

**MINUTES  
OF THE RESIDENTIAL COMMITTEE  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Monday, January 19, 2009  
Within the Meeting Room at 431 Pacific Street, Vancouver, B.C.

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**COMMITTEE IN ATTENDANCE:** Allan Rib President  
Janice Irwin Vice-President  
John Tobacco Residential Committee Member  
Mark Donahue Resident Committee Member  
Michael Por Treasurer

**ADMINISTRATOR IN ATTENDANCE:** Mabrouke Building Administrator/Everyday All Star

**PROPERTY MANAGER:** Fernanda Mendo Crosby Property Management Ltd.

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The Residential Committee President, Allan Rib called the meeting to order at 6:00 pm.

**GUEST BUSINESS**

An owner attended to voice concerns over the lack of information provided in the minutes regarding the situation with the renovation project. The owner advised that she is also speaking on behalf of other owners who have paid for this project and need to know when it is going to be completed.

Mr. Allan Rib advised that the matter is currently in mediation; negotiations with the Contractor are being made but no settlement has been reached as of yet and a full report will be provided to the owners. We are aware that owners are entitled to full disclosure.

The owner then referred to Section 95 and 97 of the Strata Property Act that owners need to be notified of any expenditures related to legal costs.

The Property Manager stated that this matter is on the Agenda for discussion tonight and owners will be informed of the situation.

The Owner was thanked and left the meeting.

**ADMINISTRATOR'S REPORT**

The Residential Committee was presented with a detailed written report for work completed in November and December 2008 with the following information:

- Owners' names have been updated on the interphone listing with the help of John Tobacco.
- Update of the rental parking has been completed.
- New fobs have been ordered.
- Junk Removal picked up old appliances, furniture and other junk left by the owners in the garbage room.
- C-Blue and Welti called in to service and repair the spa.
- Valley All Door repaired the gate in the P2 level. Pending repairs on the generator room door.

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- RDH is scheduled to complete work on the canopies of several suites.
- The existing cover for the spa has deteriorated and new one is required.
- Milani completed the repairs on the water fall.
- Welti replaced several ballasts in P1 level Building B.

*The Administrator (Mabrouke) was then thanked for his report and left the meeting.*

**SPECIAL REMINDER**

Owners have been observed leaving old furniture, mattresses and old appliances and sometimes placing these items inside the household garbage container or leaving it outside in the garbage room.

We kindly ask that residents refrain from disposing old furniture items inside the bin or in the garbage room. Owners need to make their own arrangements to dispose of these items; the Strata Corporation has recently paid a Junk Removal company over \$500.00 to dispose of these unwanted items.

Please refer to the information regarding garbage and recycling posted on the door to your buildings garbage room for proper disposal and who to contact.

Once again, please be reminded that all household garbage must be put into the regular garbage container. Cardboard boxes must be flattened and put inside the appropriate recycling bin and all other recycling items need to be disposed in the proper recycling blue container.

Call the Recycling Council of BC (RCBC) or your municipality for options on recycling or safe disposal. (604) 732-9253 or visit rcbc.bc.ca

**Residents are requested to refer to the following Bylaw:**

**Rule 5 Cleanliness**

- 5 (1) *Rubbish, dust, garbage boxes, packing cases, personal or household goods, shoes, carpets or the like shall not be thrown, piled, or stored in corridors, stairways, or any other parts of the common property.*
- (2) *All household refuse shall be contained in suitable plastics bags and deposited in the common garbage containers.*
- (3) *Any material other than ordinary household refuse and garbage shall be removed from the common property by the individual owner or resident of the strata lot.*

**RENOVATION COMMITTEE**

The Renovation Committee Chairman was not available to comment on the Renovation Project.

The following is a summary presented by the Residential Committee Members:

A meeting took place on November 28<sup>th</sup> at the Crosby Office with RC & T, members of the current Residential Committee, past members and Design Committee. The purpose of this meeting was to amicably resolve the issue relating to a payment of \$25,000.00 for the first phase of the renovation. The Residential

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Committee stopped the progressive payments on the project and claims they overpaid RC & T by \$25,000.00. Several meetings followed with RC & T at PPI but all failed to come into any agreement. The Residential Committee was advised on November 6<sup>th</sup> that work on the renovation project had stopped and liens would be placed on several suites if the matter was not resolved.

Four members of the Residential Committee met and all four voted on and agreed to engage the services of legal counsel to review the Renovation Contract and negotiate with RC & T. The lawyer has stated that the contract payments do exceed the contracted amount. An offer to settle with RC & T in the amount of \$12,500.00 was declined.

Legal counsel for PPI has recently submitted a notice giving RC & T 21 days in which to remove the liens or take the Strata Corporation to court.

There is some disagreement with past Residential Committee members who were present during the negotiations and signing of the contract. Committee members and one member from the Design Committee were present. Two sworn statements have been presented stating that the \$25,000.00 was agreed upon for extra materials, while other present, past Residential Committee members and Design Committee express the opposite.

The Residential Committee advises that work on the elevator will not initiate until the matter with RC & T has been resolved. The Residential Committee will make every attempt to settle, failing that, the matter may have to be resolved in court.

The Residential Committee would like to provide owners of PPI with full disclosure on expenses spent to date on the Renovation project. The Property Manager prepared a full reconciliation of all expenses related including other repairs that arose during the project and paid from other expense accounts (attached spreadsheet).

- (1) Gym - \$26,188.42
- (2) Furniture, Upholstery & Miscellaneous items - \$27,160.98
- (3) Interior Renovation (painting, carpeting, repairs, etc) - \$533,005.50
- (4) Elevator Upgrading - \$17,315.50
- (5) False Creek Design - \$7,420.00
- (6) Other Expenses - \$423.36 and
- (7) Legal Expenses - \$8,048.25

**APPROVAL OF RESIDENTIAL COMMITTEE MEETING MINUTES**

It was moved/seconded to approve the minutes of November 24, 2008 as distributed. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Michael Por reviewed the financial statements for November 2008. Under the Joint Budget we are slightly over on garbage removal, under the Residential we are over on Grounds Maintenance.

After discussion, the Residential Committee in attendance accepted the financials. It was moved/seconded to approve the financial statements for November 2008. CARRIED.

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- 1) **Arrears Review** – The Residential Committee reviewed the accounts receivables list, noting that several owners are in arrears for special levy fines, move in/out fees and efforts to have the arrears paid have been ignored. A suggestion was made to take the owners in arrears to small claims.
- 2) **Invoices** – The Property Manager advised on the following:
  - Hold off paying (\$1,890.00) to City Wide Cleaning for the pressure washing. When the weather is better the trade will come back to address the deficient areas.
  - Milani submitted an invoice for \$973.88 to locate the isolation valve for the 01 risers. After several attempts, the shut off valve was located in the garbage room area. The owner is responsible for the costs involved in shutting off the water for the bathroom and kitchen.
  - RDH submitted an invoice in the amount of \$6,166.13 for preparing the maintenance manuals.
  - Invoice from RDH for Consulting Services for the Period ending October 31<sup>st</sup> in the amount of \$803.25.
  - Two invoices from Shapiro Hankinson & Knutson totalling \$8,048.25. Following discussion and review of the two invoices, all of the Residential Committee were in agreement to borrow the amount from the CRF, noting that a Resolution will be presented to the Owners at the AGM to repay it back, as this represents an improved expense.

It was moved/seconded to borrow the amount of \$8,048.25 from the CRF for payment of the legal expenses related to the Renovation Project. CARRIED.

- Invoice received from Boughton Law Corporation in the amount of \$372.67. The Property Manager was directed to contact the lawyer to determine if all of the settlement funds have been disbursed. The Owners had until December 31<sup>st</sup> to pick their settlement cheque.
- 3) An owner requesting payment for a religious item damaged during the remediation in the amount of \$28.00.
  - 4) An owner requesting to have fines waived.

**NOTE:**

In order to avoid late fines, the Residential Committee is encouraging owners to make their payments on time by "preauthorized payment or post dated cheques". The Residential Committee advises that owners in arrears of strata fees will be sent warning letters after which time if the amount owing remains outstanding, the Strata Corporation may register a lien or proceed with other legal action to collect the unpaid fees; all related costs will be applied to the strata lot.

**REPORT ON UNAPPROVED EXPENDITURES**

The Residential Committee engaged the services of Shapiro Hankinson & Knutson Law Corporation to try and settle payment to RC & T. The Residential Committee has held several meetings and conference calls with legal counsel since November 17<sup>th</sup> to December 18<sup>th</sup>. Total legal costs in the amount of \$8,048.25.

The Property Manager reminded that Section 108 of the Strata Property Act (4) The strata corporation must (b) use the money collected for the purpose set out in the resolution.

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Section 163 of the Act – Strata Corporation may be sued and Section 164 Defending suites. If RC & T proceeds with litigation the Strata Corporation must hold an SGM to inform the owners of the legal expenses required to have a lawyer defend the Strata.

The Property Manager also noted that the cost of settling is minimal compared to the cost of legal expenses.

**REPORT ON LITIGATION**

- 1) S/L #148 (Irene Kam) naming the owners of S/L #151 (Joan Diane Lerman Berlow), Crosby Property Management Ltd. and The Owners Strata Plan VR2540 as Defendants in litigation regarding a water damage incident of October 10, 2006 – the Trial of this Action has been scheduled for May 13, 2009 at 9:30 am at the Robson Square Provincial Court – 800 Hornby Street, Vancouver, BC (PCBC, Small Claims Court, Vancouver Registry Action No. 0819731).

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) **Work in Progress or Pending trades follow up:**
  - Milani to clean the 3 electric furnaces located in the lobby ceiling and to adjust the blower and motor.
  - Repair the air make unit located on the top floor mechanical room.
  - Technician to inspect both fans in men's and women's washroom.
  - Repair leak originating in the Amenities washroom – leaking in parkade stall #41 P1 level – Milani sealed the toilet leaks.
  - Plumber to investigate leak in #304A area of hallway and kitchen, may be coming from the suite above.
  - Milani to repair leak in water pipe supply located in the closet of #1104B – owner has been waiting for this repair for quite some time.
  - Graffiti has been removed from the exterior building wall.
  - Window cleaning on the Homer side – Ace Window has suggested we wait until the spring. Agreed by the Residential Committee.
  - Drywall repairs in #1602B completed.
  - John Tobacco has repaired the cable feeding the TV located in the gym.
  - Cobra repaired the systems to allow entry to the Amenity Room past 8:00 pm.
  - Repairs are in progress to repair the gate controller in the back alley garage door.
  - The repairs to the man door are in progress.
  - Welti has further investigated the fourth floor outside light and informs that this light is independent and is switched from within the unit.

**CORRESPONDENCE**

The Residential Committee reviewed the items of correspondence received from or sent to the date of the meeting and the Property Manager was directed to issue responses.

The items of correspondence received made reference to the following:

- 1) An owner presented a noise complaint regarding the owners above.

**PLEASE NOTE:**

It is suggested that owners with hard surface flooring take reasonable steps to eliminate possible noise complaints from neighbours. Owners should refrain from walking on flooring with hard soled shoes and

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consider area rugs or carpets over the hard surface flooring in order to reduce the possibility of noise transference to adjoining suites.

It is recommended that flooring is to be installed with a sound insulating underlay product, for which the manufacturer guarantees, that the Impact Insulation Class (IIC) rating is 70 or higher.

- 2) A complaint was received in regards to laundry being done past 1:00 am, banging the sliding door constantly and frequently this neighbour's dog is heard jumping and barking. These noises are causing significant distress to other residents.
- 3) An owner proposing a bylaw be presented at the AGM to impose a cost for use of the bike room. The same owner has complained regarding noises emanating from the suite above.

Residents are kindly asked to address all issues in writing. Correspondence can be left with the site Administrator or sent to the Property Manager. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Residential Committee.

Residents/Owners are welcome to phone, fax, mail or e-mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 -- Fax: (604) 689-4829 or call (604) 683-8900, [fmendo@crosbypm.com](mailto:fmendo@crosbypm.com)

### **REPORTS**

- 1) **Housekeeping** – The Residential Committee discussed their concerns regarding the Janitorial Company and the ability of the Administrator to handle this project. Several verbal and written complaints have been received from owners with regards to the cleaning. One owner has requested that the following be minuted:

Although this owner has not conducted a detailed inspection of the buildings he finds the current cleaning of Pacific Point unacceptable – many of the painted common area doors have smudges, parkade lights have been out for months, two of the four Tower B front door lights have been out for weeks and a huge cobweb has been there for weeks, the breezeway lights have not been properly cleaned for months, the Tower B table has finger print smudges, the common area was not properly salted or cleaned during the recent snow falls.

The Residential Committee advises that they are taking all of the complaints very seriously and will be discussing the matter with the supervisor at Everyday Allstar. They would like to note that the cleaning has improved with a recent change in cleaning personnel.

- 2) **Maintenance** – John Tobacco will continue to review areas of the complex where maintenance is required and report to the Property Manager.
- 3) A technician from RDH investigated the windows of a unit but found nothing technically wrong. The cause of the mould accumulating in the windows is due to condensation and lack of proper cleaning.

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**Please take note of the following recommendations:**

- Regular cleaning with a 2% bleach to eliminate the algae growth
  - Regular cleaning of the drain holes
  - Regular use of the kitchen/bathroom fans during and after cooking/showering
  - Opening the windows a little to let the air flow
  - Investing in a small dehumidifier
- 4) An inspection was conducted to determine what caused several pieces of awning to fall during the heavy snow fall; the engineer determined the cause to be the weather strips not properly secured and sealed. He also found that a section of the dryer ducts and bathroom vents had been covered. Repairs are under way to correct this problem.

**OLD BUSINESS**

- 1) **Water Fluctuation (hot and cold water) Issues** – As addressed in previous minutes, particular attention has been made to the ongoing issues related to the water fluctuation problems affecting some of the suites. Two quotations to replace tub and shower valves were presented for consideration. The Residential Committee was reminded that the Strata Corporation has previously agreed that the valves would be an owner related expense as they are inside the suite. The cost associated with replacing the pressure balancing valves would be absorbed by the Strata Corporation. The Residential Committee agreed to hold off on doing any work until such time the main valve has been checked. – Latham's price to replace the existing single handle tub and shower valves with Moen pressure balance tub and shower valves complete with chrome plated trim at \$565.00 per suite plus GST; Milani's quote was \$675.00 per suite plus GST (excluding drywall and tile repairs).

**NOTE:**

Owners who are currently undergoing renovations in their units are encouraged to install these valves; the Strata Corporation will pay for the cost of the valve which is approximately \$150.00.

- 2) **Everyday Allstar Contract** – There are still some issues that need to be resolved with the company.
- 3) **Insurance Claim** – Correspondence was reviewed from FM Global Insurance Adjuster in relation to the insurance deductible of \$7,500.00. The Residential Committee agreed to pay the deductible. The claim was a result of vandalism damaging a water spout outside the Building causing significant damage.
- 4) **anchors Report** – Probell has now completed inspection of all anchors.
- 5) The Property Manager was asked to follow up with Valley All Door on the anti-tailgating system and to obtain signs for the gate.

A reminder that Residents are asked not to follow other vehicles in or out of the garage. You must wait until the gate fully closes before proceeding in or out and must use your own access remote at all times.

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Motorists are also advised that the Strata Corporation has no liability to a vehicle owner if a vehicle collides with the gate either while it is closed or still moving down when a motorist tries to "race" the gate to reactivate the reverse (up) mechanism. The Strata Corporation will reject any claims for damages by vehicle owners or their insurance.

- 6) **Bike Auditing** – As addressed in the minutes of October 27, 2008, a number of old unused bikes and parts are taking up a lot of space in the bike storage room. We need to make more space available for other residents/owners to store their bikes. **The Residential Committee has extended the period to February 15<sup>th</sup>**. All residents are requested to have their bikes tagged by this date; all unclaimed bikes will be removed and possibly donated to charity.

**NEW BUSINESS**

- 1) **Generator** – The generator was last inspected in June 2008. The Property Manager advises that the generator be tested every six months; up to now the generator has been tested annually by Cummins. A proposal was submitted by Simpson Maxwell. After review, the Residential Committee decided to keep the same contract with Cummins for the generator service.
- 2) **Pest Control** – Abell Pest Control have advised of a minimum increase of 3% for their services effective March 1, 2009.
- 3) **Hot Tub Repairs** – As discussed, the technician from C-Blue advised that there is still a problem with the jets needing new parts; the cost to repair is \$600.00 plus GST.
- 4) **Fire Safety** – Fire Pro will be conducting repairs on the common area deficiencies on January 23<sup>rd</sup>. Suite access is not required at this time and notices have been posted. In-suite deficiencies will be done at a later date.
- 5) **Tower B 15<sup>th</sup> floor** – Four tears on the carpet; the damage was most likely caused by a dogs claws.

There being no further business, the meeting was adjourned at 9:50 pm. The next scheduled meeting will be held on Monday, February 16, 2009.



Fernanda Mendo  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.**



# STRATA PLANA VR 2540 - PACIFIC POINT RENOVATION EXPENSES

Gym Renovation Expenses		Furniture, Upholstry and Miscellaneous	
Trade	Amount	Trade	Amount
Welti*	\$1,102.50	Furniture*	\$1,424.53
Welti	\$8,400.00	Furniture	\$4,439.58
Lifestyle*	\$14,414.72	Furniture	\$13,658.92
Lifestyle*	\$151.20	Elegant Upholstry	\$3,156.64
GSP Inc	\$2,120.00	Furniture	\$4,481.31
<b>TOTAL</b>	<b>\$26,188.42</b>	<b>TOTAL</b>	<b>\$27,160.98</b>

Interior Renovation (Painting, Carpeting etc)		Elevator upgrading	
Trade	Amount	Trade	Amount
RC & T	\$90,000.00	Thyssen	\$3,412.50
RC & T	\$25,000.00	Thyssen	\$6,825.00
RC & T	\$70,000.00	Thyssen	\$6,562.50
RC & T	\$9,085.50	W M. Smith	\$515.55
RC & T	\$0,000.00	False Creek Design	\$7,420.00
RC & T	\$3,950.00	Other Expenses	\$423.36
RC & T	\$4,285.00		
RC & T	\$35,185.00		
RC & T	\$35,000.00		
RC & T	\$40,000.00		
RC Quality	\$10,500.00		
<b>TOTAL</b>	<b>\$533,005.50</b>	<b>TOTAL</b>	<b>\$25,158.91</b>

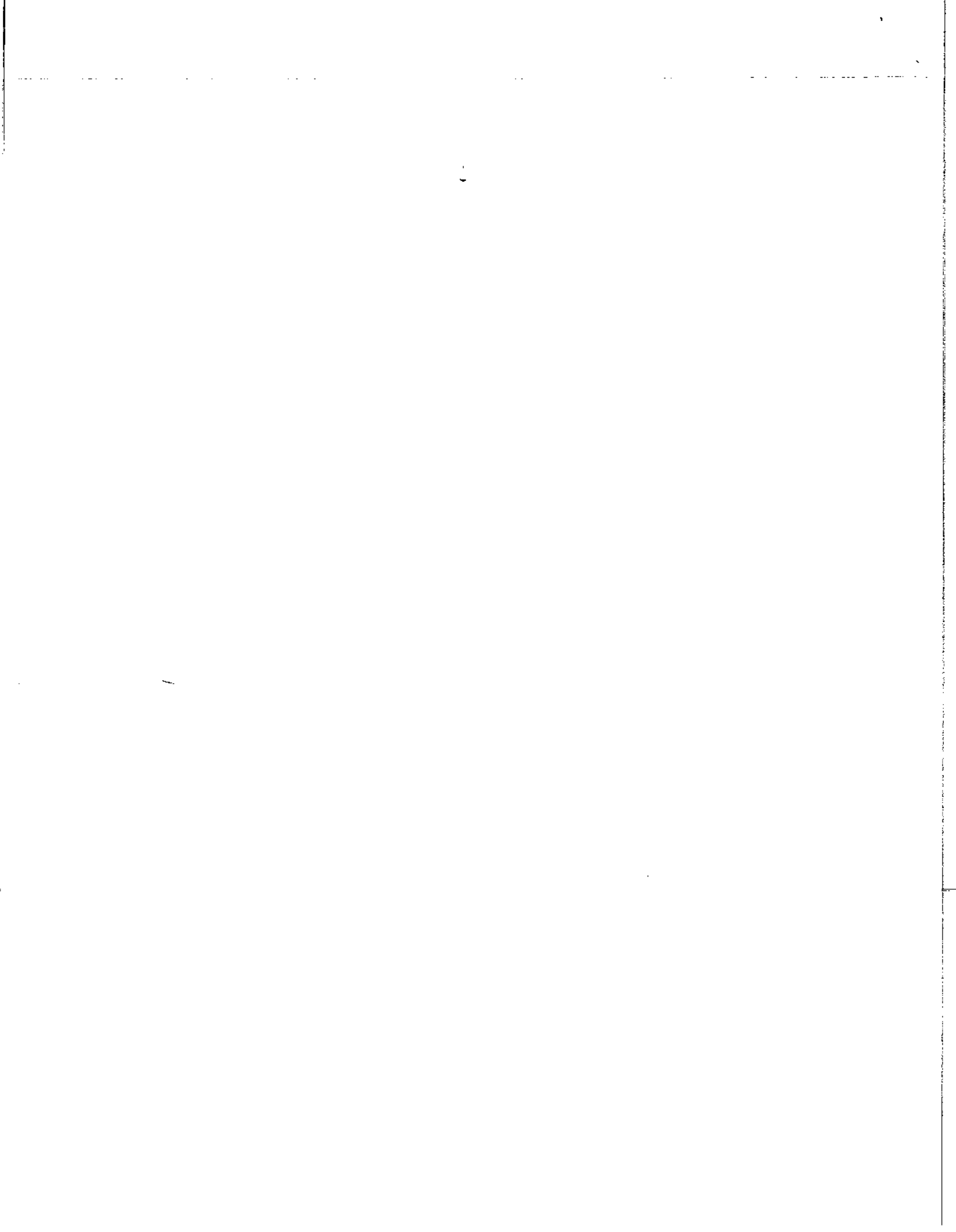
Legal Expenses			
Company	Amount	Comments	
Shapiro Hankinson	\$4,470.64	Mtgs/phone calls Nov. 17 - 26/08	
Shapiro Hankinson	\$3,577.61	Mtgs/phone calls Dec. 01 to 18/08	
<b>TOTAL</b>	<b>\$8,048.25</b>		

SPECIAL LEVY	\$400,000.00	left over from remediation	PAID FROM RENOVATION ACCOUNT	\$605,518.40
SPECIAL LEVY	\$240,000.00	Approved at AGM 2008	PAID FROM OTHER ACCOUNTS	\$34,627.31
Interest earned 01/07 to 01/09	\$11,622.70		FUNDS AVAILABLE	\$60,941.28
<b>TOTAL</b>	<b>\$651,622.70</b>			

**SPECIAL NOTES:**

\* Important to note that while the renovations were taking place, other repairs that arose were require to do and paid from other expense accounts or as instructed by the RC.

