) and **SECONDED** (Woloshyn) to adjourn the meeting at 8:35 P.M. **CARRIED.**

The Annual General Meeting will be held on Monday, June 11, 2007. Notices will be sent out accordingly.

MINUTES APPROVED BY: **Elizabeth Rainer - Secretary**

Please note that S.D. Woodman Management Ltd. is now operating on Summer Hours. Our offices are open 8:30 A.M. – 4:30 P.M. Monday to Friday.

IN ORDER TO IMPROVE COMMUNICATION AND PERSUANT TO THE STRATA PROPERTY ACT ALL OWNERS ARE REQUESTED TO PUT ANY COMPLAINTS AND/OR COMMUNICATIONS IN WRITING (OTHER THAN ISSUES OF AN EMERGENCY NATURE) AND DELIVER THEM TO A MEMBER OF COUNCIL OR THE PROPERTY MANAGER.



**MINUTES OF THE STRATA COUNCIL, STRATA LMS 2744 ALAMEDA PARK – HELD THURSDAY
AUGUST 23, 2007 AT 6:30 P.M.**

PRESENT:	BRENDA POWER STEVEN SCOTT-DAVIES ELIZABETH RAINER BRUCE CADORETTE BILL CHOBOTAR	PRESIDENT VICE-PRESIDENT SECRETARY BUILDING CONTACT LANDSCAPING
	DIANNE WOODMAN	S.D. WOODMAN MANAGEMENT LTD
ABSENT:	ROBIN DIEHL JENNIFER WOLOSHYN	TREASURER LANDSCAPING

1.0 Meeting was brought to order at 6:50 p.m.

2.0 **OWNERS IN ATTENDANCE**
N/A

3.0 **APPROVAL OF MINUTES**
It was properly **MOVED** (Rainer) and **SECONDED** (Chobotar) to approve the Minutes of the April 12, 2007 Council meeting as circulated. **CARRIED**

4.0 **BUSINESS ARISING FROM THE MINUTES**

01/04 **Landscaping**

The landscapers have started the hedge trimming however there are still a few areas that have not been trimmed, namely the Westside of the property and the area back sides of the hedges on the patio side.

It was noted that a couple of the sprinkler heads have been damaged by the landscapers. They will be reminded to take care when weed eating or mowing the lawn around the irrigation system.

The Strata Council is very happy with the service being provided by Arbutus Landscaping and the general overall appearance is better and a great improvement.

Jennifer Woloshyn will be meeting with the Arborist on Friday, August 24, 2007 to go over possible work required for the trees on the property.

09/06 **#408 - Decks**

#408 – This is on-going. S. D. Woodman Management Ltd. will follow up with Ocean West Construction.

11/06 **3rd Floor Plumbing and Hole in Ceiling**

This work has been completed.

12/06 Carpet Cleaning

This work is scheduled to be done on Thursday, September 6, 2007 at 10:00 A.M.

02/07 Garage Sign

This work has been completed.

REMINDER: Please remember to stop and wait for the garage gate to close behind you upon entering or exiting the parkade. This is for the security of the building.

05/07 Fire Safety Plans/Signs

A new sign for the basement floor will be installed at a cost of \$115.00.

The fire code was changed last year therefore it will be necessary to have a new Fire Safety Plan drawn up at a cost of approximately \$1200.00 plus GST. This will be allowed for in the next fiscal budget.

06/07 Bike Locker

There have been a number of break-ins to the bike locker recently resulting in quite a bit of damage as well as leaving the area unsecure. Two (2) quotes have been received regarding repair/replacement of the current lockers. They are as follows:

Repair to original specifications as per 9 gauge fencing material
to two (2) areas **\$500.00 + GST**

Supply and install expanded metal encloser –
First approx. 20' X 20' (10' and 8' High)
Second approx. 20' X 8' High
Third and Fourth approx. 10' X 8" High
Installation of new posts every 4' to accommodate
4' X 8' sheets of expanded metal. Sills and Lintel posts
Are also to be installed (Header and floor structures)
All posts to be either welded or anchored with 3/8 X 3"
concrete anchors. Expanded metal to be tack welded to
posts. **\$7,400.00 + GST**

Bruce suggested a gate similar to a gate that has been used at a building on Broadway. This will be looked into prior to any decision being made.

