

COUNCIL MEETING MINUTES

TUESDAY, JANUARY 8, 2008

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm
in the Social Room

STRATA COUNCIL 2006/2007

PRESIDENT

Niels Johannsen - #252

VICE PRESIDENT

Sue Esplen - #149

TREASURER

John Lum - #429

SECRETARY

Theresa Beaupre - #434

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith - #415

AT LARGE

Naomi Bovey - #246

STRATA MANAGER

David Pyper

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7

Phone: 257-0325

Direct Line: 714-1523

Direct Fax: 592-3677

email: dpyper@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 821-0858

Emergencies: 680-5825

ATTENDANCE:

Niels Johannsen
Herman Mueller
Sue Esplen
John Lum
Sandra Smith
Naomi Bovey

REGRETS:

Theresa Beaupre

David Pyper - Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the meeting of October 11, 2007, as distributed.

CARRIED

(3) REPORTS

3.1 RESIDENT MANAGER'S REPORT

Kelly Comber provided a resident manager's report covering issues arising since the last Council meeting. The report included the following items:

- The patio of Suite 119 was flooding during heavy rain. The Resident Manager cleared the drain. It was full of sand and gravel.
- A bicycle was stolen from a resident's parking stall in the secured parking area. The thief got in by waiting for the gate to open.
- The main lobby was painted by Remdal
- The camera system DVD was damaged by a power surge after a power outage. Action Lock is carrying out repairs.
- A1 Window installed new windows in Suites 206 and 306.

After providing his report and answering questions from Council, the Resident Manager left the meeting.

3.2 STRATA MANAGER'S REPORT

The Strata Manager did not provide a report.

3.3 FINANCIAL REPORT

The adoption of the financial statements for September and October was tabled for the next meeting.

(4) OLD BUSINESS

4.1 WINDOW REPLACEMENTS

Two of the eight suites on the window replacement list just had their windows replaced by A1 Windows. Sue Esplen volunteered to inspect the windows to confirm that the installation work is satisfactory and that the new windows are not leaking. If the inspection is satisfactory, the remaining six suites will be done.

4.2 DRYER DUCT MESH REMOVAL

Subsequent to the last meeting, Council decided by an email vote not to remove the mesh from the dryer duct vent hoods. The mesh will be kept in case there is problem with birds again in the future.

4.3 PROJECTS APPROVED AT AGM

Council reviewed the list of projects approved at the last AGM and made the following decisions.

Re-piping: The Strata Manager will obtain additional quotes to compare with the quote from Lathams.

Roof Inspection: Council reviewed written proposals from Spratt Emanuel, Interprovincial, and J. Taylor. It was decided to have the roof inspection done by Spratt Emanuel, at a cost of \$2,500 plus GST.

Balcony Membranes: The remaining original fourth floor balcony membranes will be replaced in the Spring.

Treadmill: Sue Esplen will investigate options.

Parkade Floor repairs: Quotes will be obtained. Herman Mueller volunteered to meet the contractors.

Painting: A decision on the use of the painting funds was tabled for a future meeting.

Council decided to paint the doors leading into the three parkade elevator lobbies; however, the funds will come from the operating budget instead of the CRF.

Access control system & new enterphones: Action Lock will be asked to come the next meeting to discuss their quote. In addition, the Strata Manager will obtain two more quotes to compare with the quotes from Action Lock.

4.4 GENERAL DISCUSSION FROM AGM

Council reviewed the list of general discussion topics from the Annual General Meeting, and made the following decisions:

- A notice will be sent to all residents on proper garbage disposal.
- The dryer ducts will now be cleaned on an annual basis.

- The Strata Manager will follow up with Lockmasters on their quote for a carwash lock box.
- The Resident Manager will be asked to clean the fireplace glass in the social room.
- Letters will be sent to the suites that may be causing excessive appliance noise.
- A piece of plexiglass will be installed on the side of the breezeway gate that does not have a piece.