\* Legal Expenses \$8,048.25 (RC to borrow from CRF and present owners with Resolution at AGM to pay it back)





## MEMORANDUM

**DATE:** January 30, 2009

**FROM:** The Residential Committee  
VR 2540 - Pacific Point Phase 1

**TO:** All Resident Owners

**SUBJECT:** Interior Renovation Project

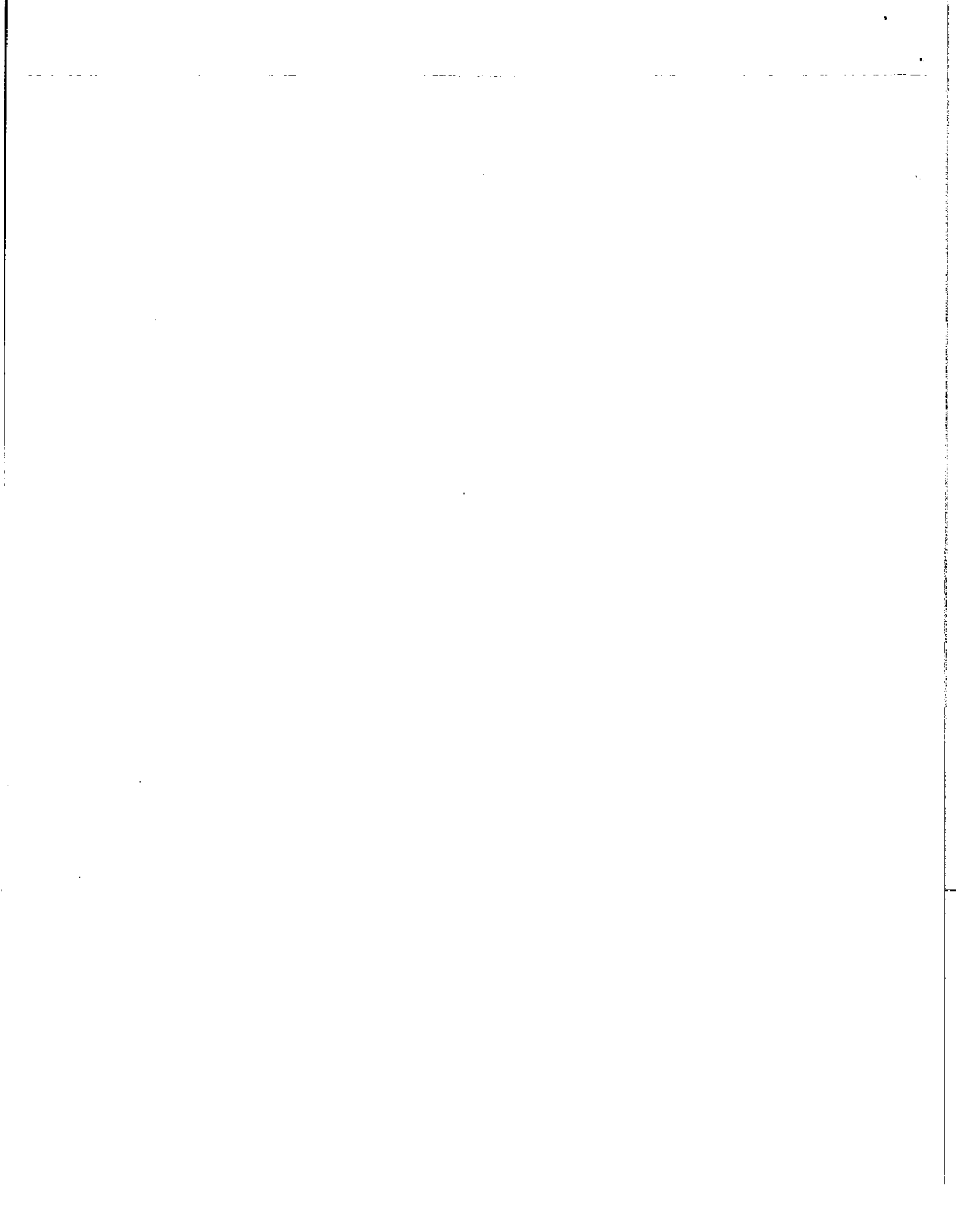
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The Residential Committee would like to inform that a meeting took place on Thursday, January 29<sup>th</sup>, 2009. The meeting was held at the Crosby offices. In attendance were Residential Committee Members, Allan Rib, Mark Donahue, Michael Por via conference call and past Residential Committee Member/Design Committee Chairman, Scott Heal.

The advice from Legal Counsel representing VR 2540 was to settle since the cost of going to trial would be significantly more expensive. After some discussion, the Residential Committee members present at this meeting agreed to settle with RC & T in the amount of \$16,000.00 for final payment of the "Renovation Contract Phase II" with some conditions attached. The offer was accepted.

The Residential Committee will work in conjunction with the Design Committee to try and finalize the elevator work pending with the remaining renovation funds.

We would like to thank all owners for their patience during this very difficult time and assures the RC is doing everything possible to finalize the remaining work as soon as possible and within budget.



**MINUTES  
OF THE RESIDENTIAL COMMITTEE  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Monday, February 16, 2009  
Within the Meeting Room at 431 Pacific Street, Vancouver, B.C.

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**COMMITTEE IN ATTENDANCE:**

Allan Rib	President
Janice Irwin	Vice-President
John Tobacco	Residential Committee Member
Mark Donahue	Resident Committee Member
Michael Por	Treasurer

**ADMINISTRATOR IN ATTENDANCE:** James                      Building Administrator/Everyday All Star

**PROPERTY MANAGER:**                      Fernanda Mendo Crosby Property Management Ltd.

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The Residential Committee President, Allan Rib called the meeting to order at 6:05pm.

**GUESTS BUSINESS**

- 1) **Renovation Committee** – Scott Heal, the Renovation Committee Chairman informed that he was not aware that he was required to attend previous meetings to address and comment on the renovation project. He briefly explained that Pat is putting together quotes for the completion of the elevators now that the dispute with RC&T has finalized.
- 2) **Maintenance program to complete painting deficiencies** – The Residential Committee advises that this will be discussed at the Annual General Meeting.

**ADMINISTRATOR'S REPORT**

The Building Administrator provided the Residential Committee with a report on the activity over the past month and upon review of the report, James was excused from the meeting.

**APPROVAL OF RESIDENTIAL COMMITTEE MEETING MINUTES**

A previous Residential Committee member recommended that the information on the minutes pertaining to the renovation project be amended. He will submit his comments.

Item 3) under Correspondence to read as follows:

*An owner proposing that a bylaw is presented at the AGM to impose a cost for use of the bike room.*

It was moved/seconded to approve the minutes of January 19, 2009 as amended. **CARRIED.**

### **APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Michael Por reviewed the financial statements for December 2008, noting that all payments and accounts were in order and recommended acceptance. It was moved/seconded to approve the financials for December 2008. CARRIED.

- 1) **Strata Suite** – The Residential Committee was advised that the strata’s suite mortgage will mature at the end of March 2009 with an outstanding amount of approximately \$3,900.00. After discussion, the Residential Committee agreed to pay out the balance. It was moved/seconded to pay out the strata’s suite mortgage. CARRIED.
- 2) An owner requesting to have a Milani charge in the amount of \$283.50 waived. A Residential Committee member noted that Milani’s invoice had the wrong suite; this charge will be reversed and applied to the correct strata lot.
- 3) **Boughton’s letter** – The correspondence received is an explanation pertaining to an invoice for disbursements incurred from October 1, 2008 to December 31, 2008. The lawyers have clarified the charge is related to BC Online Expenses conducted for searches for the purpose of identification and verification of some owners. Boughton has confirmed that all settlement proceeds have been paid to the beneficial owners of the respective strata lots.
- 4) An owner requesting waive of late payment fines. The Property Manager will respond to the owner as instructed by the Residential Committee.
- 5) **RDH invoice** – The Property Manager brought up the issue regarding the invoice amount of \$6,166.13, the charge to prepare the maintenance manuals. It is not clear if this was part of their contract agreement and the Property Manager was directed to review the remediation agreement and contact the previous Residential Committee for more clarification.

### **REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

### **REPORT ON LITIGATION**

- 1) S/L #148 (Irene Kam) naming the owners of S/L #151 (Joan Diane Lerman Berlow), Crosby Property Management Ltd. and The Owners Strata Plan VR2540 as Defendants in litigation regarding a water damage incident of October 10, 2006 – the Trial of this Action has been scheduled for May 13, 2009 at 9:30 am at the Robson Square Provincial Court – 800 Hornby Street, Vancouver, BC (PCBC, Small Claims Court, Vancouver Registry Action No. 0819731).

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1) Work completed:**

The following is a list of completed repairs:

- Cleaning and changing the filters located in the lobby ceiling
- Repairs to the air make up unit on the top floor mechanical room
- Men's and women's washroom fan
- Leak in the amenities washroom room (toilet seal)
- Milani cut a hole in the ceiling of suite 304A – found no trace of water – owner to monitor the area for leaks
- Pipe inside closet of 1104B – drywall repairs is pending
- Back alley garage door – opens with a remote – repairs to man-door still pending, a new quote is expected.

**2) Work in Progress:**

The following is a list of work in progress or waiting for trades to submit quotes:

- Anti-tail gating system – The technician advises that this is normally integrated with the building's security system (interlock system and not sure it can work). Presently looking for other options to control the gate closure. The Residential Committee agreed to install proper signage on the gate.
- Bike Auditing – The auditing is completed and owners are advised that untagged bikes will now be removed.
- RDH follow up – An owner is still experiencing a lot of condensation/moisture inside the apartment which could be a result of the bath vents being covered by the contractor during the remediation project.
- Fire Safety deficiencies – All of the extinguishers have been installed, pending is testing of the fire hoses and in-suite deficiencies. Notices will be posted shortly for in-suite deficiency repair and no access. We advise those owners who did not provide access for the in-suite fire devices testing that they will be charged back for the labour costs.
- Jacuzzi cover is being replaced.
- Cover for thermostats to be installed.

**CORRESPONDENCE**

The Residential Committee reviewed the items of correspondence received from or sent to the date of the meeting and the Property Manager was directed to issue responses.

The correspondence received made reference to the following:

- Noise complaints.
- Keep the billiard room tidy after use. Beverages are not allowed in this room. Only current date magazines and/or periodicals are accepted in the library.
- Owners are asked to refrain from letting their children be on the billiard table and billiard balls, and pools are not to be used for children's play.

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Residents are kindly asked to address all issues in writing. Correspondence can be left with the site Administrator or sent to the Property Manager. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Residential Committee.

Residents/Owners are welcome to phone, fax, mail or e-mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829 or call (604) 683-8900, [fmendo@croscopym.com](mailto:fmendo@croscopym.com)

**REPORTS**

- 1) **Housekeeping** – The Residential Committee informed that complaints are still being received in respect to the cleaning. The cleaning company will be advised of this matter. Some of the complaints refer to debris in the parkade and request that regular daily checks be carried out, as well as regular daily cleaning of the elevator floors. A new administrator has been assigned to PP1, James Csiszer.
- 2) **Maintenance** – John Tobacco will continue to review areas of the complex where maintenance is required and report to the Property Manager.
  - Install several A/C covers.
  - Welti to replace the bottom cover of the box located in the car wash area. The hose has been replaced. Milani will repair the small leak.
  - Metal/Rubber mat that was stored in the janitorial room be reinstalled at 1331 entrance.
- 3) **Landscaping** – The Residential Committee agreed to spend approximately \$400.00 in season plants/flowers; three owners have volunteered to help with the planting.
- 4) **Pond** – The Property Manager will get quotes on a maintenance contract to service the pond (filters need to be checked bi-weekly, pond drained cleaned twice a season and cleaned, pond put in service in the spring and decommissioned in the fall).
- 5) **General Comments**
  - Repair mailroom door closer.
  - Method of notifying tenants pertaining to Pacific Point.
  - Quotes are being requested to conduct window cleaning in May.

**NEW BUSINESS**

- 1) **Fire Pump** - Fire Pro has reported that the fire pump has no case relief valve and the controller is set for semi automatic which could cause the pump to run continuously until it is manually shut down and could cause overheating. The quote submitted to install the case is \$1,835.00; the Residential Committee have requested another quote.
- 2) **Guest Suite Blinds** – The Building Administrator will attempt to install the slats found in the storage.



**Minutes of the Council Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, February 16, 2009**

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- 3) **Thermostat Cages** – To prevent tampering with the heat temperature, cages will be installed shortly.
- 4) **Dishwasher Leak** – The owner of suite #1401B reported that the tenant above him had a problem with the dishwasher; it stopped working during the washing cycle causing the suite to flood and damaging the ceiling of the suite below. These types of repairs are the owners' responsibility and the owner above will be contacted to repair the ceiling of suite #1401B.
- 5) **Leak** – Milani Plumbing has repaired the pipe located underneath the bathtub of suite #503. As a result of this leak, damages occurred in suites #403, the 3<sup>rd</sup>, 2<sup>nd</sup> and first floor common hallway. Repairs are underway. If the cost of the damages is more than the deductible, the Residential Committee will file an insurance claim. A report is still pending to determine the cause of the leak and who is at fault.
- 6) **Leak** – The owner of suite #1406B reported water running down a wall of the in-suite storage area. After several attempts to contact the resident above in suite #1505B, the Building Administrator with a Residential Committee Member entered the suite and determined that the leak is in the second bathroom. The owner of the suite has been informed of their responsibility for repairs to suite #1406B.
- 7) **Quotes** – The Residential Committee have agreed that at least three quotes are required for work over \$500.00.
- 8) **RDH** – A report was submitted with a summary of recommendations for correcting the following problems:
  - (i) #B101 – The owner was advised that the issues presented are the result of the owner's use of the space and not from faulty windows or exterior leaks. The owner was provided with a handout on condensation control.
  - (ii) #B208 – Canopy components such as glass and glazing had shifted or fallen from the canopy due to heavy snow accumulations. The loose glass and glazing beads are the result of poor and incomplete installation by the canopy trade. The company have now been contacted and a solution has been agreed to. The canopy trade has been working on this during the past few weeks and should be completed shortly.
  - (iii) #B209 –The owner has complained of condensation problems. Lowering the heat and keeping the windows shut when encountering high condensation levels will only make the situation worse. It was determined that the bathroom fan and kitchen range fan were non-effective. Owner was asked to replace the range fan. The bathroom fan pushes air out through an in-slab duct that is terminated at the edge of the landing of the exterior exit stair where it is partially blocked by the slab edge and metal soffit framing. RDH recommends that this be re-directed downwards before it reaches its termination at the slab edge. This type of work is required at each landing for the full height of the taller exterior stairwell. RDH presented a quote for the vent redirection at the exterior walkway near the stairwell. They assume one vent per level and there are seven levels. The cost is approximately \$8,000.00 and is subject to what they find on

**Minutes of the Council Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, February 16, 2009**

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site and how long it takes to finish the job. After some discussion, and contrary to what RDH has stated, the Residential Committee believes that these vents were blocked by the contractors when they installed a steel bar to support the soffits. RDH to be contacted regarding this matter.

- (iv) Main room Tower B –The roof work warranty recently done by Aquaproof, the roofing trade used to replace the main roof in 2005 was not reinstated properly. The roof insulation and ballast were not replaced after the repair was done. RDH has contacted Aquaproof several weeks ago to conduct the repair.
- 9) A quotation was received from Ritehandyman to reinforce the back alley garage gate and repair the man-door. The Property Manager was directed to have this requoted to repair only the man-door.

There being no further business, the meeting was adjourned at 9:50 pm. The next scheduled meeting will be held on Monday, March 16, 2009 at 6:00 pm.



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Fernanda Meado  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.**

## **RENOVATION COMMITTEE**

The Design Committee Chair, Scott Heal, summarized the issues relating to the dispute and settlement with RC&T Contracting Ltd, ("RC&T").

### **PHASE II MATERIALS \$25,000**

1. Legal counsel confirmed that the written contract for Phase 1 of the renovation project included \$25,000 for materials relating to the lobbies, elevators and amenity rooms and was not in addition to the total Phase 1 contract price. This was confirmed by the past Council President in a January 23, 2008 e-mail sent the day after the signing of the contract.
2. RC&T and the past Council President each advised that certain documents relating to the contract were stolen from both parties.
3. The Phase II budget amount for the lobbies, elevators, and amenity rooms was prepared on the basis that the \$25,000 for materials was included in the Phase 1 contract. All past Residential Committee members were involved in the preparation of the Budget.
4. In the summer of 2008 RC&T claimed that the \$25,000 for the lobbies, elevators and amenity room materials was in addition to the Phase 1 contract price.
5. The past Council President and the other Residential Committee member who signed the Phase 1 contract stated in the summer of 2008 that the \$25,000 was in addition to the Phase 1 contract price which was contrary to the January 23, 2008 e-mail.

### **EXTRAS**

6. RC& T submitted an invoice for extras which exceeded the Design Committees expectation by approximately \$8,000.

### **ELEVATORS**

7. RC&T had submitted two quotes; one in January, 2008 and subsequently in the spring of 2008. The January, 2008 quote expired and the spring quote was significantly higher. The spring quote was used for budget purposes. RC&T subsequently advised in the summer of 2008 that they never received the elevator design specifications and to meet those specifications would cost more than their spring 2008 quote. The Design Committee claims that all the renovation specifications including the elevator specifications were provided to RC&T prior to receiving the quotes.
8. Legal counsel advised that although the written contract stated the contrary if all parties who signed the contract, that is, RC&T, and the past Residential Committee members who signed the contract confirmed a different

agreement to the written contract their was some risk that the Strata could be liable for the \$25,000. Legal counsel advised that after considering the potential legal fees and time to defend RC&T' claim that it was best to settle.

9. After numerous discussions, meetings, offers and counter offers the dispute with RC&T was settled for \$16,000.
10. RC&T services were terminated and quotes will be requested to complete the elevators.

**MINUTES  
OF THE RESIDENTIAL COMMITTEE  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Monday, March 16, 2009  
Within the Meeting Room at 431 Pacific Street, Vancouver, B.C.

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**COMMITTEE IN ATTENDANCE:**

Allan Rib	President
Janice Irwin	Vice-President
John Tobacco	Residential Committee Member
Mark Donahue	Residential Committee Member
Michael Por	Treasurer

**ADMINISTRATOR IN ATTENDANCE:** James                      Building Administrator/Everyday All Star

**PROPERTY MANAGER:**                      Fernanda Mendo      Crosby Property Management Ltd.

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The Residential Committee President, Allan Rib called the meeting to order at 6:15pm.

**GUESTS BUSINESS**

- 1) **Renovation Committee** – Scott Heal and Pat Starkie of the Design Committee attended to advise their progress in obtaining quotes for the three interior elevators and courtyard elevator upgrades. Two vendors have submitted quotes; Pat Starkie prepared a spreadsheet with comparisons on both vendors and the four options available.

**Option 1** – Cost for basic design with 6” handrail on back wall only is \$73,459.00 plus \$4,600.00 for the tiling = \$78,059; second vendor, basic design including tiling \$85,785.00.

**Option 2** – Basic design with 6” handrail on back wall only plus stainless trim around the laminate is \$79,994.00. The second vendor quoted \$85,752.50.

**Option 3** – Basic design plus 6” handrail on all sides and stainless steel trim on the laminated panels is \$86,057.00. The second vendor quoted \$92,621.50.

**Option 4** – Basic design plus 6” handrail on all sides, no trim on the laminate panels, the cost is \$84,122.00. The second vendor quoted \$91,654.50.

The following items have not been quoted, but have been requested as necessary: clean and replace broken reflective disks for photo eye and buttons. We require additional brown tiling for the elevators; approximately 16 tiles per elevator at \$4.00 per sq. ft.; an estimated amount of \$400.00. Thyssen has recommended a 4” handrail, the cost would be \$120.00 less per handrail or \$360.00 for the three interior elevators for the back handrail, or \$1,080.00 for the handrail on all three sides for the three interior elevators. Pat Starkie will try to contact other companies for quotes based on the four options, but we may still have to place the order through Thyssen. Both the Decorating and RC

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, March 16, 2009**

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committees are striving to have the work commence in June 2009, after approval by the owners at the upcoming AGM.

**ADMINISTRATOR'S REPORT**

The Building Administrator provided the Residential Committee with a report on the activity over the past month with the following outcome:

- Welti has repaired and re-installed the car wash hose box; Milani will repair the leak.
- Welti has replaced the ballasts on the parkade and adjusted the mail room door. The Residential Committee stated that the old door closure is too heavy for the door and should be replaced. It was also suggested to adjust the closure on the billiards room door.
- Goodbye Graffiti removed the graffiti on the building's outside wall.
- Valley All Doors inspected and repaired the garage door.
- Dependable lock changed several door handles.
- Owner of 604B reported water backing up through the bathtub drain. Milani was called to investigate the cause.
- On March 13<sup>th</sup>, an owner left a pot on the stove, causing an alarm. The Fire Department attended. They could not turn the elevator back on and Thyssen Elevator was called. Fire Pro was also called to investigate a trouble signal somewhere on the 5<sup>th</sup> floor. Several owners on the 5<sup>th</sup> floor have been notified that access to their suite is required to find the cause of the trouble alarm signal.
- Someone forced open the fire alarm panel door in Building B and broke the lock. The lock will be replaced by Fire Pro.
- An inspection was completed by Vancouver Fire and Rescue. Several violations need to be corrected within the next two weeks. Fire Pro has been informed of the violations and is in the process of rectifying them.
- An incident was reported on the afternoon of March 16<sup>th</sup>. A washing machine overflowed causing water damage to the lobby of Building "B".
- Welti re-installed the fallen gutter by the courtyard elevator.

James was thanked for his efforts and was excused from the meeting.

**APPROVAL OF RESIDENTIAL COMMITTEE MEETING MINUTES**

There being no errors or omissions, it was moved/seconded to approve the minutes of February 16, 2009 as distributed. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Michael Por expressed he had not yet received the financials for January 2009. The Property Manager recommended that they be tabled for next meeting, but will ask the accounting department the reason for the delay. It was mentioned to the Property Manager that not having the financials delivered in two months is not acceptable.

It was moved/seconded to table the financial statement for January 2009 to be reviewed and discussed at the next Residential Committee meeting. CARRIED.

**Minutes of the Residential Committee Meeting**  
**The Owners Strata Plan VR 2540**  
**Held on Monday, March 16, 2009**

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- 1) **Accrued interest** – A cheque in the amount of \$23,042.14 was received for accrued interest remaining in the investment trust fund account. A resolution will be presented to the Owners at the Annual General Meeting to use these funds towards the completion of the renovation project.
- 2) **RDH Invoice** –The invoice amount of \$6,166.13 is based on the RDH contract with the Strata Corporation in preparation of the maintenance manual and was to be performed on a time and materials basis. From correspondence received from previous RC, it is unclear whether this was part of the contract or a separate payment. The Property Manager was instructed to hold off payment of this invoice until RDH has provided some back up information to support this invoice.
- 3) **RDH Invoice** – RDH submitted an invoice in the amount of \$2,061.95 for consulting services. The Property Manager was directed to contact them and have the invoice revised.
- 4) **Shapiro Hankinson & Knutson invoice** in the amount of \$1,057.72 for legal expenses pertaining to the recent resolution of the dispute between Pacific Point and RC & T contracting. The invoice is for final services rendered in this matter. The Residential Committee approved this payment from the Operating Expenses.
- 5) **Renovation Revised Expense Sheet** – The Committee was presented with a new revised sheet reflecting the recent legal expense and last payment made to RC & T Contracting.
- 6) **Arrears Review** – The receivables list was reviewed. It was noted that most of the arrears refer to outstanding late payment fines or invoice charge backs.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

- 1) S/L #148 (Irene Kam) naming the owners of S/L #151 (Joan Diane Lerman Berlow), Crosby Property Management Ltd. and The Owners Strata Plan VR2540 as Defendants in litigation regarding a water damage incident of October 10, 2006 – the Trial of this Action has been scheduled for May 13, 2009 at 9:30 am at the Robson Square Provincial Court – 800 Hornby Street, Vancouver, BC (PCBC, Small Claims Court, Vancouver Registry Action No. 0819731).

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) **Strata Suite** – Discussion ensued regarding the payment of the strata's suite mortgage of approximately \$3,900.00. It was moved/seconded to pay out the remaining mortgage on or before March 31, 2009. The payment will be made from the Residential Operating Expenses. CARRIED.
- 2) Correspondence was sent to previous Residential Committee Members in reference to the Maintenance Manuals and the response reviewed by the present Committee.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, March 16, 2009**

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- 3) **Garage Gate Sign** – At the request of the Committee, the Property Manager presented a sample “Stop and Wait” sign to be installed at both garage gates. After discussion, it was agreed to keep the existing signs and saving the Strata Corporation further costs.
- 4) **Bike Auditing** – All untagged bikes will now be removed.
- 5) **Pond Maintenance:**
  - Ponds & Eco Systems – charges \$85.00 per hour plus \$100.00 travel time
  - Rain Tree Ponds was on site March 16<sup>th</sup> – it will take approximately four hours to get the pond working properly; the company will submit a quote.
- 6) **Thermostat Covers** – The work was stopped at the request of the Residential Committee. The remaining covers will now be replaced by a different trade (Adam).
- 7) **Jacuzzi Cover** – Two quotes received. (1) C-Blue charges \$630.00 and (2) Imperial Paddock Pools charge is \$550.00. The Residential Committee approved the last quote.
- 8) **In-suite Fire inspection** – Fire Pro will be conducting the in-suite deficiencies and no access on March 20<sup>th</sup>, 2009. Notices have been posted and distributed to the affected suites.
- 9) **Guest Suite** –Improvements to the guest suite and installation of new blinds is in progress.
- 10) **Leak Building “B”** – The Common Area repairs on the 4<sup>th</sup>, 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> floors are pending the adjuster’s approval of the quote.
- 11) **15<sup>th</sup> Floor** – Lagen Walter has repaired the tear on the carpet.

**CORRESPONDENCE**

The Residential Committee reviewed the items of correspondence received from or sent to the date of the meeting and the Property Manager was directed to issue responses.

The correspondence received made reference to the following:

- Noise complaints
- An owner reported his two bikes are missing
- Correspondence from an owner regarding the Pacific and Homer Street trees. The Residential Committee is asking owners to please contact the City directly at <http://vancouver.ca/parks/trees/request.shtml>. The more complaints they received the sooner action will be taken by the City.
- A noise complaint regarding a gathering in the Party Room lasting past 3:00 am and guests not abiding by the Bylaws. Further action will be taken regarding this issue.