07/07 Deck - #310

The owners of this unit have reported a soft spot on the deck. Ocean West Construction has been contacted to look into this matter and will report back their findings.

08/07 Cardboard Container

Northwest Waste has said that the cardboard container cannot be turned length ways in the garbage room. S. D. Woodman will look into changing garbage removal contractors.

09/07 Power Washing

Power washing of the exterior of the building as well as the window cleaning has been completed.

10/07 Fan Filters

Steven Scott-Davies has volunteered to replace the filters once they have been purchased by the Strata. This will be followed up.

5.0 FINANCIAL REPORT

It was **MOVED** (Power) and **SECONDED** (Chobotar) to approve the financial statements up to and including July 2007 as presented. **CARRIED.**

6.0 NEW/OTHER BUSINESS

There is nothing to report at this time.

7.0 CORRESPONDENCE

Correspondence was received from the Owners of unit #310. This has been dealt with previously in these minutes.

8.0 ADJOURNMENT

There being no further business, it was **MOVED** (Cadorette) and **SECONDED** (Rainer) to adjourn the meeting at 7:25 P.M. **CARRIED.**

The date for the October 2007 meeting will be emailed once it has been confirmed.

MINUTES APPROVED BY: **Elizabeth Rainer - Secretary**

**Please note that S.D. Woodman Management Ltd. is now operating on Summer Hours.
Our offices are open 8:30 A.M. – 4:30 P.M. Monday to Friday.**

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**MINUTES OF THE STRATA COUNCIL, STRATA LMS 2744 ALAMEDA PARK – HELD THURSDAY
OCTOBER 11, 2007 AT 7:00 P.M. IN #102 – 3235 WEST 4TH AVENUE, VANCOUVER, B.C.**

PRESENT:	BRENDA POWER	PRESIDENT
	STEVEN SCOTT-DAVIES	VICE-PRESIDENT
	ELIZABETH RAINER	SECRETARY
	BRUCE CADORETTE	BUILDING CONTACT
	BILL CHOBOTAR	LANDSCAPING
	DIANNE WOODMAN	S.D. WOODMAN MANAGEMENT LTD
ABSENT:	ROBIN DIEHL	TREASURER
	JENNIFER WOLOSHYN	LANDSCAPING

1.0 Meeting was brought to order at 7:05 p.m.

2.0 **OWNERS IN ATTENDANCE**
N/A

3.0 **APPROVAL OF MINUTES**
It was properly **MOVED** (Rainer) and **SECONDED** (Chobotar) to approve the Minutes of the August 23, 2007 Council meeting as circulated. **CARRIED**

4.0 **BUSINESS ARISING FROM THE MINUTES**

01/04 Landscaping

The Arborist will be start work on the trees on October 16, 2007.

The landscape contractor will be removing the summer flowers and planting winter pansies in light colours in the front garden area.

The sprinkler system will be shut down shortly.

09/06 #408 - Decks

The drainage of water from the deck will be monitored this winter to see if there is a problem with the water draining properly as a result of the new drains that were installed by Ocean West when the deck was replaced.

12/06 Carpet Cleaning

This work has been completed.

05/07 Fire Safety Plans/Signs

The sign replacement at the garage level will be done shortly when the Fire Equipment deficiencies are done.

06/07 Bike Locker

The Strata Council is still investigating various options for storing bikes in an area that will provide more security. This remains on-going.