(5) NEW BUSINESS

5.1 CORRESPONDENCE

- A letter was received from an owner advising of a leak. The leak was repaired by SJL Construction in advance of the meeting.
- A letter was received from the owner who is being fined \$50 a week for having a dog in violation of the bylaws. The owner advised that his dog does not live at Waterside anymore but it does visit 2-3 days a week. Council decided that 2-3 days a week was too permanent to constitute visiting. It was agreed that once a week would be acceptable. Council decided to continue fining the owner.
- Requests were received from two owners requesting permission to install laminate flooring. Both requests were approved.
- A letter was received from an owner suggesting that the "All Dogs Must be Leashed" sign was confusing because it suggests that dogs are allowed to be kept in the building. Council decided to remove the sign and replace it with one that reads "Visiting Dogs Must be Leashed"
- A letter was received from an owner requesting permission to rent out her suite on the basis of hardship. The letter was considered by Council in advance of the Council meeting. Council decided by an email vote that the owner's situation did not constitute hardship; therefore, the request was denied. Another letter was received from the same owner asking to be placed on the rental waiting list. The owner will be placed on the list.
- A letter was received from an owner thanking the outgoing Council members for their work last year. Council appreciated the positive feedback.
- An email was received from an owner requesting that Council consider allowing rentals during the Olympics. Council decided not to propose any changes to the bylaws to allow rentals during the Olympics. The owner also asked to be placed on the rental waiting list. The owner will be placed on the list.
- An email was received from an owner offering to help with repairs around the complex. The owner's offer was appreciated but not accepted due to potential liability issues.
- A letter was received from an owner advising that his window was leaking. The suite will be added to the window replacement list.
- A letter was received from a ground floor owner advising that water was pooling on her deck. The deck will be re-sloped.

5.2 TRANSFER OF BICYCLE LOCKERS

Further to the minutes of the meeting of January 2007, Council revisited a request from the owner of two suites to transfer two bicycle lockers from one suite to the other. Council had previously approved the request on the condition that the owner provide documentation confirming that the lockers were registered to the suite. At the present meeting, Council considered the documentation provided by the owner and decided it was not sufficient. The owner will be asked to provide a notarized document instead.

5.3 RAINWATER LEAK REPAIRS

In advance of the meeting, leaks were reported in a stack of suites on the courtyard side of the east wing. A decision was made by email to have the leaks repaired immediately. The work was done by SJL Construction. The total cost was approximately \$12,000. The cost will be expensed from the

2006/2007 operating budget.

5.4 GARBAGE ODOUR EMIMINATION

Council considered having an odour elimination system for the garbage rooms installed and maintained by Cannon Hygiene, at a cost of \$99 per month. It was decided not to install the system.

5.5 MISSED DRYER DUCT CLEANING

There were approximately 30 residents that were not home for the recent dryer duct cleaning. Council decided to have AirVac return to clean the suites that were missed.

5.6 FLOORING APPEARANCE IN ELEVATOR VESTIBULES

It was decided to have the Resident Manager investigate buffing and/or sealing the tiling in the parkade level elevator vestibules to improve their appearance.

5.7 LANDSCAPING CONTRACT

It was decided to renew the annual landscaping contract with Other Side of the Fence, for \$1,680 plus GST per month, from January 1, 2008 to December 31, 2008.

5.8 VISITORS PARKING TRENCH DRAIN

The trench drain in visitors parking is falling apart again. John Lum will follow up with the contractor.

(6) ADJOURNMENT & NEXT COUNCIL MEETING

There being no further business, the meeting was adjourned at 8:05 pm.

The next Council meeting will be held on **Tuesday, February 12, 2008**, at 6:00 pm in the Meeting Room.

REMINDER TO OWNERS

IT IS STRONGLY RECOMMENDED THAT YOU RUN YOUR DRYER ON EMPTY WITH NO HEAT FOR 10 – 15 MINUTES AFTER EACH LOAD, TO PREVENT LINT BUILD-UP AND CONDENSATION LEAKAGE THROUGH YOUR CEILING.

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm
in the Social Room

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Herman Mueller
John Lum
Sandra Smith
Naomi Bovey

REGRETS:

Niels Johannsen

David Pyper - Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:55 pm. A quorum was established.

GUEST BUSINESS – ABDUL GHADIALI, SUITE 414

Further to Section 5.2 of the minutes of the last meeting, the owner of Suite 414 attended the meeting to discuss his request to transfer two bicycle lockers from one suite to another. The owner questioned Council's decision to require him to provide notarized proof that the two lockers were his. After the owner left the meeting, Council discussed the situation and decided to accept the documentation previously provided, and to approve the transfer of the two bike stalls.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the meeting of January 8, 2008, as distributed.