Residents are kindly asked to address all issues in writing. Correspondence can be left with the site Administrator or sent to the Property Manager. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Residential Committee.



**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, March 16, 2009**

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Residents/Owners are welcome to phone, fax, mail or e-mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829 or call (604) 683-8900, [fmendo@crosbypm.com](mailto:fmendo@crosbypm.com)

**REPORTS**

- 1) **Housekeeping** – Janice Irwin presented a report on housekeeping matters to be addressed with Everyday Allstar. Several other complaints were received about the cleanliness of the complex. Most of the items have been completed; some are still outstanding and will be addressed by the Building Administrator.

The Residential Committee would like to point out that the Cleaning Company does not sweep the parkade but will pick up debris on a daily basis and inspect the parkade for oil or transmission fuel leaks, etc.

The breezeway tiles have been cleaned. The courtyard needs to be cleaned as well. The flyers left outside the building entrance must be brought in and the Building Administrator to check the entrances twice daily.

The Building Administrator is now keeping a log of daily janitorial duties.

**Hot Tub issues** – There seems to be some disagreement between the hardness levels – C-Blue and Imperial Paddock Pools; both have advised that the hardness levels should be kept between 100 to 200, anything over that is too high. A Committee member provided information from the British Columbia Health Ministry Files plus another two companies which state that Hardness levels should be kept between 200 to 400 ppm. The Property Manager advised that in the past Vancouver Coastal Health was involved in the inspection of pools and hot tubs in the Vancouver Region; however this has now been passed on to the City of Vancouver. The Property Manager is waiting for a call back from the Inspector.

- 2) **Maintenance** – John Tobacco will continue to review areas of the complex where maintenance is required and report to the Property Manager.

A report was presented to conduct various maintenance items in the complex. After review, the Residential Committee approved the repairs. It was agreed to have Adam conduct the repairs.

Tiles and paint were removed from the alley garage and stored in P3 and P5 storage rooms. The alley garage was cleaned and shelving repaired. RC documents were sorted and stored in the P2 storage room.

- 3) **Landscaping** – The Residential Committee will purchase the season plants/flowers as soon as the weather improves.

**NEW BUSINESS**

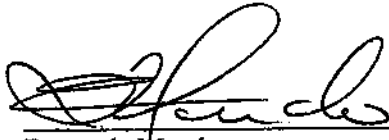
- 1) **Garage Sale** – The possibility of having a spring garage sale.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, March 16, 2009**

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- 2) **Parking** – Leasing option for better control and monitoring of the rented parking spaces. A form is being revised and will be submitted.
- 3) **Window Cleaning** – Three companies have been contacted for quotes. Ace Windows have presented their quote; the price is \$5,000.00 same as last year.
- 4) **Leak** – Milani will investigate the leak on the wall behind the water fall in the Atrium. The waterfall has been turned off.
- 5) **Phase I and Phase II Meeting** – The Property Manager advised that a meeting will take place with Council from Phase II after our Budget meeting next month. This meeting can be held by conference call or at the office of Crosby Property Management.
- 6) **Date of AGM** – The Annual General Meeting is tentatively scheduled for May 25<sup>th</sup>, 2009.
- 7) **Fire Pump** – The Property Manager contacted other companies for quotes but was informed that a charge would apply to come and investigate. The Residential Committee approved the repair by Fire Pro.
- 8) **Insurance Renewal** – BFL, the Strata Corporation Insurance Company submitted two quotations. 1) total annual premium \$47,221.00, but representing an increase in insurance deductible for water damage in the amount of \$10,000.00, 2) total annual premium of \$57,740.00 and representing an insurance deductible in the amount of \$7,500.00. After some discussion, the Residential Committee decided to proceed with quote (1). A separate line item will be incorporated on the Joint Budget Operating Expenses to allow for this deductible amount should a claim arise.
- 9) **Mats** – Two mats will be purchased for both building entries.

There being no further business, the meeting was adjourned at 10:05 pm. The next meeting will be a Budget meeting scheduled for April 22, 2009 at 6:00 pm.



Fernanda Mendo  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE RESIDENTIAL COMMITTEE  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Wednesday, April 22, 2009 at 6:00 pm  
Within the Meeting Room at 431 Pacific Street, Vancouver, B.C.

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<b>COMMITTEE IN ATTENDANCE:</b>	Allan Rib	President
	Janice Irwin	Vice-President
	Mark Donahue	Residential Committee Member
	Michael Por	Treasurer
<b>REGRETS:</b>	John Tobacco	Residential Committee Member
<b>ADMINISTRATOR IN ATTENDANCE:</b>	James Csiszer	Building Administrator/Everyday All Star
<b>PROPERTY MANAGER:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The Residential Committee President, Allan Rib called the meeting to order at 6:00pm.

**GUESTS BUSINESS**

- 1) A resident attended to discuss with the Residential Committee regarding a fund raising party that took place on March 14<sup>th</sup> resulting in several complaints received from other residents. The resident feels that he was not provided with the adequate information pertaining to the rules and regulations for use of the party room. This was a fundraising event and it was not their intention to cause a disturbance to other residents and apologized for their actions. He then asked if the Committee would consider reversing the charges applied. The Residential Committee thanked the resident for coming forward and will acknowledge their decision in writing.
- 2) An owner followed requesting the Residential Committee to consider reversing charges applied to his strata lot for late payment of the Special Levy. The owner informed that he was not aware of this special levy as he was out of town and did not have access or received correspondence. The Committee will review this request and advise the owner in writing.
- 3) An owner discussed the ongoing issue pertaining to noises from the suite above. The suite was renovated and recently there is more activity in the suite; footsteps, talking, boom, thud sounds and voices can be heard below. There is a real possibility that these noises are related to the lack of acoustical noise isolation carrying the sounds to the suite below. The owner was thanked and advised that correspondence will be sent to the suite above, followed by an inspection of the possible hard surface flooring.

**Minutes of the Residential Committee  
The Owners Strata Plan VR 2540  
Held on Wednesday, April 22, 2009**

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- 4) Discussion ensued with an owner in reference to the ongoing leak from the suite above; the tenant takes long showers of up to two hours, sometimes more than once a day, causing water to drip below. The owner of the suite has confirmed that he will call a plumber to further investigate the cause of this leak; recent caulking and grouting of the tiling has not solved the problem. The owner was assured that if the leak continues after the weekend, the Residential Committee will step in and have their own plumber investigate.
- 5) **Renovation Committee** – Pat Starkie of the Design Committee advised that she was in receipt of two quotations for the elevator upgrades, the cost substantially less than Thyssen Elevator. More information will be provided to the owners at the Annual General Meeting. The Committee informed that the upgrades will qualify for the renovation tax credit.

**ADMINISTRATOR'S REPORT**

The Residential Committee reviewed the Building Administrator's report with the following information:

- Milani repaired a leaky tap in the guest suite.
- Fire Pro checked several smoke alarms in Building "B".
- Someone accidentally hit the sensors on the entry garage gate; Valley All Door was called to repair the gate.
- Michael A. Smith cleaned a dryer duct and installed a booster fan.
- The electrical power was out in the Jacuzzi area when someone cranked up the heat, causing high humidity in the room.
- University Sprinklers tested the irrigation system.
- New Jacuzzi cover installed.
- Phoenix Restoration continues to work on the common area hallway.
- Milani repaired a leak in Tower "B" boiler room.
- Lagenwalter repaired several areas of carpeting.

**APPROVAL OF RESIDENTIAL COMMITTEE MEETING MINUTES**

It was moved/seconded to approve the minutes of March 16, 2009 as distributed. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Michael Por followed with detailed information on the financial statements for January and February 2009, advising that all accounts were on order and recommended acceptance. It was moved/seconded to approve the January and February 2009 financials as recommended. CARRIED.

- 1) **Mortgage Payout** – The amount of \$5,036.13 was paid on April 1<sup>st</sup>; principal balance \$4,761.22 plus accrued interest of \$24.91 and \$250.00 for discharge fees.

**Minutes of the Residential Committee  
The Owners Strata Plan VR 2540  
Held on Wednesday, April 22, 2009**

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- 2) **Draft Budget** – The Residential Committee with the assistance of Scott Heal reviewed the draft budgets for 2009/2010. Additional changes were recommended and the final draft will be presented to the ownership at the Annual General Meeting. An increase in strata fees is being implemented in order to put aside a reserve for the next three years for the replacement of the fire alarm system. There is also expected increase in utilities, insurance and fixed expenditures.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

- 1) S/L #148 (Irene Kam) naming the owners of S/L #151 (Joan Diane Lerman Berlow), Crosby Property Management Ltd. and The Owners Strata Plan VR2540 as Defendants in litigation regarding a water damage incident of October 10, 2006 – the Trial of this Action has been scheduled for May 13, 2009 at 9:30 am at the Robson Square Provincial Court – 800 Hornby Street, Vancouver, BC (PCBC, Small Claims Court, Vancouver Registry Action No. 0819731).

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) **Pond** – The Residential Committee reviewed two quotations for maintenance and repairs to the water features (i) Ponds & Eco Systems charges \$85.00 per hour plus \$100.00 for travel time. (ii) Terrascape has inspected the pond and found that some of the plumbing components in the pump room need to be replaced; their hourly rate is \$85.00 plus \$100.00 travel fee. It will take approximately 12 hours to complete the full maintenance. The Property Manager will contact the company for more details.
- 2) **Jacuzzi** – As addressed in the Building Administrator's report the new cover has been installed.
- 3) **Fire Safety** – Repairs and deficiencies are in progress for April 24<sup>th</sup>. The Property Manager advised that she has been in constant contact with Fire Pro since December 20, 2008, by phone, email and correspondence to address the various deficiencies and repairs at Pacific Point.
- 4) **Common Area Leaks** – Phoenix Restoration have advised that repairs should be completed within the next two weeks.

**CORRESPONDENCE**

The Residential Committee reviewed the items of correspondence received from or sent to the date of the meeting and the Property Manager was directed to issue responses.

**Minutes of the Residential Committee  
The Owners Strata Plan VR 2540  
Held on Wednesday, April 22, 2009**

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The correspondence received made reference to the following:

- Noise complaints.
- Parking rental issue – the two parking areas are too narrow and difficult to park two vehicles.
- A request from an owner to re-issue the bike tags.
- Correspondence from an owner concerning (i) the blockage of the drain pipe resulting in a back up in August 2008, (ii) regarding mould patches that were covered with Kiltz before the wall paper was installed. The owner would like to have the wall paper removed and the area checked for mould and feels this is an urgent matter and must be dealt with immediately, (iii) additionally, would like the old leak on the ceiling outside the suite entry looked at. The owner will be sent correspondence as instructed by the Residential Committee.
- An owner informing about the condition of the suite door; the paint is peeling. This will be added to the maintenance program for painting deficiencies and addressed to the ownership at the Annual General Meeting.
- Correspondence regarding the poor quality of the hallway carpet; several areas are showing problems.
- Second correspondence from an owner regarding a possible water ingress affecting the ceiling and floors. Janice Irwin has volunteered to investigate this possible leak.

Residents are kindly asked to address all issues in writing. Correspondence can be left with the site Administrator or sent to the Property Manager. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Residential Committee.

Residents/Owners are welcome to phone, fax, mail or e-mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829 or call (604) 683-8900, [fmendo@crosbypm.com](mailto:fmendo@crosbypm.com)

### **REPORTS**

- 1) **Housekeeping** – Janice Irwin presented a report on housekeeping matters which will be addressed with the cleaning staff. Someone on the 16<sup>th</sup> floor has left two garbage bags with soil and old house plants in the stairwell; it appears to have been left for several days.
  - **Gym** – Janice Irwin, with the assistance of an owner, is checking out costs to upgrade the current Gym Weight Machine to a better suited commercial weight machine with high usage and better quality.
  - **Recycling** – Residents are kindly asked to please be sure all items are discarded inside the proper blue bin.

**Minutes of the Residential Committee  
The Owners Strata Plan VR 2540  
Held on Wednesday, April 22, 2009**

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Please refer to the following list to be disposed in the appropriate blue bin container:

*Mixed papers including (corrugated cardboard, newsprint and office paper) rigid containers numbered 1, 2, 3, 4 and 5, metal food and glass food and beverage containers except milk and milk products.*

- **Guest Parking** – The paper signs are curling up and need to be replaced. The Property Manager will obtain quotes for proper signs.
- 2) **Maintenance** – Adam Chernesky will conduct the various maintenance items from the list provided as soon as he returns from holiday.
- 3) **Landscaping** – Border to Border is scheduled to initiate the landscaping services and clean up of the garden area the week of April 20<sup>th</sup>.

**NEW BUSINESS**

- 1) **AGM** – the date of the Annual General Meeting has tentatively been scheduled for late June.
- 2) **Council Meeting** – A meeting with the representatives from Phase II and Phase I Council members will be scheduled for the second or third week of May.
- 3) **Resolutions** – the following resolutions will be presented to the owners to vote on, in person or by proxy:
  - (i) A Special Levy to complete the elevator upgrades.
  - (ii) Resolution to use funds of \$23,042.14 received from the accrued interest remaining in the trust fund account toward the elevator upgrades.
  - (iii) Resolution regarding legal expenses paid in the amount of \$8,048.25.
  - (iv) Bylaw Addition – Restriction in the number of rentals.

Please be reminded that owners are not entitled to vote at the Annual General Meeting unless all strata fees have been paid in full. Strata fees in arrears can be paid by cheque on the day of the meeting

- 4) **Dryer vents** -- A quotation was reviewed from Michael A. Smith to carry out vent cleaning. Due to the problems associated with blocked vents, the Committee agreed to have the cleaning performed from the inside and outside; the cost \$70.00 plus GST for each vent.
- 5) **Carpet Cleaning** -- A proposal for carpet cleaning maintenance was received from ServiceMaster; one extraction and three (3) maintenance cleans. The Residential Committee agreed to engage the services of ServiceMaster for the yearly carpet maintenance. The full extraction cleaning will be scheduled shortly.

**Minutes of the Residential Committee  
The Owners Strata Plan VR 2540  
Held on Wednesday, April 22, 2009**

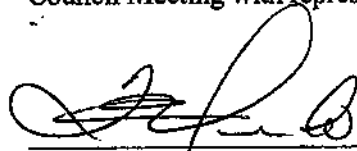
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- 6) **Window Cleaning** – The Property Manager was in receipt of three quotations for window cleaning. After review of the quotes submitted, the Property Manager was directed to contact ServiceMaster for more information on their quote. Depending on the availability of the window company, the Committee is hopeful that the windows will be cleaned in mid to late May.
- 7) **Commercial Tenant Listing** – The Committee was provided with the list of tenants.
- 8) **Parking Lease** – Several residents have submitted the Parking Lease form as requested.
- 9) The Property Manager was directed to obtain quotes to upgrade the current enterphone system. She then advised that previous Committee members had requested the same in the past and she would contact those companies.
- 10) The Residential Committee has implemented the following Rule regarding the installation of hard surface flooring. This Rule is effective immediately and will be ratified at the upcoming Annual General Meeting.

**Hard Surface Flooring**

- (a) **hardwood/laminate flooring to be installed with a sound insulating underlay product, for which the manufacturer guarantees, that the Impact Insulation Class (IIC) rating is 72/STC 73 or higher; and**
- (b) **if any complaints are received with respect to increased noise transference caused by the installation of hardwood/laminate flooring, the owner will be responsible to take appropriate/reasonable actions (e.g. placement of area rugs over hardwood/laminate floor) to rectify the cause of the complaint.**

There being no further business, the meeting was adjourned at 10:35 pm. The next meeting will be the Council Meeting with representatives of Phase I and Phase II Strata Council.



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Fernanda Mendo  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.**



**MINUTES  
OF THE RESIDENTIAL COMMITTEE  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT PHASE I**

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Held on Thursday, May 22, 2009 at 6:00 p.m.  
Within the Meeting Room at 431 Pacific Street, Vancouver, B.C.  
Additional meeting to review the Draft Budget and Resolutions

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<b>COMMITTEE IN ATTENDANCE:</b>	Allan Rib	President
	Janice Irwin	Vice-President & Treasurer
	John Tobacco	
	Michael Por	Treasurer
	Mark Donohue	
<b>PROPERTY MANAGER:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The meeting was called to order at 6:20 p.m. by Allan Rib, Residential Committee President.

**APPROVAL OF RESIDENTIAL COMMITTEE MEETING MINUTES**

It was moved/seconded to adopt the minutes of April 22, 2009 as circulated. CARRIED

**APPROVAL OF FINANCIAL STATEMENTS**

- 1) Second Review of Draft Budget – The Residential Committee was provided with the second draft for review. Some changes were recommended on the Residential Operating Budget and the final draft will be presented to the ownership at the Annual General Meeting. An increase in strata fees is being implemented in order to meet operating expenses for the fiscal year 2009/2010.

**Please be reminded that owners are not entitled to vote at the Annual General Meeting unless all strata fees have been paid in full. Strata fees in arrears can be paid by cheque on the day of the meeting.**

- 2) Second Review of Resolutions – The Residential Committee reviewed the proposed resolutions and after discussion, the following will be presented to the owners to vote on, in person or by proxy.
  - a) Special Levy in the amount of \$23,042.12 to complete the elevator cab upgrades.
  - b) Special Levy to finalize the elevator cab upgrades in the amount of \$11,000.00.
  - c) Special levy in the amount of \$8,048.25 referring to litigation expense payment made from the CRF.
  - d) Special Levy to finalize the purchase of furniture and décor for the common areas in the amount of \$17,000.00.
  - e) Special Levy to upgrade all three Interphone Systems in the amount of \$16,000.00. A vote was called with the following outcome, Four Committee members in favour of presenting this resolution at the AGM and one opposed (John Tobacco). CARRIED.
- 3) Interphone System/quotes – Three companies were contacted to provide quotes to upgrade the current interphone system, following review and discussion of the three quotes, information on the quote and type of system will be presented to the owners at the AGM to vote on, in person or by proxy.


The question was raised if the video link would be affected and it was decided to investigate.

**Minutes of the Phase I Residential Committee**  
**The Owners Strata Plan VR 2540**  
**Held on Friday, May 22, 2009**

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- 4) Jobs in progress – The Property Manager reviewed the following list of jobs in progress or completed:
- a) Adam Chernesky has completed a number of maintenance items from the list provided by John Tobacco.
  - b) C-Blue has been unable to repair the Jacuzzi jets and components; Milani has taken over the repairs. The Committee requested a list of expenses paid for maintaining the Jacuzzi for the past fiscal year.
  - c) Border to Border submitted quotes to replace the maple tree, planting an assortment of flowers in 4 planters, 2 large boxes and 5 large pots in the courtyard with new soil, plants and flowers. The lawn cutting is scheduled for every Thursday, spring clean up has been done, weed, feed, topdress and overseed of the lawn was completed last week. After review of the quotes, the Residential Committee agreed to engage Border to Border to add new soil and plants on the five pots; a Residential Committee member offered to pick up an assortment of flowers and a maple tree at reasonably less cost the landscapers to plant the flowers and tree.
  - d) Carpet Cleaning has been scheduled for May 25<sup>th</sup>.
  - e) Window Cleaning is also scheduled to start on May 25<sup>th</sup> until Friday June 6<sup>th</sup>.
  - f) Michael A. Smith has scheduled the dryer vent cleaning for June 15<sup>th</sup> to the 18<sup>th</sup>.
  - g) An owner reported a leak coming through the bathroom ceiling; the plumbers determined the leak is from the drain. The Property Manager advised that these types of repairs are not the responsibility of the Strata Corporation as the drain only services the owner's suite and this would be a matter between the strata lot owners and should be covered under the homeowners insurance.
  - h) Milani has completed the investigation in suite #1505B. An opening on the wall was made to determine the cause of the leak; the water is going from the shower stall into the wall through the caulking. The caulking and walls are not designed to stand two hours of hot steamy showers. Milani found many areas of the bathroom wall very moist because of the long showers. The owner will be contacted and informed that the shower stall needs replacing, as caulking and grouting will not resolve this problem.
  - i) Milani submitted a quote to clean the heat exchangers and replace the pilot assemblies. Approved by the Committee to proceed.
  - j) Janice Irwin presented a housekeeping report; the concerns will be addressed with the Building Administrator.

There being no further business, the meeting was adjourned at 8:10 p.m. The Annual General Meeting is scheduled for June 18, 2009 at 7:00 pm.



Fernanda Mendó  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office (604) 683-8900 (24 Hours), [www.crosbypm.com](http://www.crosbypm.com)

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**MINUTES  
OF THE ANNUAL GENERAL MEETING  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT**

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Held on Thursday, June 18, 2009  
Within the Meeting Room, 431 Pacific Street, Vancouver, BC

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The meeting was called to order at 7:25 p.m. by Allan Rib, Council President.

Crosby Property Management Ltd. was represented by Fernanda Mendo, Property Manager.

The Property Manager addressed the ownership and welcomed everyone attending the meeting tonight and on behalf of all of the owners thanked the Committee and Council Members for all of their work and dedication throughout this fiscal. She then introduced the Council and the Residential Committee Members.

Mr. Tom Symons and Mr. Jim Christensen are here as representatives of Phase II Council. Kent Elliott and Brooke Sundin also sit on the Council for Phase II and are represented by General Proxy. Allan Rib is your Council President, Marvin Muress and Mike Por are representatives of Phase I Residential Strata Council. John Tobacco, Janice Irwin and Michael Donahue sit on the Residential Committee.

It has been a pleasure assisting this fine group of owners. Tonight, there are a lot of items on the Agenda to discuss and we encourage discussion of the issues presented. Any issue not on the Agenda and, if time permits, we ask that they be presented under General Discussion.

**CALLING THE ROLL AND CERTIFICATION OF PROXIES**

The attendance register confirmed at the time of commencement of the meeting there were 43 eligible voters in attendance, 231.8 represented by proxy for Phase II and 38 represented by proxy for Phase I, for a total of 312.8. The quorum requirements had been achieved and the meeting valid to proceed.

**PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS**

A notice of meeting dated May 29<sup>th</sup>, 2009 was mailed to all owners. Contained in this package is the year end financial statement, insurance information, proposed new budget and resolutions which the owners will be voting on tonight.

It was moved/seconded that the Notice dated May 29<sup>th</sup>, 2009 complied with the notice requirements and that the financial statements had been received. CARRIED.

**APPROVAL OF GENERAL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Annual General Meeting held on May 22, 2008 as circulated. CARRIED.

**Minutes of the Annual General Meeting  
The Owners Strata Plan VR 2540  
Held on June 18, 2009**

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**PRESIDENT'S REPORT**

Good Evening:

I would like to welcome all owners to this AGM. As some of you may know this is a completely new Council which started last year, and as new members we had a learning curve to go through and we apologize for any inconvenience that may have caused you.

We would also like to give sincere condolences to the families of two of our long term owners which have passed away during the past year.

For new owners I would like to outline the structure and give a very short history of Pacific Point.

Pacific Point Strata is made up of two (2) phases – Phase I is 152 residential strata lots, individually owned and 11 commercial strata lots owned and operated by Pacific Point Development Corporation. Phase I has two budgets and a combined budget as you can see from the AGM information provided to you. Phase II consists of 216 residential and commercial rental units, owned and operated by Pacific Point Development Corporation, and is represented by two Council members here with us tonight, Tom Symons and Jim Christensen. With the solution of the remediation settlement negotiated last year, Pacific Point Phase I obtained a more autonomous relationship with Phase II giving Phase I the right to make major decisions such as changing Property Management Companies without approval or votes from Phase II.

There are two levels of committees at Pacific Point in accordance with the Strata Property Act of B.C. Pacific Point Strata Council is made up of seven (7) members – three (3) from Phase I and four (4) from Phase II. Each phase has its own Residential Committee – Phase I being 5 members. Tonight, we will be voting to elect the members for this fiscal year for both the Strata Council and the Phase I Residential Committee later in the meeting. We hope that you will all stay until the nominations and voting takes place. I will try and make this a short and productive meeting.

- Accomplishments:
  - Bulk of renovations completed
  - Surplus of budget \$26k
  
- Challenges:
  - Legal battle with contractor
  - Past cleaning company was not performing and RC to find replacement quickly
  - Complete new council
  
- Proposal to be completed during the next year
  - Start reserve fund for fire panel. This has been giving issues for over three (3) years.
  - Complete renovation of common area
  - Work on improving building appearance
  - Complete guest suite renovation to help get more funds from 2010.

**Minutes of the Annual General Meeting  
The Owners Strata Plan VR 2540  
Held on June 18, 2009**

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**RATIFICATION OF RULES**

This Rule only applies to the Owners of Strata Lots 1 to 152, Strata Plan VR2540, Pacific Point, Phase I.