07/07 Deck - #310

Ocean West was contacted to inspect the balcony area of unit #310 with the following findings: It was noted that the plywood substrate in a few areas has decayed and is not structurally sound. The entire balcony surface should be repaired. The estimate covers all necessary exterior repairs including safety requirements and clean up and removal of debris associated with the repair. All repairs and replacement of damaged structural members to be completed on a time and material basis. Ocean West recommended a budgetary allowance of approximately **\$13,500.00 + GST** for this work. Council discussed the summary and work required and the associated estimate. It was felt that Ocean West should do the repair, as they are the contractors who have done all of the exterior work to the building and know the building well. It was **MOVED** (Rainer) and **SECONDED** (Scott-Davies) to proceed with the repairs to the deck of suite #310 and to have an updated building envelope inspection completed in the spring. **CARRIED.**

08/07 Cardboard Container

New private contractors will be contacted and asked to provide a quote for both the garbage and cardboard removal after the current outside workers strike has ended.

10/07 Fan Filters

S. D. Woodman Management will order filters from Reid Bros. and have them delivered to the complex. Steven Scott-Davies will then install them.

5.0 FINANCIAL REPORT

It was **MOVED** (Power) and **SECONDED** (Rainer) to approve the financial statements up to and including September 30, 2007 as presented. **CARRIED.**

6.0 NEW/OTHER BUSINESS

Storage of "Junk" Articles

It has been noted that there is a great deal of "Junk" items and bikes being stored in the mechanical and elevator rooms, which is not permitted. Also, the janitorial contractor has been stacking newspapers in the mechanical room which is a fire hazard. The contractor will be contacted and requested to remove the newspapers immediately.

After the strike, all articles will be removed from both of the rooms by a junk removal company.

REMINDER: The garage is for the parking of vehicles ONLY. No other articles are to be stored in the garage.

Once again Owners are storing articles in the garage which is not permitted. Owners will be given until Sunday, November 4th, 2007 to remove articles from the garage. Anything found in the garage after that date will be removed at the owner's expense.

When parking your vehicle, please be aware that you park within the lines of your parking stall and do not park over the lines. Residents are reminded to park **ONLY** in the stall(s) assigned to them and that there is **NO** underground visitor parking.

Door / Gate Closers

It has been found that someone is adjusting the door/gate closers to the point where they are not closing properly. This is a security/ fire hazard. Please **DO NOT** touch the closers in any way.

Pipe Leak

The pipe in front of the mechanical room is leaking and the problem is getting worse. The pipe is perforated and should be replaced. Quotes will be obtained to replace this pipe.

Garbage Enclosure

To reduce the ongoing repairs and maintenance to the garbage enclosure, S. D. Woodman Management suggested changing the garbage enclosure from a wood enclosure to chain link enclosure with slats. Council requested S. D. Woodman Management to follow up and obtain quotes to have this work done.

7.0 CORRESPONDENCE

N/A

8.0 ADJOURNMENT

There being no further business, it was **MOVED** (Chobotar) to adjourn the meeting at 8:30 P.M. **CARRIED.**

The next Strata Council meeting is scheduled for Thursday, December 13, 2007 at 6:30 P.M. in unit #408.

MINUTES APPROVED BY: **Elizabeth Rainer - Secretary**

Please note that S.D. Woodman Management Ltd. is now open 8:30 A.M. – 4:30 P.M. Monday to Friday.

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MANAGEMENT LTD.

**MINUTES OF THE STRATA COUNCIL, STRATA LMS 2744 ALAMEDA PARK – HELD THURSDAY
DECEMBER 13, 2007 AT 7:00 P.M. IN #408 – 3235 WEST 4TH AVENUE, VANCOUVER, B.C.**

PRESENT:	BRENDA POWER ELIZABETH RAINER BRUCE CADORETTE BILL CHOBOTAR JENNIFER WOLOSHYN	PRESIDENT SECRETARY BUILDING CONTACT LANDSCAPING LANDSCAPING
	DIANNE WOODMAN	S.D. WOODMAN MANAGEMENT LTD
ABSENT:	ROBIN DIEHL STEVEN SCOTT-DAVIES	TREASURER VICE-PRESIDENT

1.0 Meeting was brought to order at 7:25 p.m.

2.0 **OWNERS IN ATTENDANCE**
N/A

3.0 **APPROVAL OF MINUTES**
It was properly **MOVED** (Rainer) and **SECONDED** (Chobotar) to approve the Minutes of the October 11, 2007 Council meeting as circulated. **CARRIED**

4.0 **BUSINESS ARISING FROM THE MINUTES**

01/04 Landscaping

All Council members are very pleased with the quality of work being performed by Arbutus Landscaping. Also, the quality of work performed and the professional advice from All Round Tree Service was exceptional.