CARRIED

(3) REPORTS

3.1 RESIDENT MANAGER'S REPORT

Kelly Comber provided a resident manager's report covering issues arising since the last Council meeting. The report included the following items:

- A suite on the 3rd floor has had a water stain on the ceiling since January. The stain has been getting worse. It is likely from the suite above.
- The main elevator has been making excessive noise when it opens and shuts. Richmond Elevator has been attempting to fix the problem.
- The recirculation line on the second floor leaked again. The Resident Manager repaired the leak.

- Lathams was on site to fix some problems with three of the four make-up air units.
 - The Resident Manager suggested that more visible address numbers be installed above the main lobby doors.
- After providing his report and answering questions from Council, the Resident Manager left the meeting.

3.2 STRATA MANAGER'S REPORT

The Strata Manager did not provide a report.

3.3 FINANCIAL REPORT

It was moved and seconded to adopt the financial statements for the months of September and October, as distributed.

CARRIED

(4) OLD BUSINESS

4.1 WINDOW REPLACEMENTS

Sue Esplen reported that she had inspected the window replacement work done by A1 Windows and the work was not satisfactory. Ms. Esplen showed Council pictures of the work. It was decided to ask A1 Windows return to address the problems. A decision on having A1 proceed with carrying out the window replacements in the other six suites on the window replacement list will be postponed until it is seen if they satisfactorily address the Strata Council's concerns.

4.2 PROJECTS APPROVED AT AGM

Council and the Strata Manager reviewed the list of projects approved at the last AGM.

Re-piping: Council considered two quotes for replacing the hot water recirculation lines on the second floor:

Lathams - \$25,975 plus GST

Milani - \$24,197 plus GST.

Council decided to award the contract to Lathams as Council is more comfortable with the quality of their work.

Roof Inspection: The roof inspection by Spratt Emanuel will take place in the next several weeks, as soon as weather allows.

Balcony Membranes: The remaining original fourth floor balcony membranes will be replaced in the Spring.

Treadmill: Sue Esplen reported that she had investigated pricing on a number of different types of exercise machines. It was noted that the owners had specifically approved a treadmill at the AGM, so there is no option to look at any machines other than a treadmill. Ms. Esplen will continue to investigate.

Parkade Floor repairs: Council considered two quotes for repairing the deteriorated areas of the parkade floor:

Polycrete: \$6,649 plus GST

JS Contracting: \$2,100 plus GST

Given the large price difference, it was decided to ask JS Contracting to return to the building to meet with Herman Mueller to confirm that their quote includes all the areas originally specified to them. If it does, they will be asked to proceed.

Painting: A decision on the use of the painting funds will be discussed at a future meeting.

Access control system & new enterphones: Immediately before the meeting, Ryan Schmid of Action Lock attended to discuss Action's quote for the new access control system and enterphones. After making his presentation and answering questions from Council, Mr. Schmid left the meeting. Council then considered three quotes:

Action: \$66,859 plus GST (access control system & enterphones)
CASI: \$72,715 plus GST (access control system & enterphones)
Viscount: \$41,845 plus GST (access control system only)

It was decided to have the work done by Action, if they are able to make a number of changes to the specifications and still carry out the project for under the budget price of \$74,000. Ryan Schmid will be asked to come back to meet with Herman Mueller and Naomi Bovey to clarify the number of doors that are to be included.

(5) NEW BUSINESS

5.1 CORRESPONDENCE

- A letter was received from the owner who is being fined regularly for having a dog, requesting that the strata corporation stop the "continuing harassment." Council decided that the owner will continue to be fined as he has acknowledged that the dog is in the suite 2-3 days a week.
- A letter was received from an owner regarding the carpet burn that occurred in his suite after the strata corporation's contractor, SJL, took the heater off his wall to carry out some painting work. The burn resulted after the owner turned on the heat while the heater was face down on the carpet. Council decided to advise the owner to resolve the matter directly with SJL.
- A letter was received from an owner regarding a window leak. The owner's suite will be placed on the window replacement waiting list.
- A letter was received from an owner regarding excessive noise from the suite next door. Council decided that it will continue with the policy of previous Councils not to deal with noise complaints unless the police have attended first.