It was moved/seconded to ratify the rules as follows:

1. **Hard Surface Flooring** (*adopted at Residential Committee meeting of April 22, 2009*)
  - (a) hardwood/laminate flooring to be installed with a sound insulating underlay product, for which the manufacturer guarantees, that the Impact Insulation Class (IIC) rating is 72/STC 73 or higher; and
  - (b) if any complaints are received with respect to increased noise transference caused by the installation of hardwood/laminate flooring, the owner will be responsible to take appropriate/reasonable actions (e.g. placement of area rugs over hardwood/laminate floor) to rectify the cause of the complaint.

Following the discussion, the Chairperson called for the vote the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

**2009 DESIGN COMMITTEE REPORT** (Scott Heal and Pat Starkie)

Scott Heal presented the Design Committee report as follows:

At the last AGM \$244,000.00 was raised by special assessment, to complete the Interior Renovations, which included the elevators. The work was estimated to be completed by September 2008.

The work, with the exception of the elevators and purchase of additional furnishings and accessories, is complete. Two unforeseen events prevented the completion of the elevator renovations and purchase of additional furnishings.

The unforeseen events were;

- 1) The contractor claimed that the contract should have included an additional \$25,000.00 due to him.
- 2) The contractor claimed he never received the specifications for the elevators and therefore, the cost to complete the elevators as specified would be approximately \$25,000.00 greater than quoted.

On the first issue, two lawyers who reviewed the interior renovation written contract stated the contract was clear; the contractor was not entitled to an additional \$25,000.00. Legal counsel reviewed an e-mail sent by the previous Council President the day after the contract was signed which confirmed the lawyer's interpretation of the written contract.

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The two members of the Strata Council who signed the contract subsequently informed the Phase I Residential Committee that the intention at the time of signing was contrary to the written contract and the contractor was due an additional \$25,000.00. Legal counsel advised that if all the parties who signed the contract agreed that the contract did not reflect their intention then the signed contract could be considered void. Legal counsel also advised the legal cost to fight the contractor could be substantial and if successful not all of the legal costs would be recoverable.

A settlement was struck with the contractor for approximately \$16,000.00.

On the second issue, the contractor initially (January 17, 2008) quoted the elevator work at \$17,650.00 plus GST. This quote was valid for a limited time and expired. In the spring of 2008 the contractor re quoted for the elevators and provided a quote of \$67,000.00 plus GST. In the summer of 2008, the contractor claimed he never received the specifications for the elevators and to do the work in accordance with the specifications would be at least \$20,000.00 more. The Design Committee was puzzled how the contractor claimed he never received the elevator specifications when his quote referred to "elevators as per designer specifications" and the Design Committee recalls giving the elevator specifications to the contractor.

Each owner occupier may be entitled to claim their pro rata share of the elevator renovations towards their 2009 Home Owners Renovation 15% Tax Credit.

A quote has been recently received from Thyssen, our elevator service provider, to complete the elevator renovations for \$97,000.00. Approximately \$63,000.00 is remaining in the renovation Budget, therefore, an additional \$34,000.00 is required to be raised.

Pat Starkie advised that the Thyssen quote is likely a worst case scenario and quotes from others including non union suppliers should be coming shortly. Also, the requirement to remove panels needs to be resolved. These quotes are expected to be less than the Thyssen's quote. There is concern that Thyssen will insist that union labor be used.

**ACKNOWLEDGEMENT OF RECEIPT OR REPORT ON INSURANCE COVERAGE  
(ATTACHED to your notice package)**

It was moved/seconded that the report on insurance coverage had been received. CARRIED.

The Property Manager provided the ownership with information related to the coverage and limitations of the policy in effect. The owners were recommended to keep on file the "Insurance Cover Sheet" to provide them with information related to the coverage.

The Property Manager stressed the importance of having Homeowner's Insurance to ensure that adequate and appropriate coverage is undertaken. The owners are advised to obtain "betterments and improvements" insurance to cover any upgrades that they may have completed in their strata lot. If, in the course of a fire, or flood or some other incident, a resident's possessions are damaged, that person must make a claim for compensation to his or her own insurance. This is not covered by the building's insurance policy. Also not covered are personal effects contained within a storage unit provided by the Strata, costs to alternative

**Minutes of the Annual General Meeting  
The Owners Strata Plan VR 2540  
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accommodation resulting from damage to the strata building, loss of rent as a result of a tenant having to vacate the damaged premises, maintenance fees accruing during the period the building is unoccupied due to damage to the building or individual strata lot.

Discussion then ensued. A vote was taken to acknowledge receipt of the insurance coverage, the results being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

**APPROVAL OF THE PROPOSED OPERATING BUDGETS**

A Motion was called to move Agenda Item 9 (Approval of the Proposed Operating Budgets) to be discussed after presenting and voting on the Resolutions.

It was moved/second to discuss item 9 of the Agenda after the Resolutions. CARRIED.

**CONSIDERATION OF RESOLUTION "A" - SPECIAL LEVY FOR ELEVATOR CAB UPGRADES (\$23,042.12) PHASE I STRATA LOTS 1 TO 152**

It was moved/seconded to approve Resolution "A" as follows:

**BE IT RESOLVED** by a 3/4 VOTE of the Owners of Strata Lots 1 to 152, Strata Plan VR 2540, Pacific Point, Phase I (the "Strata Corporation") in person or by proxy at this meeting authorize to expend the sum of money not exceeding \$23,042.14 (twenty three thousand, forty two dollars and fourteen cents) for the purpose of completing the elevator cab upgrades. This expenditure will be funded by a special levy assessed to the owners of strata lots 1-152 inclusive in proportion to the unit entitlement of their respective strata lots (schedule attached).

This special levy is due and payable in full immediately upon passage of this Resolution by the owners of record on the date of passage. With reference to Section 109 of the Strata Property Act, in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.

Any funds remaining from the Special Assessment will be allocated towards the Residential Operating Expenses for 2009/2010. Owners will not be entitled to a refund as per Section 108.5 and 108.6 of the Strata Property Act.

As a matter of financial convenience only, and subject to the above, the owners may pay their special levy on August 1, 2009. Any payment not received on the first of the month or on the first of any subsequent month, shall be assessed a fine of \$200.00 until paid in full.

The Strata Corporation may, under Section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

**Discussion**

The owners present at the meeting were advised that this amount relates to accrued interest from the

**Minutes of the Annual General Meeting  
The Owners Strata Plan VR 2540  
Held on June 18, 2009**

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investment trust fund account which the Strata Corporation is in receipt of and as per the Strata Property Act we must return these funds back to the owners. We are proposing tonight that these funds be used towards the completion of the renovation project by way of a special levy, and if this expense is approved, rather than having the Strata Corporation return these funds back to the owners, owners can use their portion of the unit entitlement towards the special levy representing the same amount.

Originally, we were going to present two Resolutions but were advised by Phase II Council that this was contrary to the Strata Property Act.

Following the discussions, the Chairperson called for the vote, the result being 51 IN FAVOUR 29 OPPOSED 1 ABSTAINED. DEFEATED.

**CONSIDERATION OF RESOLUTION "B" - ELEVATOR CAB UPGRADE (\$11,000.00) PACIFIC POINT PHASE I, STRATA LOTS 1 TO 152**

It was moved/seconded to approve Resolution "B" as follows:

**BE IT RESOLVED** by a 3/4 VOTE of the owners of Strata Lots 1 to 152, Strata Plan VR2540, Pacific Point, Phase I, (the "Strata Corporation") in person or by proxy at this meeting authorize the Residential Committee to expend a sum of money not exceeding \$11,000.00 (eleven thousand dollars) for the purpose of completing the elevator cab upgrades. This expenditure will be funded by a special levy assessed to the owners of strata lots 1-152 inclusive in proportion to the unit entitlement of their respective strata lots (schedule attached).

This special levy is due and payable in full immediately upon passage of this Resolution by the owners of record on the date of passage. With reference to Section 109 of the Strata Property Act, in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.

Any funds remaining from the Special Assessment will be allocated towards the Residential Operating Expenses for 2009/2010. Owners will not be entitled to a refund as per Section 108.5 and 108.6 of the Strata Property Act.

As a matter of financial convenience only, and subject to the above, the owners may pay their special levy on August 1, 2009. Any payment not received on the first of the month or on the first of any subsequent month, shall be assessed a fine of \$200.00 until paid in full.

The Strata Corporation may, under Section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

Following the discussions, the Chairperson called for the vote, the result being 44 IN FAVOUR 33 OPPOSED 3 ABSTAINED. DEFEATED.



**Minutes of the Annual General Meeting  
The Owners Strata Plan VR 2540  
Held on June 18, 2009**

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**CONSIDERATION OF RESOLUTION "C" 3/4 VOTE - PREVIOUS LITIGATION EXPENSE  
OF \$8,048.25 PAID FROM THE CRF PACIFIC POINT PHASE I, STRATA LOTS 1 TO 152**

It was moved/seconded to approve Resolution "C" as follows:

**BE IT RESOLVED** by 3/4 VOTE of the Owners of Strata Lots 1 to 152, Strata Plan VR 2540, Pacific Point, Phase I, (the "Strata Corporation") in person or by proxy at this meeting authorize the expense of \$8,048.25 (eight thousand forty eight dollars and twenty five cents) paid from the CRF for legal expenses incurred to review and negotiate the Renovation Contract with R C & T.

**Discussion**

If Resolution "C" is approved – Resolution "D" will not be voted on.

Following the discussions, the Chairperson called for the vote, the result being 52 IN FAVOUR 13 OPPOSED 15 ABSTAINED. CARRIED.

**CONSIDERATION OF RESOLUTION "E" 3/4 VOTE - SPECIAL LEVY TO FINALIZE THE  
PURCHASE OF FURNITURE AND DECOR FOR THE COMMON AREAS – PACIFIC POINT  
PHASE I, STRATA LOTS 1 TO 152**

It was moved/seconded to approve Resolution "E" as follows"

**BE IT RESOLVED** by a 3/4 VOTE of the Owners of Strata Lots 1 to 152, Strata Plan VR 2540, Pacific Point, Phase I (the "Strata Corporation") in person or by proxy at this meeting authorize to expend the sum of money not exceeding \$17,000.00 (seventeen thousand dollars) for the purpose of completing the purchase of furniture and other decorations for the common area. This expenditure will be funded by a special levy assessed to the owners of strata lots 1-152 inclusive in proportion to the unit entitlement of their respective strata lots (schedule attached).

This special levy is due and payable in full immediately upon passage of this Resolution by the owners of record on the date of passage. With reference to Section 109 of the Strata Property Act, in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.

Any funds remaining from the Special Assessment will be allocated towards the Residential Operating Expenses for 2009/2010. Owners will not be entitled to a refund as per Section 108.5 and 108.6 of the Strata Property Act.

As a matter of financial convenience only, and subject to the above, the owners may pay their special levy over a period of two (2) months with the first payment on September 1, 2009 and the last payment on October 1, 2009. Any payment not received on the first of the month or on the first of any subsequent month, shall be assessed a fine of \$200.00 until paid in full.

The Strata Corporation may, under Section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

**Minutes of the Annual General Meeting  
The Owners Strata Plan VR 2540  
Held on June 18, 2009**

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Following the discussions, the Chairperson called for the vote, the result being 24 IN FAVOUR 55 OPPOSED 1 ABSTAINED. DEFEATED.

**CONSIDERATION OF RESOLUTION "F" 3/4 VOTE - SPECIAL LEVY TO UPGRADE THE INTERPHONE SYSTEM PACIFIC POINT PHASE I, STRATA LOTS 1 TO 152**

It was moved/seconded to approve Resolution "F" as follows:

**BE IT RESOLVED** by a 3/4 VOTE of the Owners of Strata Lots 1 to 152, Strata Plan VR 2540, Pacific Point, Phase I (the "Strata Corporation") in person or by proxy at this meeting authorize to expend the sum of money not exceeding \$16,000.00 (sixteen thousand dollars) for the purpose of replacing the current interphone system. This expenditure will be funded by a special levy assessed to the owners of strata lots 1-152 inclusive in proportion to the unit entitlement of their respective strata lots (schedule attached).

This special levy is due and payable in full immediately upon passage of this Resolution by the owners of record on the date of passage. With reference to Section 109 of the Strata Property Act, in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.

Any funds remaining from the Special Assessment will be allocated towards the Residential Operating Expenses for 2009/2010. Owners will not be entitled to a refund as per Section 108.5 and 108.6 of the Strata Property Act.

As a matter of financial convenience only, and subject to the above, the owners may pay their special levy over the period of two (2) months, the first payment in September 1, 2009 and the last payment on October 1, 2009. Any payment not received on the first of the month or on the first of any subsequent month, shall be assessed a fine of \$200.00 until paid in full.

The Strata Corporation may, under Section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

Following the discussions, the Chairperson called for the vote, the result being 28 IN FAVOUR 47 OPPOSED 5 ABSTAINED. DEFEATED.

**APPROVAL OF THE PROPOSED OPERATING BUDGETS**

The Proposed Operating Budget was reviewed with two motions presented for amendments. Attached to these Minutes are the approved budgets for the Strata Corporation

It was moved/seconded to approve the Operating Budgets as following:

**Motion 1:**

A proposed amendment to reduce the Residential Budget - Renovation Guest Suite from \$11,000.00 to \$4,000.00.

**Minutes of the Annual General Meeting  
The Owners Strata Plan VR 2540  
Held on June 18, 2009**

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Following the discussion, the Chairperson called for the vote, the result being All IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

**Motion 2:**

A proposed amendment to add one line item to the Residential Budget in the amount of \$34,000.00 to complete the elevator cap upgrades. This amendment was considered out of order and illegal.

Following the discussion, the Chairperson called for the vote, the result being 0 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. DEFEATED.

The Council Treasurer, Mike Por spoke to the ownership introducing the 2009/2010 proposed operating budgets and explaining the Strata Corporation financial position.

The Owners were asked to refer to the attached budget notes for information related to the various budgeted expenses.

We have accrued funds for payment of the annual fire safety inspection deficiencies, RDH payments for the maintenance manuals and consultant fees. A meeting should take place with RDH to discuss these payments. We have also set aside the insurance deductible amount of \$7,500.00 to cover expenses related to a leak – this amount will however be recovered from the owner of the suite responsible for the leak.

We received a cheque from Boughton Law Corporation for the amount of \$23,042.14. These funds relate to accrued interest remaining in the investment trust fund account. Tonight your Council will be proposing that these funds be used towards the completion of the renovation project by way of a special levy.

Under the Joint Operating budget your Strata ended the year with an operating surplus amount of \$10,576.00, which is carried forward to the 2009/2010 Proposed Budget.

We have added a few line item expenses that we did not have in the past (such as Fire Equipment/Maintenance and Monitoring, Snow Removal and the Water Management System). In the past most of these expenses were recorded under Repairs and Maintenance.

Under the Operating expenses - Administrator/Caretaker, we have allowed a budget of \$105,000.00. At the end of the fiscal year we had paid for this service \$102,917.00. We went slightly over budget on electricity, garbage removal and insurance.

There have been several recommendations to replace Pacific Point's Fire Alarm System; the current system is outdated and parts are not available. Cost to replace the alarm would be approximately \$100,000.00 plus. We are proposing a reserve account be set up for \$40,000.00 for future purchase of a new fire alarm system.

Under the Residential Budget, we have added a few additional line item expenses such as Administration, Irrigation/pond maintenance and plumbing repairs. At the end of the fiscal year we ended with a surplus of \$15,657.00, which was carried forward to the new Budget for 2009/2010.

**Minutes of the Annual General Meeting  
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Held on June 18, 2009**

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Under the Commercial Budget, a surplus of \$7,303.00 at year end; the amount carried forward to the 2009/2010 budget. Under the Operating expenses an increase in grounds maintenance and window cleaning. All other expenses have remained the same.

As of April 1<sup>st</sup> the mortgage on the Strata suite was paid out (\$5,036.13, principal balance of \$4,761.22 plus accrued interest of \$24.91 and \$250.00 for discharge fee). This is for information purposes to the owners as the payment is not reflected on the year end financials for 2008/2009.

Your strata fees have been increased to meet operating expenses for the fiscal year 2009/2010. The Contingency Reserve Fund is at \$150,664.43; this includes interest for the year of \$3,154.26. Total assets at year end is \$483,293.67 (including the strata suite). There is no contribution towards the Contingency Reserve Fund for this 2009/2010.

The following questions were presented:

- Transfer of reserves from the Income Section
- Alarm system reserve
- Guest Suite renovations
- Increase the Gas assessment and suggest meters be installed for the individual suites.
- Guest suite renovations, alarm system and elevator cab upgrades are all capital expenditures and not operating expenses.

Following a question period, the Chairperson called for the vote on the Proposed Budgets. It was moved/seconded to approve the proposed operating budgets as amended for the fiscal year April 1, 2009 to March 31, 2010. CARRIED.

The Chairperson called for the vote in the Joint Section, the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

Then the Chairperson called for the vote on the amended Residential Budget, the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

Lastly, the Chairperson called for the vote in the Commercial Section, the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

**ELECTION OF COUNCIL**

Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons were nominated to serve on the Strata Council and/or Residential Committee as representatives of the Phase I Residential Owners.

The following were nominated but later declined to serve on the Council and/or Residential Committee:

Janice Irwin, John Tobacco, Allan Rib, Mike Por, Pat Starkie, Joyce Johnson and Brenda Heal

**Minutes of the Annual General Meeting  
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A second nomination was called with the following result:

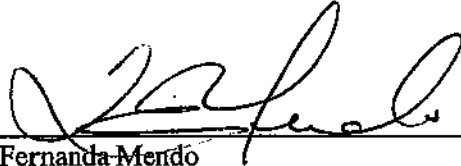
Strata Council (elect)

John Tobacco  
Naomi Wolf  
Jim Clark

Residential Committee (elect)

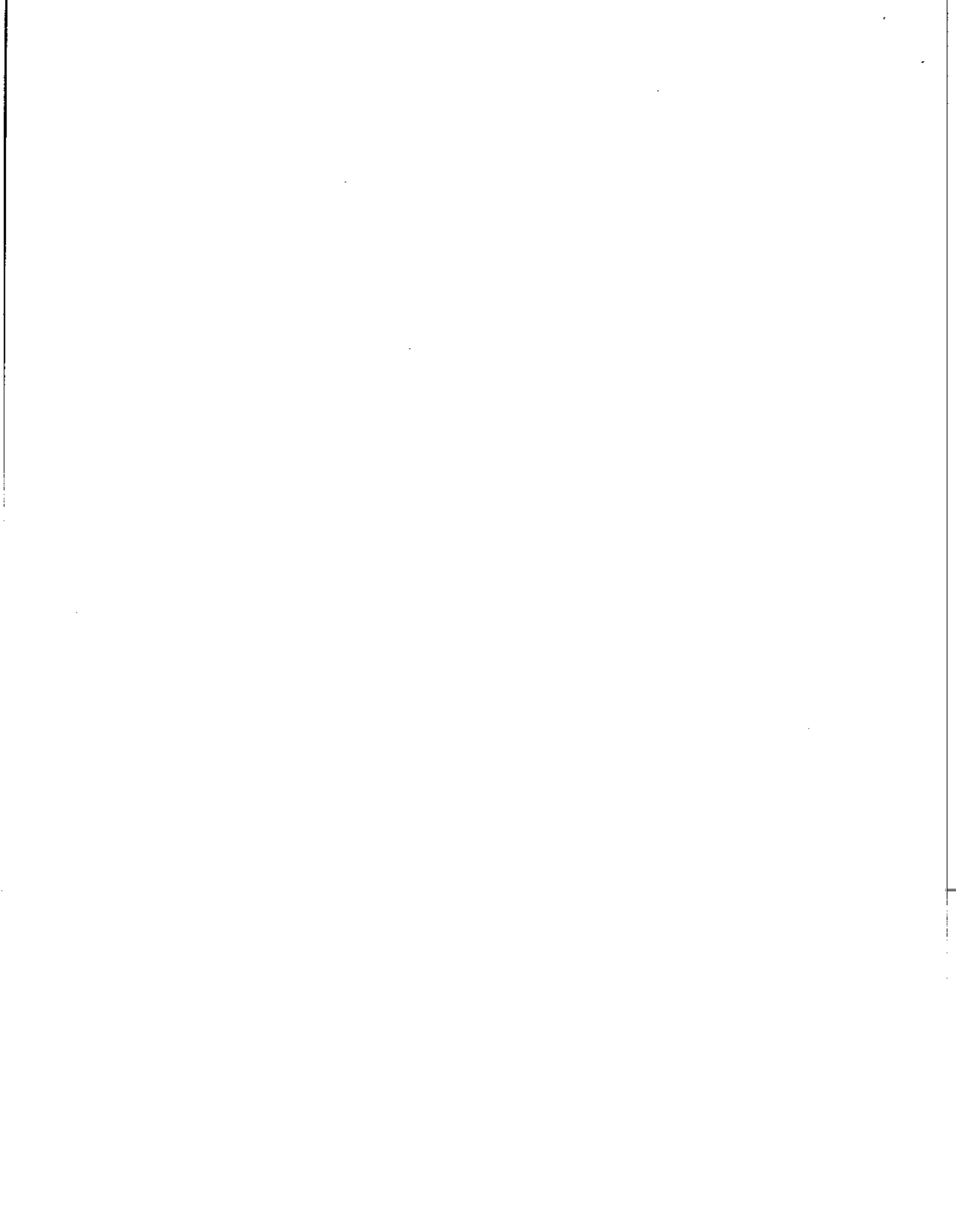
Naomi Wolf  
John Tobacco  
Joyce Johnson  
Jim Clark

There being no further business, the meeting was adjourned at 10:25 pm.



Fernanda Mendó  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office #(604) 683-8900  
www.crosbypm.com

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.**





**ONLINE/TELEPHONE BANKING**  
**Crosby offers you convenience!**

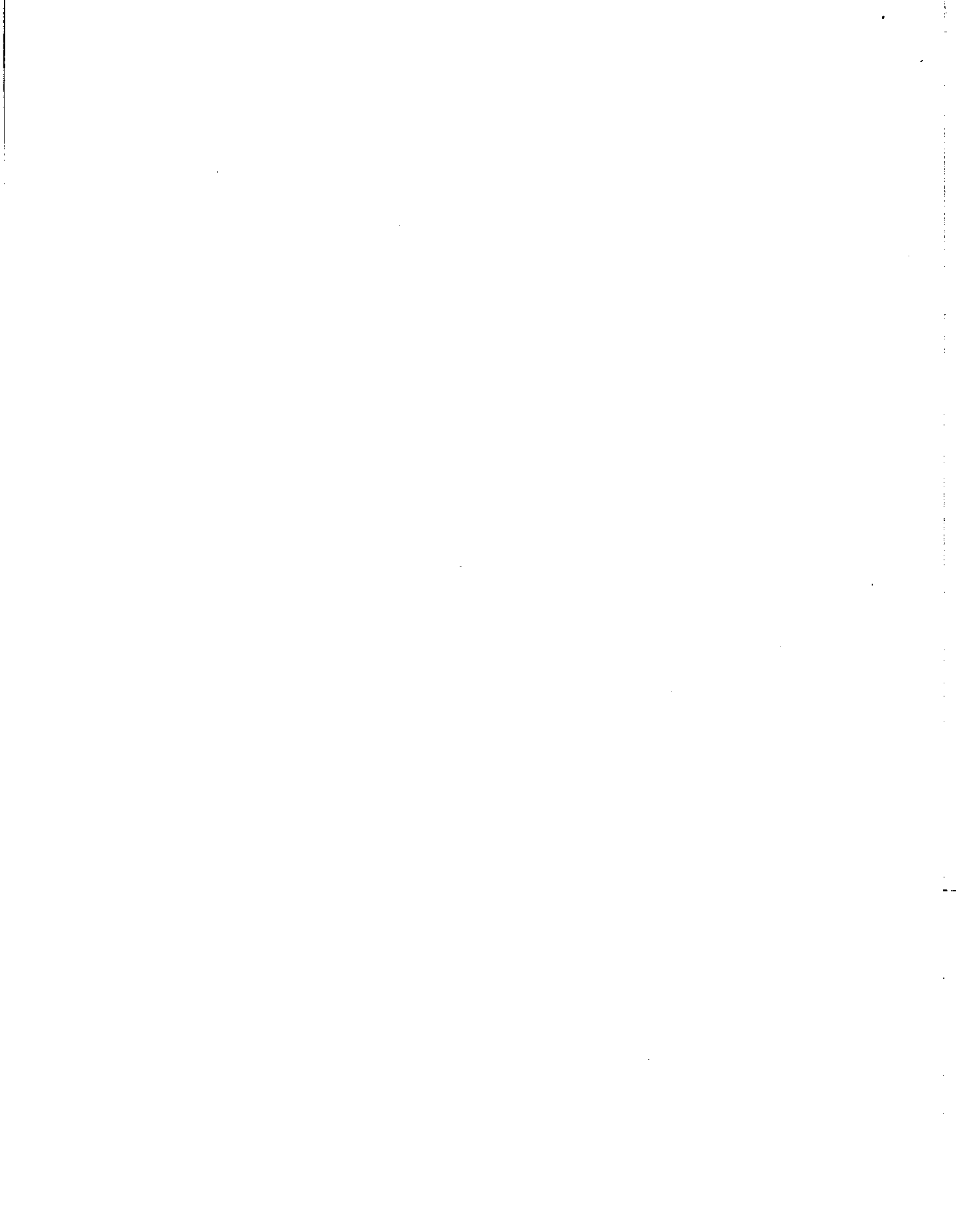
Crosby Property Management Ltd. has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your strata fees, special levies, etc.