Winter Pansies have been planted at the front of the building.

09/06 #408 - Decks

This situation has been monitored and at this point in time, there has been no problem with the drainage on the deck.

05/07 Fire Safety Plans/Signs

Fire Pro was instructed to deliver and install a new sign to be installed by the elevator on the garage level, however, this has not yet been done. S. D. Woodman Management will follow up with the contractor.

06/07 Bike Locker

This item is deferred to a later date as Steven Scott-Davies was not in attendance and has been looking into this matter.

07/07 Deck - #310

This work is scheduled to commence in the New Year.

08/07 Cardboard Container

Bruce Cadorette will follow up on this.

10/07 Fan Filters

Reid Bros. has delivered these to Steven Scott-Davies who will be changing the filters very shortly.

10/08 Door Closers

This problem remains ongoing. Residents and/or their visitor(s) are adjusting the door closers so that the doors do not close, which is a serious security concern. All residents are reminded not to touch the door closing mechanism. If it is found to be a problem, a qualified contractor will be contacted to perform any necessary repairs.

10/09 Pipe Leak

Reid Bros. attended to investigate this leak, however, they were not able to find anything wrong with the pipes. It could be that the drain that runs down from the roof to the ground level is blocked causing water to back up in the pipe. It was suggested that the drain be flushed. S. D. Woodman Management will contact Milani Plumbing and arrange to have this done.

10/10 Garbage Enclosure

S. D. Woodman Management presented a quote received from Sterling Fence Co. regarding replacing the existing wood enclosure with a chainlink fence with slats, the back gate would also be replaced with the chainlink/with slats. The total of the quote is \$2,213.23 + GST. It was **MOVED** (Rainer) and **SECONDED** (Power) to approve this replacement. **CARRIED. (Subject to the Treasurer's approval.)**

5.0 FINANCIAL REPORT

It was **MOVED** (Woloshyn) and **SECONDED** (Chobotar) to approve the financial statements up to and including November 30, 2007 as presented. **CARRIED.**

6.0 NEW/OTHER BUSINESS

Leak – Unit #303

Ocean West Construction forwarded confirmation of their findings to S. D. Woodman Management after they investigated this leak. Their report found the following: "We inspected the water ingress problem at #303 – 3235 West 4th Ave. The leak appears to be from an inside source and not envelope related. Someone must have overloaded the tub or something upstairs and it spilled through. This appeared only once and has not happened again." However, since that time, there have been more problems. The plumbing contractor has been called in to investigate the bathroom of suite #404 to see if there are any problems with improper caulking in the tub/shower or toilet that could be the source of the water leak.

REMINDER: Owners/Residents are reminded to check the caulking around bathtubs, showers and toilets. This is part of the repair and maintenance that is the responsibility of every owner.

Boiler Room

There was a problem on the weekend with the hot water boiler going out. Reid Bros. were contacted to attend and rectify this situation. A council member has been instructed on what to do should this situation arise again.

Uninsured Vehicle

It has been noted that an uninsured vehicle, Pontiac Bonneville, is parked in parking space #46. The owner of the vehicle is reminded that all vehicles must display a current valid insurance sticker in order to be stored on the premises.

Storage of "Junk" Articles

Most owners cooperated in removing articles that were being stored in the parking garage, however junk removal is required for items currently being stored in the elevator room. This will be followed up.

7.0 CORRESPONDENCE

N/A

8.0 ADJOURNMENT

There being no further business, it was **MOVED** (Chobotar) and **SECONDED** (Rainer) to adjourn the meeting at 8:22 P.M. **CARRIED.**

The next Strata Council meeting is scheduled for Monday, March 3, 2008 at 6:30 P.M. in unit #103.