5.2 INSURANCE CLAIM

There was a major water leak in a third floor suite on February 3 as a result of poor plumbing work done by an owner's contractor. An insurance claim was filed to cover the cost of repairs. The deductible will be \$10,000. Council decided to hold the owner responsible for the \$10,000 deductible.

Council also noted that the owner had installed laminate flooring. The Strata Manager will check if the owner obtained permission in the past. If not, the owner will be fined \$200 and be required to obtain permission for the flooring from the suite below.

(6) ADJOURNMENT & NEXT COUNCIL MEETING

There being no further business, the meeting was adjourned at 8:55 pm.

The next Council meeting will be held on **Tuesday, March 11, 2008**, at 6:00 pm in the Meeting Room.

NOTICE TO OWNERS:

SHUT-OFFS: EACH SUITE AT WATERSIDE HAS ITS OWN WATER SHUT OFF. PLEASE MAKE SURE YOU ARE AWARE OF ITS LOCATION. IT IS TYPICALLY LOCATED NEAR YOUR WASHING MACHINE.

INSURANCE: UNDER CERTAIN CIRCUMSTANCES INDIVIDUAL OWNERS CAN BE HELD RESPONSIBLE FOR THE STRATA CORPORATION'S INSURANCE DEDUCTIBLE IN CASE OF A WATER LEAK. THE STRATA CORPORATION'S DEDUCTIBLE IS CURRENTLY \$10,000. IT IS STRONGLY RECOMMENDED THAT OWNERS OBTAIN PERSONAL INSURANCE THAT WILL COVER LIABILITY FOR THE STRATA CORPORATION'S INSURANCE DEDUCTIBLE.

ACCESS CONTROL SYSTEM: IN APRIL THE KEY ACCESS SYSTEM FOR THE COMMON AREA DOORS WILL BE REPLACED BY A FOB ACCESS SYSTEM. THE GARAGE DOOR ACCESS SYSTEM WILL ALSO BE REPLACED. FOBS AND REMOTES WILL BE DISTRIBUTED BY COUNCIL MEMBERS IN THE MAIN LOBBY IN THE FOLLOWING DATES:

THURSDAY, MARCH 13	5:00 PM - 7:00 PM
SATURDAY, MARCH 15	9:00 AM - NOON
WEDNESDAY, MARCH 19	5:00 PM - 7:00 PM
SATURDAY, APRIL 5	9:00 AM - NOON

ADDITIONAL INFORMATION WILL BE PROVIDED BY WAY OF A SEPARATE NOTICE.

COUNCIL MEETING MINUTES

TUESDAY, MARCH 11, 2008

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm
in the Social Room

STRATA COUNCIL 2007/2008

PRESIDENT

Niels Johannsen - #252

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John Lum
Sandra Smith

REGRETS:

Niels Johannsen
Naomi Bovey

David Pyper - Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:11 pm. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the meeting of February 12, 2008, as distributed.

CARRIED

(3) REPORTS

3.1 RESIDENT MANAGER'S REPORT

Kelly Comber provided a resident manager's report covering issues arising since the last Council meeting. The report included the following items:

- Lockmasters installed a padlock and chain on the carwash hose bib.
- Parkade concrete repairs were completed by JS Contracting.
- There was a dishwasher leak from and fourth floor suite into a third floor suite. There was a dishwasher leak from a second floor suite into a first floor suite. In both cases, the owner of the suite above will be responsible for repairing all damage to the suite below.

After providing his report and answering questions from Council, the Resident Manager left the meeting.

NOTICE – DISHWASHERS ARE FAILING

THERE HAVE BEEN AN INCREASING NUMBER OF DISHWASHER FAILURES LATELY. IF YOUR DISHWASHER LEAKS THROUGH THE CEILING OF THE SUITE BELOW, YOU WILL BE RESPONSIBLE FOR THE REPAIR COSTS. PLEASE KEEP AN EYE OUT FOR LEAKAGE AND TAKE IMMEDIATE ACTION IF YOU BELIEVE YOUR DISHWASHER OR THE DISHWASHER IN THE SUITE ABOVE IS LEAKING.