**I'M INTERESTED, HOW DO I DO THIS?**

1. Go to bill payment option and set up "Crosby Property Management Ltd. (Strata)" as a vendor.
2. You will be required to provide your Crosby personally assigned unique reference number (without dashes or spaces). This number can be found in your Crosby correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

**WHEN SHOULD I MAKE MY PAYMENTS?**

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by Crosby Property Management Ltd. by the due date to avoid any late payment fines.







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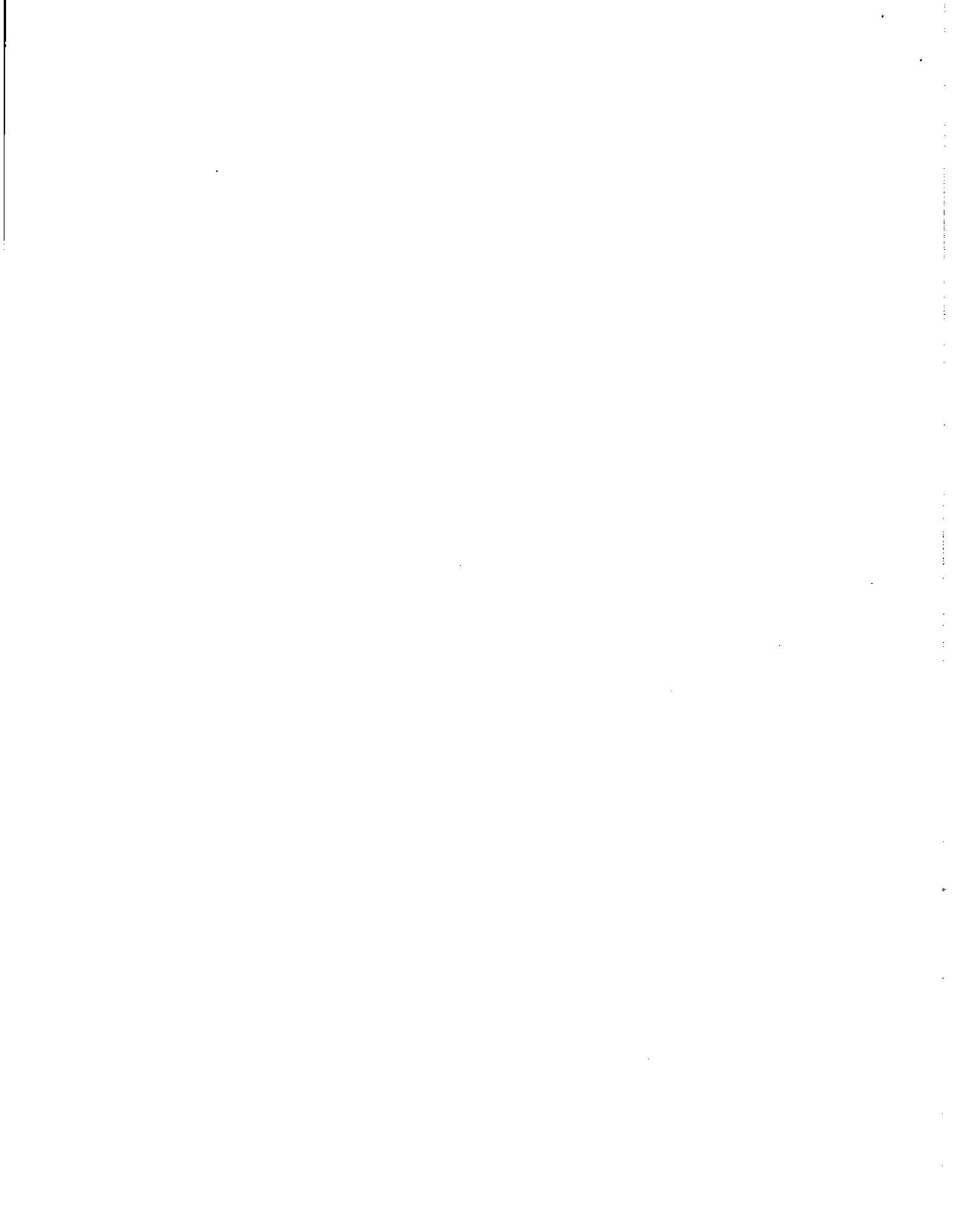
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**VR 2540-PACIFIC POINT (PH I)**  
**JOINT USE**  
**Approved Budget**  
**Apr 01, 2009 to Mar 31, 2010**

**INCOME**

**FEES**

Operating Fund Contribution	424,908
<b>TOTAL FEES</b>	<b><u>424,908</u></b>
<b>TOTAL INCOME</b>	<b><u>424,908</u></b>

**EXPENSES**

**OPERATING EXPENSES**

Audit	315
Administrator/Caretaker Fees	105,000
Cleaning & Janitorial Supplies	4,500
Communications	3,600
Electricity	43,000
Fire Equip Mtce/Monitoring	4,300
Garbage Removal	17,000
Insurance	47,832
Management Fees	32,237
Miscellaneous	3,000
Relief Caretaker	16,000
Repair & Maintenance	75,200
Snow Removal	3,000
Water/Sewer	31,000
Water Management System	9,500
<b>TOTAL OPERATING EXPENSES</b>	<b><u>395,484</u></b>

Reserve-Fire Safety	40,000
<b>TOTAL EXPENSES</b>	<b><u>435,484</u></b>

<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b><u>(10,576)</u></b>
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Operating Surplus (Deficit) B/F	10,576
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<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b><u><u>0</u></u></b>
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**VR 2540-PACIFIC POINT (PH I)**  
**RESIDENTIAL**  
**Approved Budget**  
**Apr 01, 2009 to Mar 31, 2010**

**INCOME**

**FEES**

Res-Operating Fund Contribution	130,807
<b>TOTAL FEES</b>	<b><u>130,807</u></b>

Res-Bylaw/Late Pymt Fine	6,000
Res-Common Room/Guest Suite Income	10,000
Res-Gas-Assessment	4,896
Res-Miscellaneous Income	3,500
Res-Move In/Out Fee Revenue	4,000
Res-Parking	14,000
Res-Rental-Strata's Suite	16,500
<b>TOTAL INCOME</b>	<b><u>189,703</u></b>

**EXPENSES**

**OPERATING EXPENSES**

Res-Administration	5,000
Res-Strata's Suite-Mortgage Payment	5,036
Res-Strata's Suite-Property Taxes	1,500
Res-Strata's Suite-Strata Fee	2,824
Res-Common Room/Guest Suite Maintenance	4,000
Res-Elevator Maintenance	30,000
Res-Gas	50,000
Res-Grounds-Maintenance	18,000
Res-Irrigation System	3,000
Res-Legal fees	1,000
Res-Mechanical Maintenance	5,000
Res-Plumbing Repairs	14,000
Res-Recreation Facilities	8,000
Res-Repair & Maintenance	47,000
Res-Security Services	3,000
Res-Window Cleaning	8,000
<b>TOTAL OPERATING EXPENSES</b>	<b><u>205,360</u></b>

<b>TOTAL EXPENSES</b>	<b><u>205,360</u></b>
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<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b><u>(15,657)</u></b>
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Res-Operating Surplus (Deficit) B/F	15,657
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<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b><u><u>0</u></u></b>
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**VR 2540-PACIFIC POINT (PH I)**  
**COMMERCIAL**  
**Approved Budget**  
**Apr 01, 2009 to Mar 31, 2010**

**INCOME**

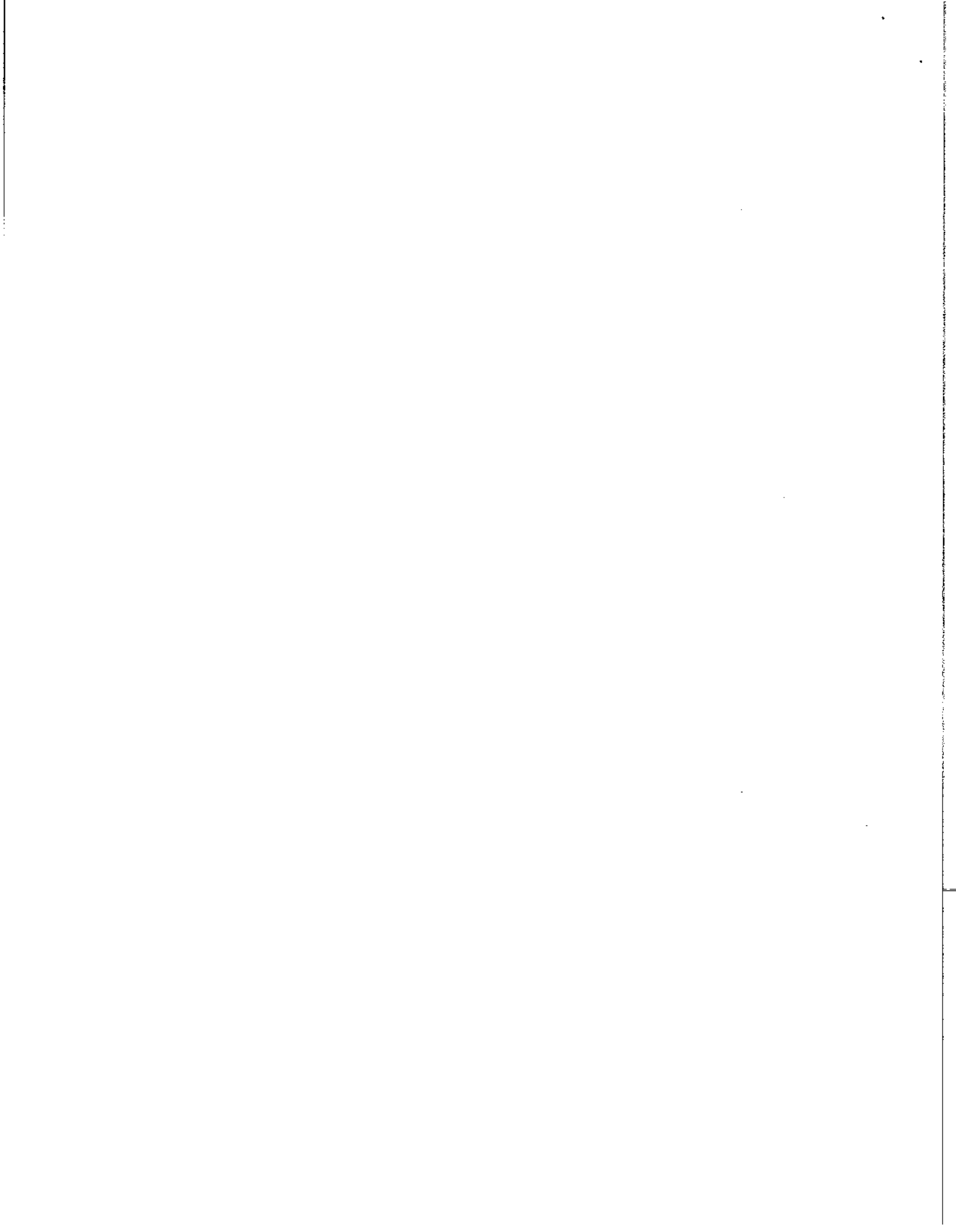
**FEES**

Comm-Operating Fund Contribution	8,697
<b>TOTAL FEES</b>	<b><u>8,697</u></b>
<b>TOTAL INCOME</b>	<b><u>8,697</u></b>

**EXPENSES**

**OPERATING EXPENSES**

Comm-Grounds-Maintenance	5,000
Comm-Mechanical Maintenance	3,200
Comm-Repair & Maintenance	2,000
Comm-Window Cleaning	2,000
<b>TOTAL OPERATING EXPENSES</b>	<b><u>12,200</u></b>
<b>TOTAL EXPENSES</b>	<b><u>12,200</u></b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b><u>(3,503)</u></b>
Comm-Operating Surplus (Deficit) B/F	7,303
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b><u><u>3,800</u></u></b>





**VR 2540 - PACIFIC POINT - PHASE I**  
**APPROVED STRATA FEES SCHEDULE**  
**APRIL 1, 2009 TO MARCH 31, 2010**

<u>Strata Lot Number</u>	<u>Unit Address</u>	<u>Unit Entitlement</u>	<u>Residential Use Strata Fees</u>	<u>Commercial Use Strata Fees</u>	<u>Joint Use Strata Fees</u>	<u>Total Strata Fees</u>	<u>Gas Charge</u>	<u>Total Monthly Strata Fee and Gas Charge</u>
<b>Residential</b>								
1	B110 -1331 HOMER ST.	1,092	89.03		267.22	356.25		356.25
2	B109 -1331 HOMER ST.	1,095	89.27		267.95	357.22		357.22
3	B108 -1331 HOMER ST.	1,092	89.03		267.22	356.25		356.25
4	B107 -1331 HOMER ST.	946	77.13		231.49	308.62		308.62
5	B106 -1331 HOMER ST.	809	65.96		197.96	263.92		263.92
6	B104 -1331 HOMER ST.	669	54.54		163.71	218.25		218.25
7	B103 -1331 HOMER ST.	852	69.46		208.49	277.95		277.95
8	B102 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
9	B101 -1331 HOMER ST.	746	60.82		182.55	243.37		243.37
10	B105 -1331 HOMER ST.	752	61.31		184.02	245.33		245.33
11	A201 -431 PACIFIC ST.	787	64.16		192.58	256.74		256.74
12	A202 -431 PACIFIC ST.	1,034	84.30		253.02	337.32		337.32
13	A203 -431 PACIFIC ST.	1,073	87.48		262.57	350.05	12.00	362.05
14	A204 -431 PACIFIC ST.	1,031	84.06		252.29	336.35	12.00	348.35
15	A205 -431 PACIFIC ST.	1,023	83.40		250.33	333.73	12.00	345.73
16	A206 -431 PACIFIC ST.	1,003	81.77		245.44	327.21	12.00	339.21
17	A207 -431 PACIFIC ST.	884	72.07		216.32	288.39	12.00	300.39
18	A208 -431 PACIFIC ST.	1,452	118.38		355.31	473.69		473.69
19	B210 -1331 HOMER ST.	983	80.14		240.54	320.68	12.00	332.68
20	B209 -1331 HOMER ST.	1,006	82.02		246.17	328.19	12.00	340.19
21	B208 -1331 HOMER ST.	975	79.49		238.59	318.08	12.00	330.08
22	B207 -1331 HOMER ST.	846	68.97		207.02	275.99	12.00	287.99
23	B206 -1331 HOMER ST.	747	60.90		182.79	243.69		243.69
24	B204 -1331 HOMER ST.	609	49.65		149.02	198.67		198.67
25	B203 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
26	B202 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
27	B201 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
28	B205 -1331 HOMER ST.	741	60.41		181.32	241.73		241.73
29	A301 -431 PACIFIC ST.	1,121	91.39		274.31	365.70		365.70
30	A303 -431 PACIFIC ST.	761	62.04		186.22	248.26		248.26
31	A304 -431 PACIFIC ST.	1,037	84.55		253.76	338.31		338.31
32	A305 -431 PACIFIC ST.	1,079	87.97		264.03	352.00	12.00	364.00
33	A306 -431 PACIFIC ST.	1,346	109.74		329.37	439.11	12.00	451.11
34	A307 -431 PACIFIC ST.	1,371	111.78		335.49	447.27	12.00	459.27
35	A308 -431 PACIFIC ST.	1,327	108.19		324.72	432.91	12.00	444.91
36	A309 -431 PACIFIC ST.	889	72.48		217.54	290.02	12.00	302.02
37	A310 -431 PACIFIC ST.	1,432	116.75		350.41	467.16		467.16
38	B310 -1331 HOMER ST.	990	80.71		242.26	322.97	12.00	334.97
39	B309 -1331 HOMER ST.	1,006	82.02		246.17	328.19	12.00	340.19
40	B308 -1331 HOMER ST.	970	79.08		237.36	316.44	12.00	328.44
41	B307 -1331 HOMER ST.	826	67.34		202.12	269.46	12.00	281.46
42	B306 -1331 HOMER ST.	745	60.74		182.30	243.04		243.04
43	B304 -1331 HOMER ST.	609	49.65		149.02	198.67		198.67
44	B303 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
45	B302 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
46	B301 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
47	B305 -1331 HOMER ST.	741	60.41		181.32	241.73		241.73
48	A401 -431 PACIFIC ST.	882	71.91		215.83	287.74		287.74
49	A402 -431 PACIFIC ST.	752	61.31		184.02	245.33		245.33
50	A403 -431 PACIFIC ST.	751	61.23		183.77	245.00		245.00
51	A404 -431 PACIFIC ST.	821	66.94		200.90	267.84		267.84
52	A405 -431 PACIFIC ST.	1,313	107.05		321.29	428.34		428.34
53	B411 -1331 HOMER ST.	1,736	141.53		424.80	566.33	12.00	578.33
54	B410 -1331 HOMER ST.	987	80.47		241.52	321.99	12.00	333.99
55	B409 -1331 HOMER ST.	984	80.22		240.79	321.01	12.00	333.01
56	B408 -1331 HOMER ST.	970	79.08		237.36	316.44	12.00	328.44
57	B407 -1331 HOMER ST.	826	67.34		202.12	269.46	12.00	281.46
58	B406 -1331 HOMER ST.	745	60.74		182.30	243.04		243.04

**VR 2540 - PACIFIC POINT - PHASE I**  
**APPROVED STRATA FEES SCHEDULE**  
**APRIL 1, 2009 TO MARCH 31, 2010**

<u>Strata Lot Number</u>	<u>Unit Address</u>	<u>Unit Entitlement</u>	<u>Residential Use Strata Fees</u>	<u>Commercial Use Strata Fees</u>	<u>Joint Use Strata Fees</u>	<u>Total Strata Fees</u>	<u>Gas Charge</u>	<u>Total Monthly Strata Fee and Gas Charge</u>
59	B404 -1331 HOMER ST.	606	49.41		148.29	197.70		197.70
60	B403 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
61	B402 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
62	B401 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
63	B405 -1331 HOMER ST.	714	58.21		174.72	232.93		232.93
64	A501 -431 PACIFIC ST.	882	71.91		215.83	287.74		287.74
65	A502 -431 PACIFIC ST.	752	61.31		184.02	245.33		245.33
66	A503 -431 PACIFIC ST.	751	61.23		183.77	245.00		245.00
67	A504 -431 PACIFIC ST.	821	66.94		200.90	267.84		267.84
68	A505 -431 PACIFIC ST.	1,228	100.12		300.50	400.62		400.62
69	B509 -1331 HOMER ST.	1,519	123.84		371.70	495.54	12.00	507.54
70	B508 -1331 HOMER ST.	970	79.08		237.36	316.44	12.00	328.44
71	B507 -1331 HOMER ST.	826	67.34		202.12	269.46	12.00	281.46
72	B506 -1331 HOMER ST.	745	60.74		182.30	243.04		243.04
73	B504 -1331 HOMER ST.	606	49.41		148.29	197.70		197.70
74	B503 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
75	B502 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
76	B501 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
77	B505 -1331 HOMER ST.	741	60.41		181.32	241.73		241.73
78	A601 -431 PACIFIC ST.	882	71.91		215.83	287.74		287.74
79	A602 -431 PACIFIC ST.	752	61.31		184.02	245.33		245.33
80	A603 -431 PACIFIC ST.	751	61.23		183.77	245.00		245.00
81	A604 -431 PACIFIC ST.	821	66.94		200.90	267.84		267.84
82	A605 -431 PACIFIC ST.	1,228	100.12		300.50	400.62		400.62
83	B608 -1331 HOMER ST.	1,541	125.64		377.09	502.73	12.00	514.73
84	B607 -1331 HOMER ST.	826	67.34		202.12	269.46	12.00	281.46
85	B606 -1331 HOMER ST.	745	60.74		182.30	243.04		243.04
86	B604 -1331 HOMER ST.	606	49.41		148.29	197.70		197.70
87	B603 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
88	B602 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
89	B601 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
90	B605 -1331 HOMER ST.	741	60.41		181.32	241.73		241.73
91	A701 -431 PACIFIC ST.	882	71.91		215.83	287.74		287.74
92	A702 -431 PACIFIC ST.	752	61.31		184.02	245.33		245.33
93	A703 -431 PACIFIC ST.	871	71.01		213.14	284.15		284.15
94	A704 -431 PACIFIC ST.	1,354	110.39		331.33	441.72		441.72
95	B707 -1331 HOMER ST.	1,342	109.41		328.39	437.80	12.00	449.80
96	B706 -1331 HOMER ST.	745	60.74		182.30	243.04		243.04
97	B704 -1331 HOMER ST.	606	49.41		148.29	197.70		197.70
98	B703 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
99	B702 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
100	B701 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
101	B705 -1331 HOMER ST.	741	60.41		181.32	241.73		241.73
102	A801 -431 PACIFIC ST.	1,527	124.49		373.66	498.15	12.00	510.15
103	A802 -431 PACIFIC ST.	1,504	122.62		368.03	490.65	12.00	502.65
104	B806 -1331 HOMER ST.	1,445	117.81		353.60	471.41		471.41
105	B804 -1331 HOMER ST.	606	49.41		148.29	197.70		197.70
106	B803 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
107	B802 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
108	B801 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
109	B805 -1331 HOMER ST.	741	60.41		181.32	241.73		241.73
110	B906 -1331 HOMER ST.	979	79.82		239.56	319.38		319.38
111	B904 -1331 HOMER ST.	606	49.41		148.29	197.70		197.70
112	B903 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07
113	B902 -1331 HOMER ST.	799	65.14		195.52	260.66		260.66
114	B901 -1331 HOMER ST.	732	59.68		179.12	238.80		238.80
115	B905 -1331 HOMER ST.	730	59.52		178.63	238.15		238.15
116	B1006 -1331 HOMER ST.	827	67.42		202.37	269.79		269.79
117	B1004 -1331 HOMER ST.	606	49.41		148.29	197.70		197.70
118	B1003 -1331 HOMER ST.	788	64.24		192.83	257.07		257.07