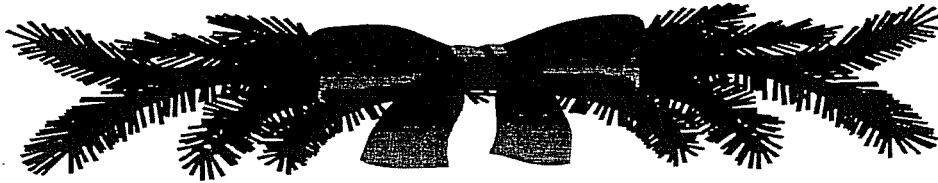
MINUTES APPROVED BY: **Elizabeth Rainer - Secretary**

Please note that **S.D. Woodman Management Ltd.** is now open 8:30 A.M. – 4:30 P.M. Monday to Friday.

IN ORDER TO IMPROVE COMMUNICATION AND PERSUANT TO THE STRATA PROPERTY ACT ALL OWNERS ARE REQUESTED TO PUT ANY COMPLAINTS AND/OR COMMUNICATIONS IN WRITING (OTHER THAN ISSUES OF AN EMERGENCY NATURE) AND DELIVER THEM TO A MEMBER OF COUNCIL OR THE PROPERTY MANAGER.

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A SEASONAL MESSAGE

It's that time of year again when the weather turns cooler and we all prepare our nests for the winter. As an owner, it is important to take an active role in maintaining your strata lot to help prevent damage during the winter months. With this in mind, we thought that the following information would be helpful to owners.

Christmas Trees (if applicable to your Strata and your By-Laws permit)

It is very important that Christmas trees be removed from your strata lot by your own means. The garbage containers/cans are not provided for the removal of trees. Christmas trees should also not be left in or around the strata in the hope that someone else will remove them for you.

If residing in a Strata building, Christmas trees can also be very messy when they are being transported from one place to another. It is each person's responsibility to clean up any mess left from their tree in the common areas of the buildings.

Live Christmas trees can also be a fire hazard! Please do not leave your lights on when you are not home. Accidents do happen.

Security (if applicable to your Strata)

We wish to impress upon all residents that you should not permit access to the building - either via the intercom or through any entry doors, especially during the busy holiday season. If you do not recognise the caller when your buzzer rings, please refuse access or go to the lobby for some identification. Likewise, do not allow access to the building to anyone following you into the building unless the person(s) are known to you.

If you are having furniture delivered to the building, please make sure that the delivery people do not prop the door(s) open. It is your duty to meet the people in the lobby and ensure that the doors are closed behind them.

Another point to remember is the overhead garage door. When you are either entering or exiting the building, please wait for the garage door to completely close before you drive away or park your car. Many people gain access to the building through the garage door. We ask all of you to please keep the above security tips in mind and thank you for your co-operation.

Balconies (if applicable to your Strata)

Keep your drains clear of leaves and debris. When (if) it snows, make a trough in the snow leading towards the drain on your balcony. This will help guide the water to where you want it to go - the drain. You may also want to spread "ice melt" on the snow - but try to avoid using salt as it can be corrosive.

BC Hydro

BC Hydro offers the following general information on energy consumption:

- sitting, reading or watching T.V. - set thermostat to 21C or 70F
- working around the house - set thermostat to 20C or 68F
- sleeping - set thermostat to 18C or 64F
- on vacation - set thermostat to 16 or 61F
- avoid using portable electric space heaters
- avoid heating outside spaces such as attics, garages, etc.
- close the chimney damper between fires
- avoid heating unused rooms
- clean your furnace filter regularly
- if you have single glazed windows put plastic sheeting on the inside
- insulate your hot water tank
- repair leaking faucets and install aerators/water saving shower heads
- ensure you freezer, refrigerator and oven door close tightly
- insulate recessed pot lights and turn off unnecessary lights

Condensation

As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your strata lot, use your humidistat, exhaust fans and/or from time to time open your windows to exchange the inside air.

Exterior Taps (hose bibs) - Winterising

If you have a tap on your balcony or patio, it is your responsibility to winterise it. How? Find the shut-off valve for the tap, this will be located in your unit; turn it off; go outside to the tap and turn it on; all the water that is left in the pipe will drain out.

If there is a small drain plug on your shut-off valve, make sure to open it up to release air and provide final drainage after you have completed the first two steps (a container should be held underneath the plug as you loosen it to collect any small amounts of water). Then put the plug back in and tighten it well - but gently. Note also that if you have a hose attached, it should be removed and drained - do not leave it attached.

Fireplaces - Gas

Have your fireplace serviced and ensure the pilot light is set at the right pressure to save on natural gas consumption. If you want your fireplace serviced, call a certified fireplace technician (look under "Fireplace Equipment - Retail" in the yellow pages.)

Fireplaces - Wood

If your Strata Corporation does not inspect chimneys on an annual basis, make sure you have it done. Birds may have nested in your chimney during the warmer months.

Leaks

It is essential that you report any water ingress to your property manager immediately.

Snow Birds (winter vacationers)

For those of you who winter elsewhere, please remember to leave your heat at 16 degrees or higher; shut off the water to your toilets, hot water tank, washing machines and dishwashers (if possible).

Check your Homeowner Insurance policy before you go to find out how often your unit should be checked while you are away. **REMEMBER - YOU MAY BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO YOUR UNIT AND/OR OTHER UNITS.**

It is essential that someone has a key to your unit while you are away and that either the property manager or resident manager (if you have one) knows who has it.

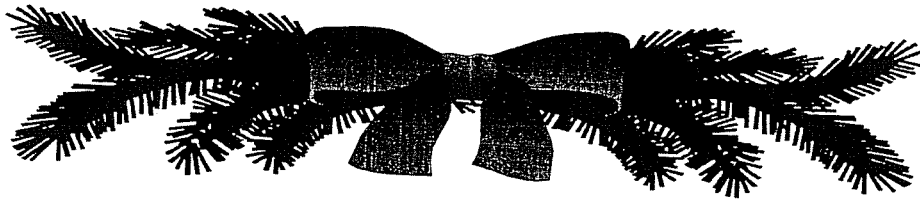
Snow Removal - Apartments

Refer to the item on the first page regarding your balconies.

Inspections

Winter is also a good time to inspect your unit from top to bottom, inside and out. Look for signs of moisture, mildew, and stains. If you find any of these symptoms, please contact your property manager. If you have ceramic tiles in your bathrooms, i.e. shower stalls, caulk/fill any cracks to prevent water from getting into the wall behind the tiles.

*On behalf of Dianne Woodman
and the Staff of S. D. Woodman Management Ltd.,
we wish you a very merry and safe Holiday Season, and a
Happy, Healthy and Prosperous New Year!*



A SEASONAL MESSAGE

It's that time of year again when the weather turns cooler and we all prepare our nests for the winter. As an owner, it is important to take an active role in maintaining your strata lot to help prevent damage during the winter months. With this in mind, we thought that the following information would be helpful to owners.

Christmas Trees (if applicable to your Strata and your By-Laws permit)

It is very important that Christmas trees be removed from your strata lot by your own means. The garbage containers/cans are not provided for the removal of trees. Christmas trees should also not be left in or around the strata in the hope that someone else will remove them for you.

If residing in a Strata building. Christmas trees can also be very messy when they are being transported from one place to another. It is each person's responsibility to clean up any mess left from their tree in the common areas of the buildings.

Live Christmas trees can also be a fire hazard! Please do not leave your lights on when you are not home. Accidents do happen.

Security (if applicable to your Strata)

We wish to impress upon all residents that you should not permit access to the building - either via the intercom or through any entry doors, especially during the busy holiday season. If you do not recognise the caller when your buzzer rings, please refuse access or go to the lobby for some identification. Likewise, do not allow access to the building to anyone following you into the building unless the person(s) are known to you.

If you are having furniture delivered to the building, please make sure that the delivery people do not prop the door(s) open. It is your duty to meet the people in the lobby and ensure that the doors are closed behind them.