**VR 2540 - PACIFIC POINT - PHASE I**  
**APPROVED STRATA FEES SCHEDULE**  
**APRIL 1, 2009 TO MARCH 31, 2010**

<u>Strata Lot Number</u>	<u>Unit Address</u>	<u>Unit Entitlement</u>	<u>Residential Use Strata Fees</u>	<u>Commercial Use Strata Fees</u>	<u>Joint Use Strata Fees</u>	<u>Total Strata Fees</u>	<u>Gas Charge</u>	<u>Total Monthly Strata Fee and Gas Charge</u>
119	B1002-1331 HOMER ST.	799	65.14		195.52	260.66		260.66
120	B1001-1331 HOMER ST.	739	60.25		180.84	241.09		241.09
121	B1005-1331 HOMER ST.	723	58.95		176.92	235.87		235.87
122	B1106-1331 HOMER ST.	827	67.42		202.37	269.79		269.79
123	B1104-1331 HOMER ST.	606	49.41		148.29	197.70		197.70
124	B1103-1331 HOMER ST.	788	64.24		192.83	257.07		257.07
125	B1102-1331 HOMER ST.	799	65.14		195.52	260.66		260.66
126	B1101-1331 HOMER ST.	739	60.25		180.84	241.09		241.09
127	B1105-1331 HOMER ST.	723	58.95		176.92	235.87		235.87
128	B1206-1331 HOMER ST.	827	67.42		202.37	269.79		269.79
129	B1204-1331 HOMER ST.	606	49.41		148.29	197.70		197.70
130	B1203-1331 HOMER ST.	788	64.24		192.83	257.07		257.07
131	B1202-1331 HOMER ST.	799	65.14		195.52	260.66		260.66
132	B1201-1331 HOMER ST.	739	60.25		180.84	241.09		241.09
133	B1205-1331 HOMER ST.	723	58.95		176.92	235.87		235.87
134	B1306-1331 HOMER ST.	827	67.42		202.37	269.79		269.79
135	B1304-1331 HOMER ST.	606	49.41		148.29	197.70		197.70
136	B1303-1331 HOMER ST.	788	64.24		192.83	257.07		257.07
137	B1302-1331 HOMER ST.	799	65.14		195.52	260.66		260.66
138	B1301-1331 HOMER ST.	739	60.25		180.84	241.09		241.09
139	B1305-1331 HOMER ST.	723	58.95		176.92	235.87		235.87
140	B1406-1331 HOMER ST.	827	67.42		202.37	269.79		269.79
141	B1404-1331 HOMER ST.	606	49.41		148.29	197.70		197.70
142	B1403-1331 HOMER ST.	788	64.24		192.83	257.07		257.07
143	B1402-1331 HOMER ST.	799	65.14		195.52	260.66		260.66
144	B1401-1331 HOMER ST.	739	60.25		180.84	241.09		241.09
145	B1405-1331 HOMER ST.	723	58.95		176.92	235.87		235.87
146	B1505-1331 HOMER ST.	1,272	103.70		311.26	414.96	12.00	426.96
147	B1504-1331 HOMER ST.	606	49.41		148.29	197.70		197.70
148	B1503-1331 HOMER ST.	788	64.24		192.83	257.07		257.07
149	B1502-1331 HOMER ST.	799	65.14		195.52	260.66		260.66
150	B1501-1331 HOMER ST.	739	60.25		180.84	241.09		241.09
151	B1602-1331 HOMER ST.	1,404	114.47		343.56	458.03	12.00	470.03
152	B1601-1331 HOMER ST.	1,584	129.14		387.61	516.75	12.00	528.75
<b>Total Residential</b>		<b>133,702</b>	<b>10,900.51</b>	<b>0.00</b>	<b>32,717.32</b>	<b>43,617.83</b>	<b>408.00</b>	<b>44,025.83</b>
<b>Commercial</b>								
153	419 PACIFIC ST.	2,692		177.37	658.74	836.11		836.11
154	425 PACIFIC ST.	1,006		66.28	246.17	312.45		312.45
155	427 PACIFIC ST.	518		34.13	126.76	160.89		160.89
156	429 PACIFIC ST.	602		39.66	147.31	186.97		186.97
157	1333 HOMER ST.	444		29.25	108.65	137.90		137.90
158	1355 HOMER ST.	550		36.24	134.59	170.83		170.83
159	1377 HOMER ST.	502		33.07	122.84	155.91		155.91
160	1383 HOMER ST.	702		46.25	171.78	218.03		218.03
161	1385 HOMER ST.	889		58.57	217.54	276.11		276.11
162	1399 HOMER ST.	951		62.66	232.71	295.37		295.37
163	421 PACIFIC ST.	2,144		141.26	524.64	665.90		665.90
<b>Total U/E for Commercial</b>		<b>11,000</b>	<b>0.00</b>	<b>724.74</b>	<b>2,691.73</b>	<b>3,416.47</b>	<b>0.00</b>	<b>3,416.47</b>
<b>Total U/E for Residential</b>		<b>133,702</b>	<b>10,900.51</b>	<b>0.00</b>	<b>32,717.32</b>	<b>43,617.83</b>	<b>408.00</b>	<b>44,025.83</b>
<b>Total U/E for Res. &amp; Com'l</b>		<b>144,702</b>	<b>10,900.51</b>	<b>724.74</b>	<b>35,409.05</b>	<b>47,034.30</b>	<b>408.00</b>	<b>47,442.30</b>
<b>Yearly Strata Fees</b>			<b>\$ 130,806.12</b>	<b>\$ 8,696.88</b>	<b>\$ 424,908.60</b>	<b>\$564,411.60</b>	<b>\$ 4,896.00</b>	<b>\$ 569,307.60</b>

\* - SL#49 is Strata's Suite







**MINUTES  
OF THE RESIDENTIAL COMMITTEE  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Monday, June 29, 2009 at 6:00 pm  
Within the Meeting Room at 431 Pacific Street, Vancouver, B.C.

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**COMMITTEE IN ATTENDANCE:** Naomi Wolf  
Jim Clark  
John Tobacco  
Joyce Johnson  
Janice Irwin

**PROPERTY MANAGER:** Fernanda Mendo Crosby Property Management Ltd.

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The Property Manager called the meeting to order at 6:10 pm.

The Residential Committee members asked Janice Irwin to attend and join the Committee. Janice accepted.

**RESIDENTIAL COMMITTEE APPOINTMENTS**

As this was the first Residential Committee meeting after the recent Annual General Meeting, the following executive positions were declared:

President	Naomi Wolf
Vice President	Janice Irwin
Treasurer	Joyce Johnson
Residential Committee Member	John Tobacco
Residential Committee Member	Jim Clark

**ADMINISTRATOR'S REPORT**

The Building Administrator provided the Residential Committee with a report on the activity over the past month with the following outcome:

- Pest Control attended to remove several wasp nests and replaced the missing bird spikes.
- Border to Border fertilized, weeded and planted new flowers as instructed by previous Residential Committee.
- On June 4<sup>th</sup>, the landscapers planted the tree by the entrance of building "A".
- The pond was cleaned and started up; a small leak was repaired.
- Services Master completed the window cleaning.
- On June 10<sup>th</sup>, Fire Pro completed the fire hose testing.
- Dryer duct cleaning done by Michael A. Smith.
- Milani attended on June 15<sup>th</sup> to inspect the hallway ventilation in building "B".
- The hot tub jets repaired by Milani.

**APPROVAL OF RESIDENTIAL COMMITTEE MEETING MINUTES**

There being no errors or omissions, it was moved/seconded to approve the minutes of May 22, 2009 as distributed. CARRIED.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, June 29, 2009**

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**APPROVAL OF FINANCIAL STATEMENTS**

The financial statements for the months ending April and May 2009 were presented for review. As this was the first Residential Committee after the AGM, they agreed it would be in order to table acceptance of the financials until a more thorough review of the statements have taken place.

The Property Manager recommended the Treasurer come to the offices of Crosby Property Management Ltd. to meet with the Senior Accounting staff and have a comprehensive orientation on how Crosby Property Management Ltd. is working and managing their finances. This was agreed and a meeting will be scheduled as soon as possible. It was also suggested to ask the previous Treasurer Mike Por to assist Joyce Johnson with the financials.

It was moved/seconded to table the financial statements of April and May 2009 to be reviewed and discussed at the next Residential Committee meeting. CARRIED.

- 1) **Accrued interest** – As discussed in previous minutes and at the Annual General meeting, the Residential Committee is in receipt of \$23,042.14 for accrued interest remaining in the investment trust fund account pertaining to the settlement proceeds. This amount will be paid back to the registered owners, please note that an Owner's debt to the Strata Corporation for unpaid levies, fines, interest and strata fees will be set off against the amount distributed.

It was moved/seconded that owners with any debt owing to the Strata Corporation, have the amount deducted from the distributed funds. CARRIED.

- 2) **Insurance Claim** – The deductible amount of \$7,500.00 was charged back to the strata lot where the leak originated.

*Please note that if damages were caused to common area or other strata lots due to faulty equipment, leaky pipes or damages occurring during the course of in-suite renovations, owners need to file a claim with their homeowner's insurance company to cover the costs of the repairs or of the Strata Corporation's Insurance deductible if a claim is required. Residents/Owners are required to obtain appropriate coverage to cover the Strata Corporation's deductible. The Strata Corporation Insurance Deductible has increased to \$10,000.00 per claim.*

- 3) **Arrears Review** - The Residential Committee were presented with the receivables list.
- 4) **Charge Backs** – The Committee were provided with correspondence regarding repair plumbing work charged back to the various strata lots.
- 5) **S/L#148** – Correspondence was reviewed in reference to the Small Claims Action commenced by the owners of strata lot #148; Travellers provided a copy of the final release and Notice of Withdrawal. The Residential Committee agreed to pay the \$1,000.00 deductible.
- 6) An owner requested payment of \$90.00. Approved.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.



**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, June 29, 2009**

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**REPORT ON LITIGATION**

- 1) S/L #148 (Irene Kam) naming the owners of S/L #151 (Joan Diane Lerman Berlow), Crosby Property Management Ltd. and The Owners Strata Plan VR2540 as Defendants in litigation regarding a water damage incident of October 10, 2006 – Travellers has submitted a copy of the final release and Notice of Withdrawal.

**BUSINESS ARISING FROM ANNUAL GENERAL MEETING MINUTES**

- 1) Completion of Renovations – The Property Manager was directed to contact the Design Committee (Pat Starkie and Scott Heal).
- 2) Guest Suite Renovations – The Residential Committee is asking for volunteers – those interested should contact the Property Manager by e-mail at [finendo@crosbypm.com](mailto:finendo@crosbypm.com)

The Residential Committee called a motion to unblock the guest suite during the Olympic period.

It was moved/seconded to unblock the guest suite during the Winter Olympic Games. CARRIED.

Following discussion, the Committee agreed that the guest suite will be rented on a lottery basis; owners can put their names to rent the guest suite for two (2) days maximum, the lottery will take place sometime in November 2009. More information will follow closer to November.

**CORRESPONDENCE**

The Residential Committee reviewed the items of correspondence received from or sent to the date of the meeting and the Property Manager was directed to issue responses.

The correspondence received made reference to the following:

- A response to a noise complaint letter.
- A complaint regarding smoke in hallway corridor; the Committee agreed to have Milani inspect the current ventilation system.
- Bike Storage issues.
- Continued problem with bathroom venting system blocked off during the building remediation. The same owner reported that the wrong type of caulking was done during the window installation; the area is flaking.
- A complaint from an owner regarding a ground floor patio.

Residents are kindly asked to address all issues in writing. Correspondence can be left with the site Administrator or sent to the Property Manager. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Residential Committee.

Residents/Owners are welcome to phone, fax, mail or e-mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829 or call (604) 683-8900, [finendo@crosbypm.com](mailto:finendo@crosbypm.com)

**Minutes of the Residential Committee Meeting**  
**The Owners Strata Plan VR 2540**  
**Held on Monday, June 29, 2009**

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**REPORTS**

- 1) **Housekeeping** – Discussion ensued regarding the recent carpet cleaning. The section in question was damaged by the flood. Service Master will however review the area and at the same time remove some oil spots near the elevators of building “B”.

Janice Irwin presented a detailed housekeeping report. Some items of the report need to be followed up by the cleaning company and some with owners as they are in violation of the Strata Corporation bylaws.

- 2) **Maintenance** – John Tobacco will continue to review areas of the complex where maintenance is required and report to the Property Manager.
  - (i) A list of repaired items from June 3<sup>rd</sup> to the 18<sup>th</sup> was presented to the Committee.
  - (ii) **Bike Auditing** – The Committee discussed the possibility of installing extra bike racks, and agreed to bring in a company to review the bike storage and provide alternatives for extra space in the bike storage room.
  - (iii) **Jacuzzi** – During the inspection Milani found that the return line from the hot tube requires a check valve in order to keep the pump primed. The repair has now been completed.
- 3) **Landscaping/Courtyard/Atrium** – Border to Border presented a report on the recent landscaping extra services requested by the previous RC which they have completed and also informed the lawn was treated with weed and feed fertilizer, overseed; a second general clean up will be scheduled shortly. The contract allows for three general clean ups, extra requests will be charged separately.

The Residential Committee advised that the owner who volunteered to water the Atrium plants has sold his suite. It was then agreed to engage the services of an outside plant maintenance company to water and properly look after the plants; without proper care, many of the plants will die.

- 4) An owner reported a musty smell in the laundry area; Milani will be contacted to investigate the piping inside the wall.
- 5) An owner has reported a wet spot on the closet ceiling; the area will be investigated as soon as the owner returns from holiday.

**NEW BUSINESS**

- 1) **Furniture** – Residents/Owners continue to ignore requests to stop dumping unwanted old furniture in the garbage room area and inside the container. Residents/Owners are again reminded of the new regional recycling and disposal ban approved by Metro Vancouver on January 1, 2008. Owners need to make their own arrangements to have unwanted furniture disposed of /or picked up.

Mixed papers including (corrugated cardboard, newsprint and office paper) rigid containers numbered 1, 2, 3, 4 and 5, metal food and glass food and beverage containers except milk and milk products must be disposed in the appropriate blue bin container.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on Monday, June 29, 2009**

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**The following is a list of materials subject to the Provincially Required Stewardship Programs:**

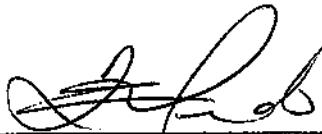
Gypsum drywall, household paints, stains and their containers including aerosol containers, solvents, flammable liquids, prescription and non-prescription drugs, waste lubricating oil and its containers, oil filters, lead acid batteries, tires, electronic goods including computers and their peripherals, desk-top printers and televisions.

All recyclables and yard trimmings will have to be placed in the recycling bin and yard waste containers (bags) respectively for collection. Garbage that is found to contain the banned materials will not be picked up and a notice will be attached to the container explaining the new material ban regulations.

Call the Recycling Council of BC (RCBC) or your municipality for options on recycling or safe disposal. (604) 732-9253 or visit [rcbc.bc.ca](http://rcbc.bc.ca)

- 2) **Commercial Parking** – vehicles leaking oil, items left in the parking stall. The Commercial Property Manager will be contacted regarding these matters.

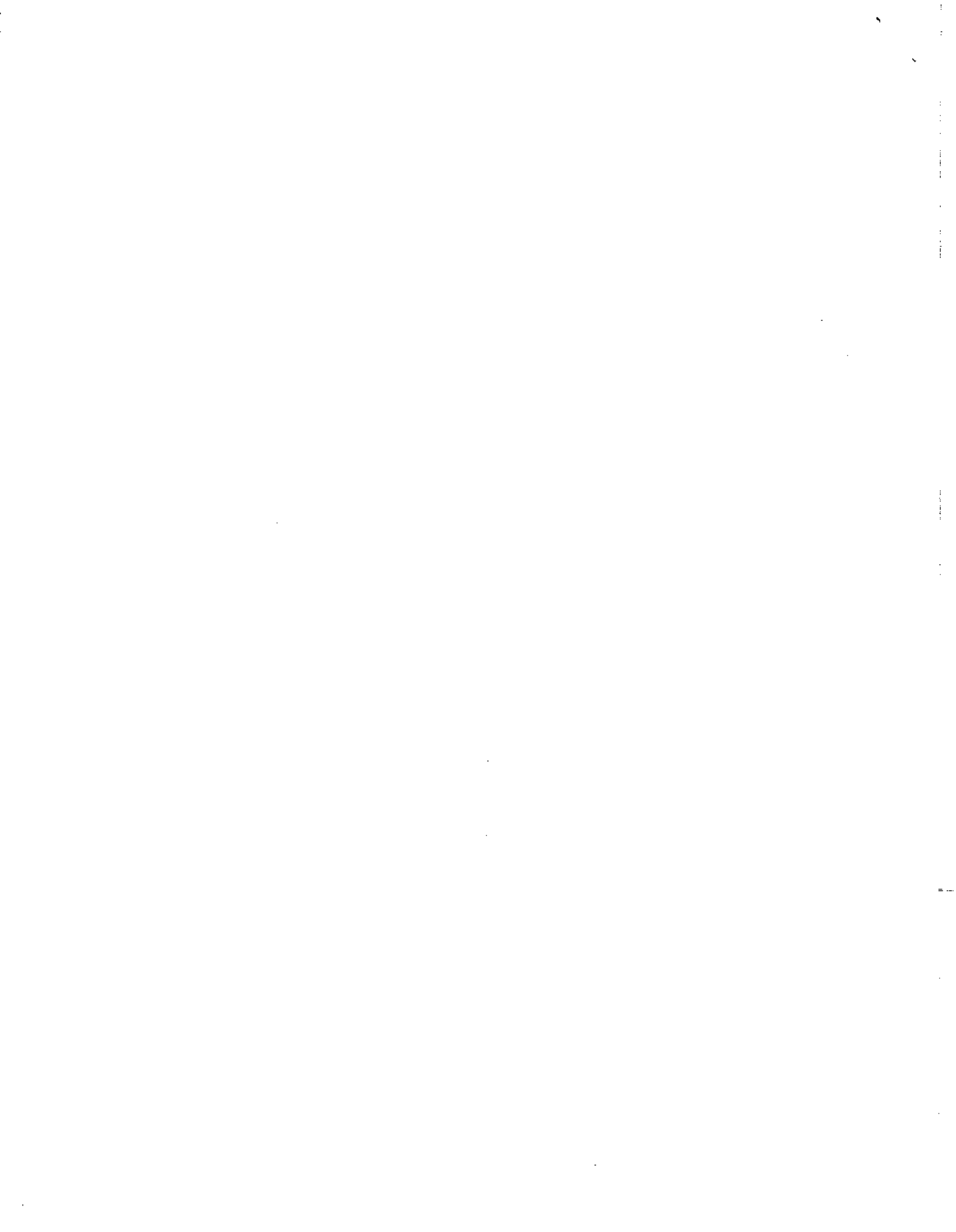
There being no further business, the meeting was adjourned at 8:10 pm. The next meeting was not scheduled; the Property Manager will provide the RC with a schedule of meetings for the fiscal year 2009/2010.



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Fernanda Mendo  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.**



**MINUTES  
OF THE RESIDENTIAL COMMITTEE  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

---

Held on Monday, July 27, 2009 at 6:00 p.m.  
Within the Meeting Room at 431 Pacific Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Naomi Wolf Jim Clark John Tobacco	President Vice-President
<b>REGRETS:</b>	Joyce Johnson Fernanda Mendo	Treasurer Crosby Property Management Ltd.
<b>PROPERTY MANAGER:</b>	Donna Chamberlain	Crosby Property Management Ltd.
<b>BUILDING ADMINISTRATOR:</b>	Adam	

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The meeting was called to order at 6:00 p.m.

The Residential Committee discussed the possibility of Janice Irwin as holding the Vice President position on the Committee. It was decided that because Janice had not been nominated or voted for at the Annual General Meeting, she could not hold the position of Vice President on the Committee. The Residential Committee then voted in Rummit Laul to join the Committee members. It was moved/seconded and CARRIED.

**ADMINISTRATOR'S REPORT**

The Building Administrator did not have a report for the Residential Committee at this time. He submitted orders for various supplies that were needed and left the meeting at 6:10 p.m.

**APPROVAL OF RESIDENTIAL COMMITTEE MEETING MINUTES**

It was moved/seconded to remove Janice Irwin as Vice President in the June 29, 2009 minutes due to the fact that she was not nominated or voted in at the Annual General Meeting. CARRIED. There being no further errors or omissions, it was moved/seconded to approve the Minutes of the Council Meeting held June 29, 2009 as amended. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

Approval of the May and June 2009 financial statements was tabled due to the Treasurer being absent.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

### REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

### BUSINESS ARISING FROM PREVIOUS MINUTES

- 1) Irrigation hoses have been purchased.
- 2) It was discovered that the irrigation timers were on a battery. Hence, the batteries will be changed and the irrigation will be started up once again. The wisteria will be also be cut back by Border to Border at their next visit.
- 3) Bike Storage Room – John has made a list of all the bikes in the storage room and there are currently 15 without tags. The Building Administrator will put a list up in the elevator so that people may label their bikes.
- 4) Mr. McGregor has volunteered to do the pond maintenance again this year.

### CORRESPONDENCE

The Residential Committee reviewed the items of correspondence received from or sent to the date of the meeting and the Property Manager was directed to issue responses.

The correspondence received made reference to the following:

- A noise complaint letter.
- A complaint regarding a bike being stored in the unit.
- A complaint regarding construction being done in the hallway.
- A complaint regarding oil stains in the Commercial parkade. The Building Administrator submitted a quote to the Residential Committee for power washing these stains. It was moved/seconded to accept the quote. CARRIED.
- A complaint was received about paint chipping and peeling on the doors in the hallway. The Residential Committee will select a few random doors within the building to be repainted with the appropriate paint and use as a trial run. It was moved/seconded to try repainting a select few doors. CARRIED.
- Correspondence was reviewed from ThyssenKrupp. The Residential Committee directed Crosby Property Management to request a quote for the elevators not yet completed. The Residential Committee will review that quote and discuss how to proceed. This item will be further discussed upon receipt of the quote.
- A complaint was received about carpet fraying and tearing. The past Design Committee purchased a discontinued line of carpet; therefore there is no longer stock available. Hence, it is very difficult to repair. All repairs will need to wait until the entire carpet needs to be done. In the meantime, small tears and repairs can be made with small pieces and the Residential Committee will attend to those as soon as possible.
- Correspondence was received regarding replacing the weight machine in the exercise room. John and Jim will make a selection of a new machine and present it to the Residential Committee at the next meeting.

Discussion of the flat screen TV in the exercise room was tabled until the next meeting.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on July 27, 2009**

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**Notice to all residents:**

**Please be advised that excessive noise levels need to be turned down by 11:00 p.m. every evening.**

**NEW BUSINESS**

- 1) John and Jim purchased new mats for the common areas and they are now in place.
- 2) A possible Special General Meeting for elevator renovations has been tabled until further information is received.
- 3) John previously cleaned out the empty junk alley garage and it has been filled up once again with oversized garbage that gets put into the bins by residents. It moved/seconded to have the junk hauled away. CARRIED.
- 4) John and the Building Administrator are working on sorting through two drawers of old files.
- 5) The office safe was repaired by the replacement of new batteries.
- 6) All keys to the building have been sorted, inventoried and organized.
- 7) The roof anchors inspection report was completed and received in good order.

There being no further business, the meeting was adjourned at 7: 31 p.m. The Residential Committee decided to hold their monthly meeting every third Wednesday of the month.



Donna Chamberlain  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE RESIDENTIAL COMMITTEE MEETING  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Monday, August 17, 2009 at 6:00 p.m.  
Within the Meeting Room at 431 Pacific Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Naomi Wolf Jim Clark Joyce Johnson John Tobacco Rummit Laul	President Vice-President Treasurer
<b>REGRETS:</b>	Fernanda Mendo	Crosby Property Management Ltd.
<b>PROPERTY MANAGER:</b>	Donna Chamberlain	Crosby Property Management Ltd.
<b>BUILDING ADMINISTRATOR:</b>	Adam Tahria	

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The meeting was called to order at 6:00 p.m. by the Committee President, Naomi Wolf.

**GUEST BUSINESS**

**Thyssen Krupp**

Two representatives from Thyssen Krupp, David Andres and Seamus Hurley, spoke with the Committee about the elevator cab upgrades. Various options and quotations were presented and discussed. The Committee will meet again to further determine the exact plan for the elevator cab upgrades and correspond back to Thyssen Krupp to give their decision and sign a contract. Once the Committee has decided on a design, they will let Crosby know and Crosby will arrange the contract with Thyssen Krupp.

A Special General Meeting will be held shortly in order to levy the funds for this project.

**CARETAKER BUSINESS**

The Residential Caretaker submitted a short report, as well as revenue reconciliation for the past month. Further training for the Residential Caretaker was discussed and will be arranged shortly with Crosby and the Residential Committee members.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Residential Committee Meeting held July 27, 2009 as circulated. CARRIED.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on August 17, 2009**

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**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer provided the Committee with a brief overview of the recent financial activity for May, June and July 2009. Crosby will check into what the status of the arrears is for various owners. It was moved/seconded to approve the financial statements of May, June and July 2009. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1) **Directives**

The Property Manager's directives from the last meeting were reviewed. Included in this list was:

- (i) amend June 29, 2009 minutes
- (ii) instruct Border to Border to trim wisteria
- (iii) order signs for car wash area and guest parking
- (iv) email Building Administrator report template
- (v) send letter about bike storage
- (vi) send letter about noise complaint
- (vii) send letter about drywall cutting in hallway
- (viii) send meeting proposal request to Thyssen Krupp
- (ix) have oversize junk haul away
- (x) pay RDH consulting fee invoice
- (xi) get quote for removal of overburden and weeds in the patio on the 8<sup>th</sup> floor

All of these directives were either completed or in progress.

2) **Irrigation System**

The current irrigation system at Pacific Point was discussed. Committee members, Jim Clark and John Tobacco discussed how difficult Coastal Irrigation was to deal with and they did not feel that the customer service was up to par. The Property Manager will be obtaining a quote from Harris Irrigation, who is the irrigation company for the next door neighbours. This quote will be presented at the next meeting for consideration.

3) **Watering of the Plants in the Lobby and Atrium**

Currently, Committee member, John Tobacco is watering these plants. The Property Manager will obtain quotes from various landscaping companies for this service.