Another point to remember is the overhead garage door. When you are either entering or exiting the building, please wait for the garage door to completely close before you drive away or park your car. Many people gain access to the building through the garage door. We ask all of you to please keep the above security tips in mind and thank you for your co-operation.

Balconies (if applicable to your Strata)

Keep your drains clear of leaves and debris. When (if) it snows, make a trough in the snow leading towards the drain on your balcony. This will help guide the water to where you want it to go - the drain. You may also want to spread "ice melt" on the snow - but try to avoid using salt as it can be corrosive.

BC Hydro

BC Hydro offers the following general information on energy consumption:

- sitting, reading or watching T.V. - set thermostat to 21C or 70F
- working around the house - set thermostat to 20C or 68F
- sleeping - set thermostat to 18C or 64F
- on vacation - set thermostat to 16 or 61F
- avoid using portable electric space heaters
- avoid heating outside spaces such as attics, garages, etc.
- close the chimney damper between fires
- avoid heating unused rooms
- clean your furnace filter regularly
- if you have single glazed windows put plastic sheeting on the inside
- insulate your hot water tank
- repair leaking faucets and install aerators/water saving shower heads
- ensure your freezer, refrigerator and oven door close tightly
- insulate recessed pot lights and turn off unnecessary lights

Condensation

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MANAGEMENT LTD.

MINUTES OF THE STRATA COUNCIL, STRATA PLAN LMS 2744 - ALAMEDA PARK - HELD MONDAY MARCH 4TH, 2008 AT 6:30 P.M. IN #103 - 3235 WEST 4TH AVENUE, VANCOUVER, B.C.

PRESENT:	BRENDA POWER	PRESIDENT
	ELIZABETH RAINER	SECRETARY
	BRUCE CADORETTE	BUILDING CONTACT
	BILL CHOBOTAR	LANDSCAPING
	DIANNE WOODMAN	S.D. WOODMAN MANAGEMENT LTD
ABSENT:	ROBIN DIEHL	TREASURER
	STEVEN SCOTT-DAVIES	VICE-PRESIDENT
	JENNIFER WOLOSHYN	LANDSCAPING

1.0 Meeting was brought to order at 7:00 p.m.

2.0 OWNERS IN ATTENDANCE
N/A

3.0 APPROVAL OF MINUTES
It was properly **MOVED** (Rainer) and **SECONDED** (Power) to approve the Minutes of the December 13th, 2007 Council meeting as circulated. **CARRIED**

4.0 BUSINESS ARISING FROM THE MINUTES

01/04 Landscaping

The landscape contract with Arbutus Landscape is up for renewal. The Council unanimously agreed to renew the contract effective March 1, 2008 – December 31, 2008. It was suggested that the front yard could benefit from some more landscaping. This will be followed up with the contractor.

05/07 Fire Safety Plans/Signs

The sign on the garage level has now been replaced. It is necessary to update the Fire Safety Plan in order to be in accordance with the updated fire code. This will be planned for in the next fiscal budget.

06/07 Bike Locker

Bill Chobotar will follow up on this and secure the area of the locker that is still open.

07/07 Deck - #310

Work continues on the deck of suite #310. When the deck was opened up, some rot was found extending into the pillar of suite #210 and also around the side of the wall of suite #310. S. D. Woodman Management will contact the contractor and ask them to check all the pillars and be proactive in dealing with any problems discovered now rather than later.

REMINDER:

OWNERS ARE REMINDED TO REGULARLY CHECK THEIR DECKS AND REPORT ANY SOFT SPOTS OR CONCERNS, IN WRITING, TO THE MANAGEMENT COMPANY.

08/07 Cardboard Container

Bruce Cadorette is still following up on this.

10/07 Fan Filters

Steven Scott-Davies was looking after the changing of the filters. As he was not present at the meeting, this will be followed up to confirm if they have been changed.

11/07 Door Closers

This problem appears to be under control at this time, but will continue to be monitored.

12/07 Pipe Leak

S. D. Woodman Management will follow up with Milani Plumbing regarding this matter.

13/07 Garbage Enclosure

This work has now been completed.