**Minutes of the Residential Committee Meeting**  
**The Owners Strata Plan VR 2540**  
**Held on August 17, 2009**

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- 4) Tagging of Bicycles  
The Residential Caretaker will be posting a notice about tagging bicycles shortly.
  
- 5) Bike Room Expansion  
The Committee discussed the possibility of expanding the bike room by taking over parking stall #37, which would allow for approximately 20 more bicycles to be stored. It has come to the Committee's attention that the bike room is currently over full and this extra storage is very necessary. John Tobacco presented a diagram for the proposed expansion. The Property Manager will take this diagram and obtain quotes based on the drawings and present them to the Committee at the next meeting.
  
- 6) Power Washing of Commercial Parkade  
Quotes will be obtained for power washing of the commercial parkade.
  
- 7) Gym Machine Upgrade  
Committee members, John Tobacco and Jim Clark, went and obtained a quotation for a gym machine upgrade. The Committee agreed that a better machine would be useful in the gym room. The old machine will be sold on Craigslist for \$1,000.00 and the new machine will be purchased shortly. In addition, a new TV will also be purchased shortly for the gym.
  
- 8) Parking Rental List  
The Committee is experiencing difficulties in maintaining an accurate list of who is renting what parking stall in the parkade. To remedy this situation, the Residential Committee sent out parking leases; however, not everyone responded. Please be advised that all those renting a stall are required to submit a lease, otherwise that stall may be rented. An audit of this rental parking list will be done shortly. Everybody who is renting a stall is encouraged to submit a parking list for that stall so that the Committee can track which stalls are available and which stalls are not. Letters will be done up shortly and all renters are encouraged to respond in order to maintain the system.

### CORRESPONDENCE

Various correspondence received and sent over the past month was reviewed. Some of the items that came up included: stain outside of a unit that will need to be professionally cleaned and charged back to the unit, review of noise complaint dispute, an owner disputing a plumbing charge, various noise complaint letters, and an ad from Canadian Fuel Oil Polishing. The Committee discussed this option and it was moved/seconded to accept the quotation for fuel oil polishing. CARRIED.

### NEW BUSINESS

- 1) Water Valve Project  
Committee member, Rummit Laul, is working on this project currently. He will begin conversation with Milani in order to schedule the next round of the water valve replacement. Please be advised that owners will be required to pay for the valve, but not for the work completed. The Committee also cannot guarantee that they will match any broken tiles that may need to be removed in order to gain access to the valve.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
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- 2) Submission of Form K  
Submission of Form K's was discussed. The Committee is finding it difficult to keep track of tenants in the building. Everybody is encouraged to please submit a Form K upon changing of tenancy within their suite. This can be obtained from Crosby Property Management or from the Building Administrator's office at Pacific Point.
- 3) Maintenance Issues  
A variety of maintenance issues were discussed and the Property Manager will action these items. These items included such things as: repair of a ceiling, test painting of doors, fixing the alley garage light, fixing the flashing outside a unit and asking the carpet cleaners to come back who missed a spot on the 2<sup>nd</sup> floor.

There being no further business, the meeting was adjourned at 8:46 p.m.



Donna Chamberlain  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE RESIDENTIAL COMMITTEE MEETING  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Wednesday, September 28, 2009 at 6:00 p.m.  
Within the Meeting Room at 431 Pacific Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Naomi Wolf	President
	Jim Clark	Vice-President
	Joyce Johnson	Treasurer
	John Tobacco	
<b>LICENSED STRATA AGENT:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The meeting was called to order at 6:00 p.m. by the Committee President, Naomi Wolf.

**GUEST BUSINESS** (no guests attended)

**CARETAKER BUSINESS**

A report was not available.

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**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Residential Committee Meeting held August 17, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Joyce Johnson provided details on the financials for the month of August 2009, noting that the statements were in order and recommended acceptance. It was moved/seconded to approve the financial statements for August 2009. CARRIED.

- 1) Balancing Valve Charge – the Committee reviewed an invoice from Milani for work done on a suite and have determined that a portion of the invoice should be paid by the owner.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Directives - The Residential Committee reviewed a detailed listing of directives arising from the previous meeting and concluded that some of the items have been completed; others will require follow up with trades or work in progress.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on September 28, 2009**

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The Directives made reference to the following:

- Meeting with the Building Administrator to go over procedures
- Obtain quote from Harris Irrigation
- Obtain quotes to water the plants
- Obtain quotes to expand the bike storage area
- Letter to previous Committee member to recover gym manual and warranty papers
- Create letters for vehicles renting parking stalls
- Arrange carpet cleaning outside an owner's suite and charge it back to the strata lot who caused the mess
- Book Fuel Oil Polishing for the emergency generator
- Welti to repair ceiling hole on the 3<sup>rd</sup> floor of building "A".
- Carpet Cleaners to return and clean the 2<sup>nd</sup> floor

**CORRESPONDENCE**

The Residential Committee reviewed several items of correspondence received and sent regarding various matters discussed at previous meeting and the response from the Strata Agent as instructed by the Committee.

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The items of correspondence received made reference to the following:

- Owner inquiring about rental of the guest suite during the period of the Olympic Games.

***PLEASE NOTE: The Residential Committee advises that residents/owners will be allowed to rent the guest suite for a period of three (3) consecutive days. These three days are in effect from February 13<sup>th</sup> to February the 28<sup>th</sup>. Those interested in renting during this time period need to put in their name for the draw on November 1<sup>st</sup>. Notices will be posted shortly.***

- Correspondence from an owner regarding a parking matter; the owner will be contacted in writing.
- An owner complaining about a charge to their strata lot.
- An owner requesting to waive the move in fee charge.
- Correspondence regarding a patio and other maintenance concerns.
- Noise complaint.
- Recurring leak from a bathroom above – the owner of the suite will be contacted to address this issue with their tenants and make immediate repairs to the bathroom.
- Follow up letter on balancing valve replacement.
- An owner recently had to call Roto-Rooter due to a back up kitchen drain; the plumber found the drain clogged approximately 35 ft down. **The Residential Committee advises residents/owners to have the water running down the sink when the garburator is turned on.** This will prevent back ups.
- Correspondence received regarding a noise coming from the elevator machine room and the door of elevator for building "B" is not shutting properly.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on September 28, 2009**

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**REPORTS**

- 1) Housekeeping: – A report was not available.
- 2) Maintenance:
  - The following maintenance items will be repaired by Welti: (i) the under water spa light (ii) the outside light at 431, (iii) painting of the deficient doors, alley garage light, replacement of door on P6 and flashing on P6.
  - Adam Chernesky is continuing work on other building maintenance and the TV in the exercise room was recently installed.
- 3) Landscaping –Border to Border cleaned up the courtyard and trimmed down the wisteria and planter boxes.
- 4) Elevator Cab Upgrade – the Residential Committee held meetings with ThyssenKrupp Elevator regarding the upgrades. In order to complete the upgrades, the following will be presented to the owners at the SGM (date to be established) (i) upgrade the laminate on side walls of all four elevators, remove and retile, purchase of extra tiles and shine guard. The Committee advises that in order to complete these upgrades it will be necessary to fund the project, of an additional \$36,000.00, by way of special levy.
- 5) Committees
  - Gardening: the landscaping committee made some recommendations to trim down the wisteria plants, cut down the boxwood around the pond, the Magnolia trees in the courtyard required professional attention, now that the sprinkler system along each side of the driveway to the parkade are functioning we can plant small low maintenance shrubs or flowers and add to the planters against the building in the courtyard.
  - Gym – After review with several companies to replace the current weight machine, the Residential Committee have come to the conclusion that there are not sufficient funds this year to purchase a machine superior to the current one. This year we have had considerable expenses repairing the spa and more repairs are necessary. The spa is old and outdated and is constantly breaking down.
  - Guest Suite – Maureen FitzGerald presented a detailed report with recommendations to upgrade the guest suite. In order to complete the upgrades it will be necessary to block off the use of the suite for approximately five days.

**NEW BUSINESS**

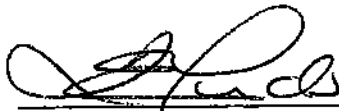
- 1) Janitorial Quotes – The Residential Committee have made a decision to terminate janitorial services with the present company.
- 2) Building Administration – The Committee reviewed several resumes; two will be contacted for an interview. The Building Administrator will be hired by the Strata Corporation and will oversee the cleaners and deal with daily matters pertaining to the Strata Corporation in conjunction with the Strata Agent. The Residential Committee understands that by hiring their own and in addition to the regular salary they are also responsible for payment of CPP, EI, WCB, and vacation pay and payroll services. This still leaves the Strata with considerable savings.
- 3) Parking Rental Leases – Owners currently renting parking spaces from the Strata Corporation were sent the leases which they had to fill out, sign and return it for our records. Those who have not yet submitted this form, please do so, as we need to maintain accurate records. Payments for parking can be made by pre-authorized payment or by issuing post dated cheques.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on September 28, 2009**

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- 4) Pressure Washing/quotes – Three quotations were reviewed to pressure wash the commercial parkade area. Approved by the Committee to proceed with Hydropro Property Services, the cost \$630.00.
- 5) Roof Anchors – In accordance with the Occupational Health and Safety Act and Regulation for Window Cleaning, the roof anchors need to be inspected annually. A question was raised on the Adhesive Testing and when was it done last, as this is required only every five years. The Strata Agent will follow up with ProBel and report to the Committee.
- 6) Milani – The Committee reviewed a recommendation to replace the existing common area thermostats with single stage programmable tamper proof thermostats, but declined at this time.
- 7) Winterization – The Residential Committee requested that the winterization be completed by Harris Irrigation and cancel the services with University Sprinklers.
- 8) City of Vancouver – A request to conduct a survey on the Cross Connection Control.
- 9) Milani/quote – During a recent preventative maintenance the service technician found the heat exchangers for both boilers located on the Homer Street roof mechanical room partially plugged, over heating and requires a new pilot assembly. The cost of this repair is \$1,254.00. Approved.
- 10) Snow Removal – These services will be provided by the Cleaning Company and Building Administrator.
- 11) Annual Fire Inspection – A quotation was reviewed for the annual inspection of the Fire Alarm System and Components, Sprinkler Systems, Emergency Lights, Fire Extinguishers and In-suite devices. Approved to proceed. Notices will be posted in advance of this inspection.
- 12) The Committee directed the Strata Agent to issue correspondence to the Commercial Property Manager and Century 21 regarding their cigarette butts.

There being no further business, the meeting was adjourned at 8:50 p.m.



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Fernanda Mendo  
Licensed Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
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**MINUTES OF THE SPECIAL GENERAL MEETING  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT PHASE I**

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Held on Thursday, October 22, 2009  
Within the Meeting Room, 431 Pacific Street, Vancouver, B.C.

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The Council President, Naomi Wolf called the meeting to order at 7:00 pm.

The Council President addressed the membership thanking everyone for attending the Special General Meeting. Tonight we will be presenting the owners of Phase I strata lots 1 to 152 with a special levy to complete the elevator cab upgrades. Phase II will abstain from voting, but we do require their presence in order to have a quorum. At this time I would like to introduce Mr. Tom Symons and Mr. Jim Christensen here as representatives of Phase II Council. Representing Phase I, Residential Strata Council and Residential Committee members we have myself, Jim Clark, John Tobacco and Joyce Johnson.

Crosby Property Management Ltd. was represented by Fernanda Mendo.

**CALLING THE ROLL AND CERTIFICATION OF PROXIES**

The attendance register confirmed that at the time of commencement of the meeting there were 299.8 eligible voters in attendance in person and by proxy. The quorum requirements had been achieved, and the meeting proceeded.

**PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

It was moved/seconded that the notice dated October 2, 2009 complied with the notice requirements.

Following the discussion the Chairperson called for the vote, the result being ALL IN FAVOUR, 0 OPPOSED and 0 ABSTAINED. CARRIED.

**APPROVAL OF GENERAL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Annual General Meeting held June 18, 2009 as circulated.

Following the discussion, the Chairperson called for the vote, the result being ALL IN FAVOUR, 0 OPPOSED and 0 ABSTAINED. CARRIED.

**RESOLUTION "A" 3/4 VOTE – Special Levy for Elevator Cab Upgrades \$36,000.00 (thirty six thousand dollars) Phase I Strata Lots 1 to 152**

**Preamble**

The elevator design will be exactly the same design as the elevator that has already been completed in Tower "A" with only two slight changes. The changes being the following:

- 1) Elevators will have a four (4) inch wide stainless steel handrails and a more durable grade of laminate will be used on the side walls.

**Minutes of the Special General Meeting  
The Owners Strata Plan VR 2540  
Held on October 22, 2009**

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- 2) The Residential Committee recommend that the Strata Corporation use the services of a union company – ThyssenKrupp, due to future maintenance considerations.
- 3) The contract will be a fixed term contract with specifications signed off by ThyssenKrupp and the Residential Committee and will be administered by Crosby Property Management.

The elevator upgrades will include the following:

- 1) Stainless steel pot lights in the ceiling with laminate that has already been purchased and paid for.
- 2) Fabric which has already been purchased and paid for with clean panel front enclosed in stainless steel trim.
- 3) Four (4) inch wide stainless steel handrails for the back and side walls.
- 4) Clean and polish the existing stainless steel doors and panels.
- 5) Upgrade the laminate with metal trim and to be installed on the side wall panels – the upgrade laminate to be purchased and supplied by the Strata Corporation.

Work is expected to be completed in two weeks – the elevator design will be identical to the completed elevator in Building “A”.

**The work includes the following:**

- 1) BC Safety Authority Submissions
- 2) Re-wiring the elevator cab pot lights
- 3) Installation of the handrails
- 4) Conduct the safety inspector drop tests (this includes balancing of all four (4) elevators)

**Costs:**

- 1) ThyssenKrupp cost \$71,269.00
- 2) Shine guard – Stainless steel cleaning and polishing - \$6,063.00
- 3) Upgrade to more durable laminate side walls - \$5,000.00
- 4) Tiles and tiling for elevator floors - \$4,460.00
- 5) Project reserve amount \$8,000.00

The total cost of the elevator cab upgrades with GST is **\$99,551.60** (including the reserve amount).

We have funds in the amount of **\$62,186.23** available to complete the renovations; this includes payments made to ThyssenKrupp Elevator in the amount of \$16,530.00 and \$45,656.23 from the reserve renovation project.

It will be necessary to present the owners with a special levy in the amount of **\$36,000.00** to complete the elevator upgrades.

If this project is completed and paid for in full during this fiscal year 2009, owners may qualify for the home improvement grant, which is a 15% non-refundable tax credit to their personal 2009 income tax return on anything between \$1,000.00 and \$10,000.00.

**Minutes of the Special General Meeting  
The Owners Strata Plan VR 2540  
Held on October 22, 2009**

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**RESOLUTION "A" 3/4 VOTE  
ELEVATOR CAB UPGRADES \$36,000.00  
PACIFIC POINT PHASE I, STRATA LOTS 1 TO 152**

**BE IT RESOLVED** by a 3/4 VOTE of the Owners of Strata Lots 1 to 152, Strata Plan VR 2540, Pacific Point, Phase I (the "Strata Corporation") in person or by proxy at this meeting be authorized to expend the sum of money not exceeding \$36,000.00 (thirty six thousand dollars) for the purpose of completing the elevator cab upgrades. This amount will be funded by a special levy assessed to the owners of strata lots 1-152 inclusive in proportion to the unit entitlement of their respective strata lots (schedule attached).

This special levy is due and payable in full immediately upon passage of this Resolution by the owners of record on the date of passage. With reference to Section 109 of the Strata Property Act, in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.

As a matter of financial convenience only, and subject to the above, the owners may pay their special levy on **December 1, 2009**. Any payment not received on the first of the month or on the first of any subsequent month, shall be assessed a fine of \$200.00 until paid in full.

The Strata Corporation may, under Section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

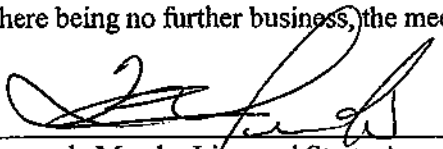
Following the discussion, the Chairperson called for the vote, the result being 63 IN FAVOUR, 5 OPPOSED and 0 ABSTAINED. **CARRIED.**

**GENERAL DISCUSSION**

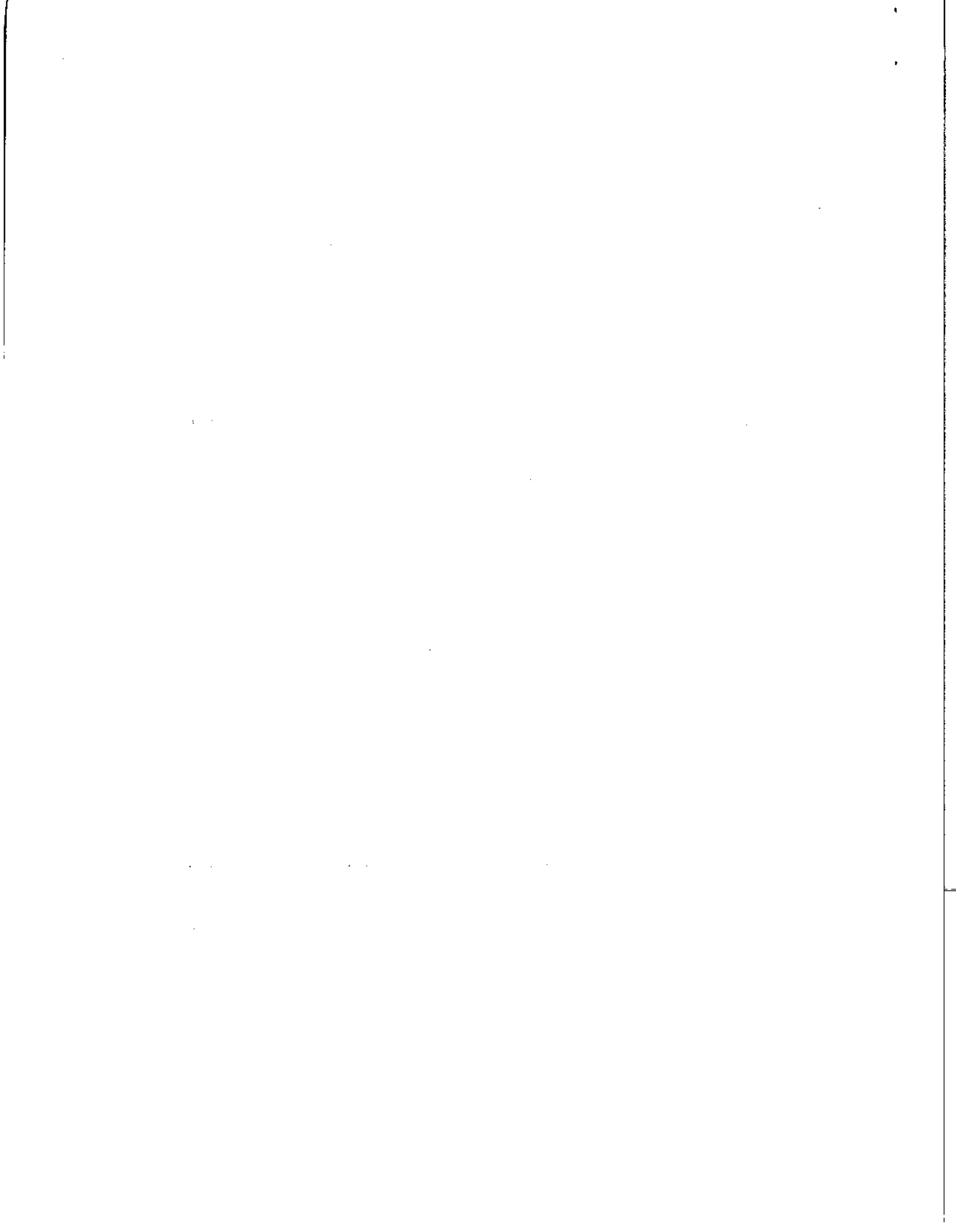
The general discussion made reference to the following:

- Owners be provided with information regarding the "Home Renovation Tax Credit".
- Burned out bulbs.
- Painting deficiencies.
- Security.
- Bike room clean up and expansion of the room.
- Guest Suite booking during the Olympic period.
- Plumbing.

There being no further business, the meeting was adjourned at 7:55 pm.

  
Fernanda Mendo, Licensed Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 www.crosbypm.com

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**VR 2540 - PACIFIC POINT - PHASE I**  
**SPECIAL RESOLUTION "A"**  
**FEES SCHEDULE - \$36000.00**  
**ELEVATOR CAB UPGRADES LEVY**  
**(Residential Section Only)**

<u>Strata Lot Number</u>	<u>Unit Number</u>	<u>Unit Entitlement</u>	<u>One Time Payment</u>
<b><u>1331 Homer Street</u></b>			
1	B110	1,092	294.03
2	B109	1,095	294.83
3	B108	1,092	294.03
4	B107	946	254.72
5	B106	809	217.83
6	B104	669	180.13
7	B103	852	229.41
8	B102	799	215.14
9	B101	746	200.86
10	B105	752	202.48
<b><u>431 Pacific Blvd.</u></b>			
11	A201	787	211.90
12	A202	1,034	278.41
13	A203	1,073	288.91
14	A204	1,031	277.60
15	A205	1,023	275.45
16	A206	1,003	270.06
17	A207	884	238.02
18	A208	1,452	390.96
<b><u>1331 Homer Street</u></b>			
19	B210	983	264.68
20	B209	1,006	270.87
21	B208	975	262.52
22	B207	846	227.79
23	B206	747	201.13
24	B204	609	163.98
25	B203	788	212.17
26	B202	799	215.14
27	B201	732	197.10
28	B205	741	199.52
<b><u>431 Pacific Blvd.</u></b>			
29	A301	1,121	301.84
30	A303	761	204.90

**VR 2540 - PACIFIC POINT - PHASE I  
SPECIAL RESOLUTION "A"  
FEES SCHEDULE - \$36000.00  
ELEVATOR CAB UPGRADES LEVY  
(Residential Section Only)**

<u>Strata Lot Number</u>	<u>Unit Number</u>	<u>Unit Entitlement</u>	<u>One Time Payment</u>
31	A304	1,037	279.22
32	A305	1,079	290.53
33	A306	1,346	362.42
34	A307	1,371	369.15
35	A308	1,327	357.30
36	A309	889	239.37
37	A310	1,432	385.57
<b><u>1331 Homer Street</u></b>			
38	B310	990	266.56
39	B309	1,006	270.87
40	B308	970	261.18
41	B307	826	222.41
42	B306	745	200.60
43	B304	609	163.98
44	B303	788	212.17
45	B302	799	215.14
46	B301	732	197.10
47	B305	741	199.52
<b><u>431 Pacific Blvd.</u></b>			
48	A401	882	237.48
49	A402	752	202.48
50	A403	751	202.21
51	A404	821	221.06
52	A405	1,313	353.53
<b><u>1331 Homer Street</u></b>			
53	B411	1,736	467.43
54	B410	987	265.76
55	B409	984	264.95
56	B408	970	261.18
57	B407	826	222.41
58	B406	745	200.60
59	B404	606	163.17
60	B403	788	212.17
61	B402	799	215.14

**VR 2540 - PACIFIC POINT - PHASE I**  
**SPECIAL RESOLUTION "A"**  
**FEES SCHEDULE - \$36000.00**  
**ELEVATOR CAB UPGRADES LEVY**  
**(Residential Section Only)**

<u>Strata Lot Number</u>	<u>Unit Number</u>	<u>Unit Entitlement</u>	<u>One Time Payment</u>
62	B401	732	197.10
63	B405	714	192.25
<b><u>431 Pacific Blvd.</u></b>			
64	A501	882	237.48
65	A502	752	202.48
66	A503	751	202.21
67	A504	821	221.06
68	A505	1,228	330.65
<b><u>1331 Homer Street</u></b>			
69	B509	1,519	409.00
70	B508	970	261.18
71	B507	826	222.41
72	B506	745	200.60
73	B504	606	163.17
74	B503	788	212.17
75	B502	799	215.14
76	B501	732	197.10
77	B505	741	199.52
<b><u>431 Pacific Blvd.</u></b>			
78	A601	882	237.48
79	A602	752	202.48
80	A603	751	202.21
81	A604	821	221.06
82	A605	1,228	330.65
<b><u>1331 Homer Street</u></b>			
83	B608	1,541	414.92
84	B607	826	222.41
85	B606	745	200.60
86	B604	606	163.17
87	B603	788	212.17
88	B602	799	215.14
89	B601	732	197.10
90	B605	741	199.52