14/07 Drain Leak from #404 into #303

Reid Bros. attended and repaired the drain under the shower, however they reported that the caulking and grout had not been properly maintained in suite #404 and this was contributing to the leak into suite #303. The management company for suite #404 has been contacted and instructed to have this repaired. Once the repair has been confirmed, repairs to the damages caused by the water leak into suite #303 will be completed.

15/07 Windows – Suite #309

The owner of this suite has reported some water seeping through under the window frames. A glass replacement contractor was called out to have a look into the problem, but reported that the problem was not with the window itself, but was probably a caulking problem around the window. Ocean West Construction has been asked to look into this problem. S. D. Woodman Management will follow up with the contractor.

16/07 Building Envelope

Aqua Coast will be asked to provide a quote to re-inspect the building envelope. This will be followed up.

5.0 FINANCIAL REPORT

It was **MOVED** (Power) and **SECONDED** (Rainer) to approve the financial statements up to and including January 31, 2008 as presented. **CARRIED.**

6.0 NEW/OTHER BUSINESS

Garbage & Recycling Gates

The chain and lock has gone missing from the garbage and recycling gates. S. D. Woodman Management will follow up with Northwest Waste and the City of Vancouver to see if they removed them and forgot to put them back.

Exterior Building Cleaning

This work is scheduled for the Spring and will include the back stairs by the garage, power washing the garage and window washing. The fences are in need of a light cleaning. This will be completed at the same time the building is cleaned.

Lights

It has been noticed that lights that are burnt out are not being replaced in a timely manner. The Janitorial contractor will be contacted regarding this matter.

The elevator lights for the 4th floor are out again. Richmond Elevator will be contacted to correct this problem.

The light at the back of the building is remaining on during daylight hours. S. D. Woodman Management will contact an electrician to either repair or replace the sensor on this light.

It was noted that the West side fire door is not closing properly and needs some adjusting. S. D. Woodman will follow up on this and have the necessary repairs completed.

7.0 CORRESPONDENCE

Correspondence was received from the Owner of suite #109 expressing concern over the possible damage that may be caused to her patio and plants due to the current construction regarding the deck of suite #310. Scaffolding and equipment have taken over her patio. She would like to be assured that any damage will be repaired, plants will be returned to their original condition, damage to landscaping will be repaired and any and all necessary cleanup will be performed by the contractor upon completion of the work. A letter will be written to the owner assuring her that any necessary work that needs to be done as a result of the work being done on the building will be completed.

Correspondence was received from the Owners of suite #307 regarding a noise complaint concerning tenants in suite #407. This suite has recently been sold and the tenants that caused the noise no longer reside in the suite. It is hoped that this will resolve this matter.

REMINDER:

PLEASE DO NOT POWER WASH YOUR DECKS. THE BUILDING EXTERIOR IS LIGHTLY WASHED EVERY SPRING. IF YOU WISH TO WASH YOUR DECK, GENTLY WASH IT DOWN USING "SIMPLY GREEN" AND WATER ONLY.

8.0 ADJOURNMENT

There being no further business, it was **MOVED** (Chobotar) and **SECONDED** (Rainer) to adjourn the meeting at 8:30 P.M. **CARRIED.**

The next Strata Council meeting is scheduled for Thursday, May 29th, 2008 at 6:30 P.M. in unit #402.

The Annual General Meeting is scheduled for Thursday, June 26th, 2008. Notices will be sent out accordingly.

MINUTES APPROVED BY: **Elizabeth Rainer - Secretary**

Please note that S.D. Woodman Management Ltd. is now open 8:30 A.M. – 4:30 P.M. Monday to Friday.

IN ORDER TO IMPROVE COMMUNICATION AND PERSUANT TO THE STRATA PROPERTY ACT ALL OWNERS ARE REQUESTED TO PUT ANY COMPLAINTS AND/OR COMMUNICATIONS IN WRITING (OTHER THAN ISSUES OF AN EMERGENCY NATURE) AND DELIVER THEM TO A MEMBER OF COUNCIL OR THE PROPERTY MANAGER.