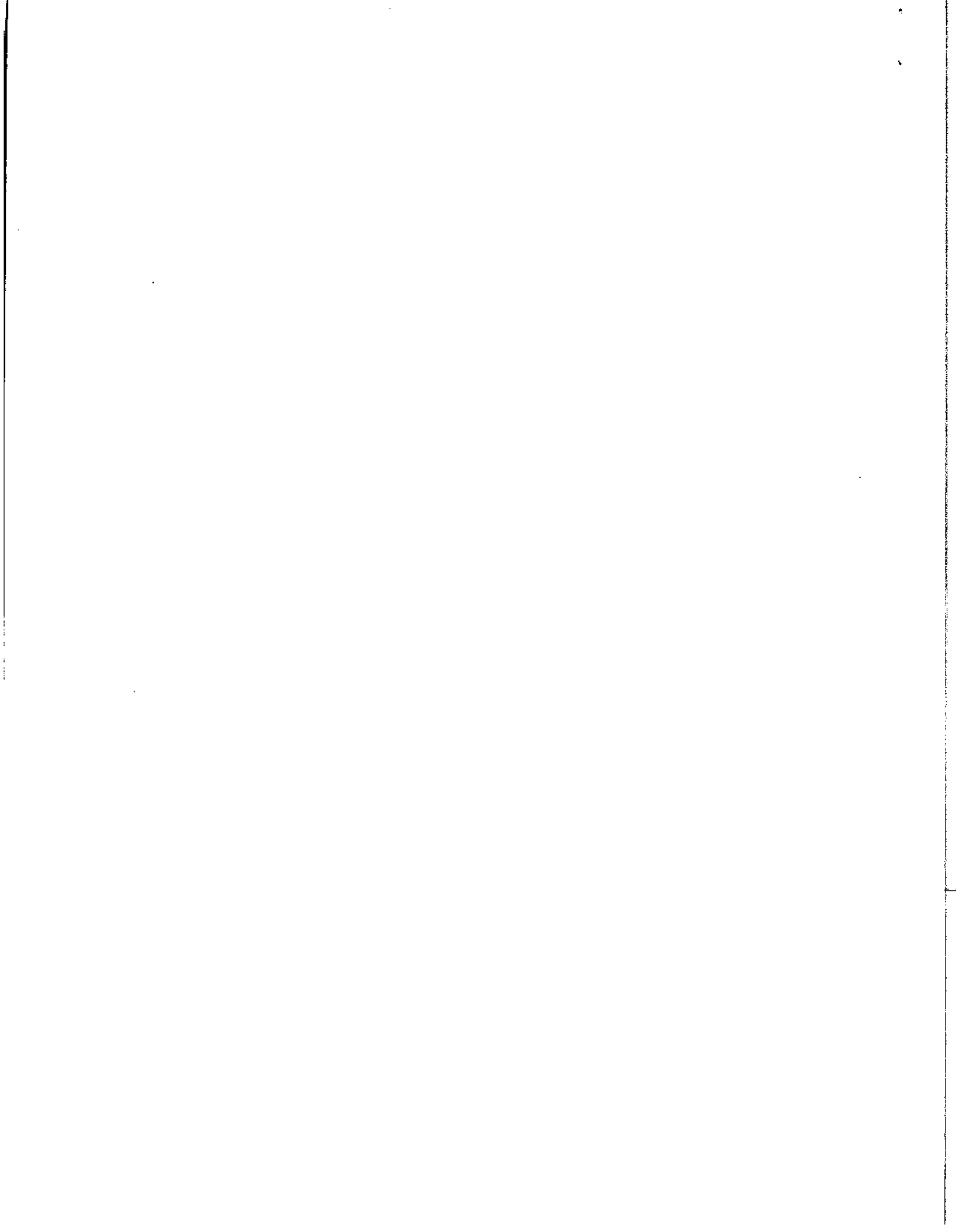
**VR 2540 - PACIFIC POINT - PHASE I  
SPECIAL RESOLUTION "A"  
FEES SCHEDULE - \$36000.00  
ELEVATOR CAB UPGRADES LEVY  
(Residential Section Only)**

<u>Strata Lot Number</u>	<u>Unit Number</u>	<u>Unit Entitlement</u>	<u>One Time Payment</u>
<b><u>431 Pacific Blvd.</u></b>			
91	A701	882	237.48
92	A702	752	202.48
93	A703	871	234.52
94	A704	1,354	364.57
<b><u>1331 Homer Street</u></b>			
95	B707	1,342	361.34
96	B706	745	200.60
97	B704	606	163.17
98	B703	788	212.17
99	B702	799	215.14
100	B701	732	197.10
101	B705	741	199.52
102	A801 - 430 Pacific Blvd.	1,527	411.15
103	A802 - 431 Pacific Blvd.	1,504	404.96
<b><u>1331 Homer Street</u></b>			
104	B806	1,445	389.07
105	B804	606	163.17
106	B803	788	212.17
107	B802	799	215.14
108	B801	732	197.10
109	B805	741	199.52
110	B906	979	263.60
111	B904	606	163.17
112	B903	788	212.17
113	B902	799	215.14
114	B901	732	197.10
115	B905	730	196.56
116	B1006	827	222.67
117	B1004	606	163.17
118	B1003	788	212.17
119	B1002	799	215.14
120	B1001	739	198.98

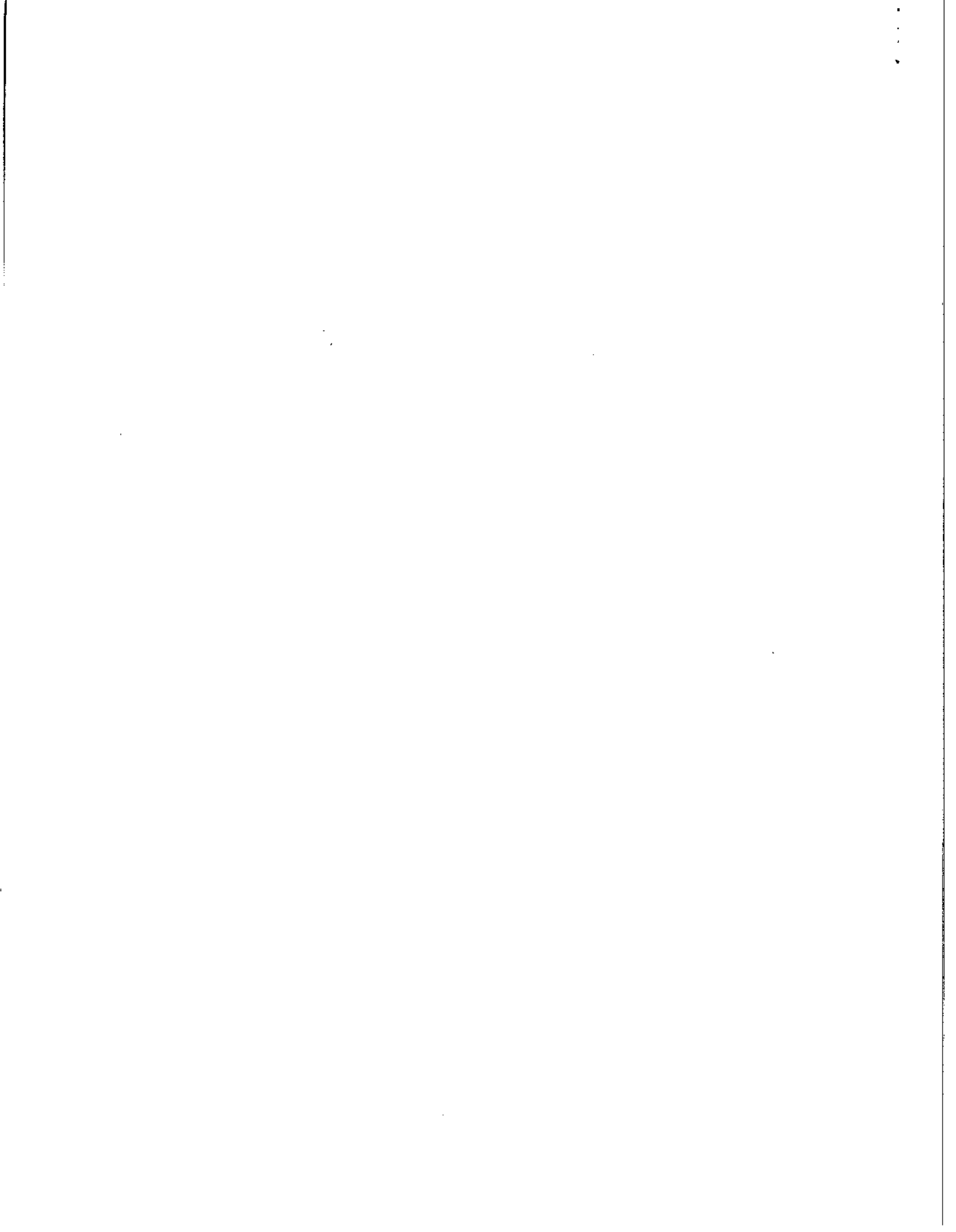


**VR 2540 - PACIFIC POINT - PHASE I**  
**SPECIAL RESOLUTION "A"**  
**FEES SCHEDULE - \$36000.00**  
**ELEVATOR CAB UPGRADES LEVY**  
**(Residential Section Only)**

<u>Strata Lot Number</u>	<u>Unit Number</u>	<u>Unit Entitlement</u>	<u>One Time Payment</u>
121	B1005	723	194.67
122	B1106	827	222.67
123	B1104	606	163.17
124	B1103	788	212.17
125	B1102	799	215.14
126	B1101	739	198.98
127	B1105	723	194.67
128	B1206	827	222.67
129	B1204	606	163.17
130	B1203	788	212.17
131	B1202	799	215.14
132	B1201	739	198.98
133	B1205	723	194.67
134	B1306	827	222.67
135	B1304	606	163.17
136	B1303	788	212.17
137	B1302	799	215.14
138	B1301	739	198.98
139	B1305	723	194.67
140	B1406	827	222.67
141	B1404	606	163.17
142	B1403	788	212.17
143	B1402	799	215.14
144	B1401	739	198.98
145	B1405	723	194.67
146	B1505	1,272	342.49
147	B1504	606	163.17
148	B1503	788	212.17
149	B1502	799	215.14
150	B1501	739	198.98
151	B1602	1,404	378.03
152	B1601	1,584	426.41
		133,702	36,000.00







**MINUTES  
OF THE RESIDENTIAL COMMITTEE MEETING  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Monday, October 26, 2009 at 5:00 p.m.  
Within the Meeting Room at 431 Pacific Street, Vancouver, BC

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**COUNCIL IN ATTENDANCE:** Naomi Wolf                      President  
Jim Clark    Vice-President  
Joyce Johnson                                      Treasurer  
John Tobacco  
Howard K. Fletcher

**LICENSED STRATA AGENT:** Fernanda Mendo                      Crosby Property Management Ltd.

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The meeting was called to order at 5:00 p.m. by the Committee President, Naomi Wolf.

**GUEST BUSINESS**

- 1) An owner requesting permission to have a hose installed flush to the building connecting to a balcony deck on the opposite side. The owner reassured that the hose will be properly winterized and looked after.
- 2) An owner attended to discuss the issue pertaining to a parking issued by previous Committee Members.
- 3) Another owner discussed the noise issue from the upstairs suite; it appears that proper sound proof insulation may not have been installed. The owner is requesting that a proper investigation be conducted.

The owners were thanked and left the meeting.

**RESIDENTIAL COMMITTEE MEMBER REPLACEMENT**

Howard Fletcher was welcomed as a new addition to the Residential Committee.

**CARETAKER BUSINESS**

A report was not available.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Residential Committee Meeting held September 28, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Joyce Johnson discussed the financials for the month of September 2009, all accounts were in order and recommended acceptance. It was moved/seconded to approve the financial statements for September 2009. CARRIED.

- 1) Arrears Review— the Committee was presented with an up-to-date accounts receivable list.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on October 26, 2009**

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**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Directives - The Residential Committee reviewed a listing of directives arising from the previous meeting and concluded that some of the items have been completed; others will require follow up with trades or work in progress.

The Directives made reference to the following:

- Preparation of the SGM package.
- Refund of the accrued interest.
- Schedule with Yaletown Plumbing for the installation of the balancing valves – several suites have been completed; drywall and re-tiling were also done. Work is in progress.
- Contact Border to Border regarding the landscaping clean up. Plants/Shrubs can be planted alongside the garage entry.
- Milani to repair the heat exchanger for both boilers.
- Fire Pro submitted a notice to conduct the Annual Fire Safety inspection – scheduled for November 5<sup>th</sup>; access to every suite is required in order to inspect all of the safety devices.
- Pro-Bel inspected the roof anchors on October 19<sup>th</sup>.
- Hydropo was contacted to come back and clean up the mess left from pressure washing the commercial section of the parkade.
- Smallmoves removed junk from the alley garage.
- Welti to replace door back alley to 431 Pacific; door was vandalized. Door has been ordered and will be installed shortly.
- Dependable Lock does not recommend the installation of 4 handles on the 1331 Homer Street side; the handles should be installed lower below the latch.
- Several items of correspondence sent as directed by the Residential Committee.
- Fire Pro contacted to provide quotes for the backflow preventor test as required by the City of Vancouver; other City requirements will have to be done by Milani.

**CORRESPONDENCE**

The Residential Committee reviewed several items of correspondence received and sent regarding various matters discussed at the previous meeting and the response from the Strata Agent as instructed by the Committee.

The items of correspondence received made reference to the following:

- Noise complaint.
- Parking issue complaint.
- Response to a noise complaint.

**Minutes of the Residential Committee Meeting**  
**The Owners Strata Plan VR 2540**  
**Held on October 26, 2009**

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- Broken window handles – The Residential Committee advises that this is the responsibility of the owner to repair; owners may want to contact RDH to obtain the same type of window handles or obtain something similar from Home Depot.
- Correspondence regarding some exterior damage done last winter on the balcony's overhang; apparently the repair was missed.
- Recurring leak from a bathroom – the owner has been informed and told to repair the leak immediately; the leak is causing damage to the suite below.

**REPORTS**

- 1) Housekeeping: – A report was not available.
- 2) Maintenance:
  - Hot Tub – Due to further repairs and ongoing excessive expenses to keep the hot tub operational, the Residential Committee have decided to shut it down, as we have exceeded the budget to maintain the facility.
  - Treadmill requires maintenance – Connexion Fitness will be called to address the problem.
  - Adam Chemesky is continuing work on other building maintenance. The following is a list of items in the process of being repaired:
    - Remove the paint spill on the garbage floor of Building "A".
    - Install thermostat covers on the Atrium, 1331 lobby and party room.
    - Strata Agent to contact a company that will apply an anti-slip coating on the entrance tiles of Buildings A & B.
    - Replace the drain cover on the commercial parkade area.
    - Replace drain cover on P6 entrance to elevators.
    - Paint the walls at the building entrance of Buildings A & B.
    - Paint and clean tiles in the janitorial rooms of 431 and 1331 and install hooks for hoses, etc.
    - Install plastic connection for water hose in atrium at pond.
- 3) Landscaping – discussed under directives.
- 4) Guest Suite – Renovation is in progress.
- 5) Elevator Cab Upgrade – The Strata Agent was directed to contact ThyssenKrupp Elevator and have them draw up the contract; work should start as soon as possible.

**NEW BUSINESS**

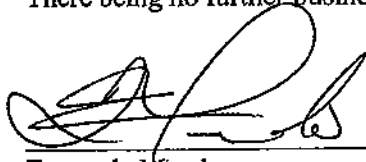
- 1) Janitorial Quotes – The Residential Committee met with two janitorial companies and made a decision to hire Bar-El Building Maintenance for the buildings' janitorial services. Cleaning services will be provided five (5) days a week from 8:00 am to 4:00 pm. Weekend cleaning will be maintained the same.
- 2) Building Administration – The Committee met with several candidates for the position of Building Administrator. The new Administrator will start on November 6<sup>th</sup> as he currently has another commitment.

**Minutes of the Residential Committee Meeting  
The Owners Strata Plan VR 2540  
Held on October 26, 2009**

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- 3) Snow Removal – The Building Administrator will be available for snow removal during his working hours. The weekend cleaner will provide the same daily service, however a different company will be called for snow removal services outside the working hours and be on call if necessary.

There being no further business, the meeting was adjourned at 6:45 p.m.



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Fernanda Mendo  
Licensed Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE RESIDENTIAL COMMITTEE MEETING  
THE OWNERS STRATA PLAN VR 2540  
PACIFIC POINT (PHASE I)**

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Held on Monday, December 7, 2009, at 6:00 p.m.  
Within the Meeting Room at 431 Pacific Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Naomi Wolf	President
	Jim Clark	Vice-President
	Joyce Johnson	Treasurer
	John Tobacco	
	Howard K. Fletcher	
<b>LICENSED STRATA AGENT:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The meeting was called to order at 6:00 p.m. by the Committee President, Naomi Wolf.

**GUEST BUSINESS**

- 1) An owner attended to discuss the ongoing noise issue from an upstairs suite. The owner requested that the Residential Committee obtain an inspection on what type, if any, of underlay product was installed. The Strata Agent advised that phone calls and correspondence had been sent to the strata lot owner in regards to the Rules for installation of hard surface flooring and the responsibility of the owner to take appropriate and reasonable actions with respect to increased noise transference caused by the installation.
  
- 2) Another owner discussed the matter pertaining to water fluctuations and requested that the Residential Committee resolve the problem. The owner was informed that notices had already been delivered to their tenants and the plumbing repair was scheduled to take place this week. The owner then reminded that there was still some drywall repairs to be completed on the entry hall closet from a previous plumbing leak.

Both owners were thanked and left the meeting.

**BUILDING ADMINISTRATOR**

The Residential Committee were presented with an extensive and detailed written report from the Building Administrator summarizing the works that took place during the month of November.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Residential Committee Meeting held October 26, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Joyce Johnson discussed the financials for the month of October 2009. Under the Residential Budget we have gone slightly over budget in Administration and Recreational Facilities, overall our accounts are in order and recommended acceptance. It was moved/seconded to approve the financial statements for October 2009. CARRIED.

- 1) Arrears Review – the Committee was presented with an up-to-date accounts receivable list.

**Minutes of the Residential Committee Meeting**  
**The Owners Strata Plan VR 2540**  
**Held on December 7, 2009**

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- 2) Invoice - Phoenix Restoration submitted an invoice for emergency repairs done in a suite on August 26<sup>th</sup>; the invoice pertains to emergency repair for water damage. This damage was caused by an owner's leaking washing machine and it is the owner's responsibility to have the damages covered under their home owners insurance. The owner will be contacted in writing regarding this matter.
- 3) Home Renovation Tax Credit - The Residential Committee advises that as of now no money has been spent and it is unlikely that the elevator upgrades will be completed prior to the deadline.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Directives - The Committee then reviewed a list of directives making reference to the following:
  - Waste Management has delivered the two cardboard bins and Welti has installed the towing hitch.
  - Blackstone Marble to submit a quote to apply anti slippery coat on the front lobbies and to provide a quote to clean and buff the interior lobby tiles (this will be done when the elevator upgrades have been completed).
  - Yaletown Plumbing to install the balancing valves in five suites.
  - Border to Border has completed most of the landscaping items and clean up as requested by the Residential Committee.
  - Milani repaired the heat exchangers for both boilers and the work performed as per quote.
  - Welti to investigate a thumping or vibrating noise in the wall of a bathroom suite.
  - Welti has completed the bike expansion room. Pending is the installation of the bike racks. Dobra Design and Cora have been contacted for quotations.
  - Fire Pro has conducted the backflow preventer tests as required by the City of Vancouver.
  - Valley All Door attended to service the main gate. A suggestion was made to install plexi-glass or fine mesh covering to prevent tampering with the eye controls.
  - CIS attended to service the existing equipment and to investigate the data base; the technician did some trouble shooting to get the system to operate correctly.
  - Milani augured down 35 feet to hit blockage at 20 ft from unit #203, tested for water back ups in suite #103 and no further back ups has occurred. Milani recommended having preventative maintenance done as there appears to be lots of grease. Also recommended to install a cleanout on the 4" line.
  - On November 7<sup>th</sup>, Milani was called to clear the backing up drains at P6, removed the cover from the floor drain and scooped out lots of mud and sand, augured line approximately 80 feet several times until the blockage cleared, inspected all of the floor drains on P6 and P5 parkade levels and found the same filled with mud and barely working, video inspected the line to the pump station and found lots of mud. A recommendation was made to have all of the drain lines flushed.
  - On November 4<sup>th</sup> Milani checked the PRV located in the mail room, found the brass union leaking, replaced it and tested.

**Minutes of the Residential Committee Meeting  
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- 2) Olympic Rentals – The guest suite is available on the following dates:

**February 15, 19, 20, 21, 22, 23, 24, 25, 26, 27 and 28**

Residents interested in renting the guest suite during these dates should contact the Building Administrator, Chris Edmunds. Please note the rental will not be confirmed until payment has been received.

Renting during the Olympic period – The Committee advises that it is the responsibility of the strata lot owner and obligation to register with the City of Vancouver to apply and obtain the proper permits and have proper insurance coverage. The strata lot owner needs to make sure their tenants abide by the rules and bylaws established for Pacific Point Phase I. Failure to comply could result in fines applied to the strata lot.

**CORRESPONDENCE**

The Residential Committee reviewed several items of correspondence received and sent regarding various matters discussed at the previous meeting and the response from the Strata Agent as instructed by the Committee.

Residents are kindly asked to address all issues in writing. Correspondence can be left with the site Administrator or sent to the Strata Agent. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Residential Committee.

Residents/Owners are welcome to phone, fax, mail or e-mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829 or call (604) 683-8900, [fmendo@crosbypm.com](mailto:fmendo@crosbypm.com)

**REPORTS**

- 1) **Housekeeping** – The Residential Committee is quite pleased with the current cleaners.
- 2) **Maintenance** - A list of the following maintenance was discussed:
  - Install a new fitted door mat at the 1331 Homer entrance
  - Install a drain cover on the loading bay (completed)
  - Replace a drain cover on parkade P6 level entrance to elevators
  - Repair the wallpaper on the spa (on hold)
  - Paint walls at the entrance of 431 and 1331 (will be addressed when the weather is dryer)
  - Painting and cleaning the tiles in the Janitorial room at 431 and 1331 lobbies, install hooks for hoses and paint the electrical heater (this will be addressed later)
  - Bill Smith to quote on touch up painting for the common doors and frames
  - Installation of the guest suite signs (completed)
  - Identify the suite shut off valves
  - Marine Roofing to investigate the roof area above suite #1602.
  - 1331 Janitorial Room – Plumber to install a floor sink for janitors to empty the mop bucket.
  - Welti to replace the fireplace cap of suite #1602.
  - Welti to replace the ballast in P2 breezeway elevator vestibule.
- 3) **Landscaping** – Border to Border attended on December 3<sup>rd</sup> and 7<sup>th</sup> to address all of the landscaping, clean up and new planting as requested by the Residential Committee.

**Minutes of the Residential Committee Meeting**  
**The Owners Strata Plan VR 2540**  
**Held on December 7, 2009**

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The landscaping (planter section) on the Homer side in front of the Commercial offices is handled and paid for by Phase II.

- 4) **Guest Suite** – The renovations are complete and an open house is being held on December 12<sup>th</sup>, 2009. The Residential Committee would like to thank Maureen FitzGerald and Ervin Schaad for their contribution and for the work involved in the refurbishment of the guest suite. A job well done!!
- 5) **Elevator Cab Upgrade** – The Committee is in receipt of the Thyssen's Contract, however this contract is too vague. The Strata Agent will contact the representative responsible and request a proper contract with a scope of work and schedule.

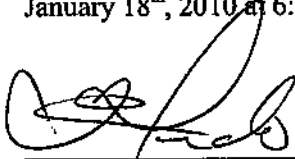
**NEW BUSINESS**

- 1) **Valve replacement** – The in-suite valve replacement has been scheduled and owners affected advised; the work is being done by Yaletown Plumbing.
- 2) **Emergency Communication** – In case of emergency Monday to Friday between the hours of 8:00 am to 4:00 pm, residents can call the Building Administrator, Chris Edmunds at (604) 689-8970 and leave a message, email: vr2540p1@novuscom.net, or Crosby Property Management at (604) 683-8900. For after hours emergency residents should call (604)777-3880; this information is posted in the mail rooms.

**NOTE:** Someone has deliberately been removing the notices posted for information purposes; kindly refrain from this type of behaviour.

Additionally, we have observed that someone in the complex has been stealing cleaning supplies directly from the cleaners' cart and Christmas ornaments. The Residential Committee is asking residents to be vigilant and appreciates that these activities be reported to the Building Manager.

There being no further business, the meeting was adjourned at 8:50 p.m. The next meeting is scheduled for January 18<sup>th</sup>, 2010 at 6:00 pm.



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