3.2 STRATA MANAGER'S REPORT

The Strata Manager reported that further to Section 5.2 of the minutes of the last meeting, the owner of the suite had obtained permission to install laminate flooring; therefore, a fine will not be assessed.

3.3 FINANCIAL REPORT

The strata corporation ended its fiscal year on November 30 with a surplus of \$26,251. It was moved and seconded to adopt the financial statements for the month of November, as distributed.

CARRIED

(4) OLD BUSINESS

4.1 WINDOW REPLACEMENTS

Sue Esplen reported that she had met on site with A1 Windows to show them a number of deficiencies with their work. A1 agreed to return to fix the deficiencies, but had not come back as of the date of the meeting. The Strata Manager will follow up.

4.2 PROJECTS APPROVED AT AGM

Council and the Strata Manager reviewed the status of the projects approved at the last AGM.

Re-piping: Lathams is currently having a contractor provide a quote for the strata corporation on the drywalling work that will be involved in the re-piping project.

Roof Inspection: Spratt Emanuel has inspected the roof and is currently in the process of preparing their report.

Balcony Membranes: The remaining original fourth floor balcony membranes will be replaced in the Spring.

Treadmill: Sue Esplen reported that AGR Fitness will be providing a refurbished treadmill, at a cost of approximately \$3,300 including tax.

Parkade Floor repairs: Herman Mueller met with JS Contracting subsequent to the last Council meeting and re-confirmed their scope of work. JS was then given authorization to proceed. The work was satisfactorily completed.

Painting: A decision on the use of the painting funds will be discussed at a future meeting.

Access control system & new enterphones: Subsequent to the last meeting Herman Mueller and Naomi Bovey met with Action to clarify which doors are included in the project. A revised quote was received, and Action was given authorization to proceed. The total cost will be \$73,941.63.

REMINDER TO OWNERS: IF YOU HAVE NOT YET PICKED UP YOUR NEW FOBS AND REMOTES, YOU MAY DO SO ON SATURDAY, APRIL 5, FROM 9:00 AM - NOON, IN THE LOBBY.

4.3 ADDRESS NUMBERS FOR FRONT ENTRANCE

Council decided to have some address numbers installed on the glass above the front lobby doors.

(5) NEW BUSINESS

5.1 CORRESPONDENCE

- An email was received from an owner regarding a disturbance from the use of a treadmill in the suite next door. The owner had already called the police on this matter and they had attended. A file number was provided. Council decided to send a letter to the offending suite to advise that a

complaint has been received.

- A letter was received from an owner thanking Kelly Comber and Sue Esplen for their hard work during the water leaks on February 3. The owner advised that due to the quick action by all involved, the leak in the wall outside his suite was quickly contained and the damage was limited. Council appreciated the positive feedback.
- An email was received from an owner advising that the emergency lighting in the stairwells did not work during a recent power outage.

5.2 INVOICE FROM SJL CONSTRUCTION

Council discussed the final invoice from SJL in the amount of \$12,321 for the envelope leak repairs they did for the 418/319/221/120 column. The first invoice was \$8,427. Therefore, the total cost will be \$20,427. The original estimate was approximately \$14,000. Council decided to ask SJL for a detailed explanation for the extra costs.

5.3 RENEWAL OF BFI CONTRACT

Council discussed the renewal of the BFI contract for garbage pickup. It was agreed that BFI's service had been acceptable. The contract will be renewed for a three year term, but only if BFI agrees to no pick-ups before 9:30 am on weekends.

5.4 REVISED STRATA MANAGEMENT CONTRACT

Council reviewed a new version of the strata management contract with Baywest. The new contract is necessary to comply with the Real Estate Services Act. Council made a number of proposed changes. If the changes are accepted the annual fee for auditing the trust account will not be charged. John Lum will forward the proposed changes to Baywest for their response.

(6) ADJOURNMENT & NEXT COUNCIL MEETING

There being no further business, the meeting was adjourned at 7:50 pm. The next Council meeting will be held on **Tuesday, April 8, 2008**, at 6:00 pm in the Meeting Room.

NOTICES TO OWNERS

1. THE STRATA PROPERTY ACT IS AVAILABLE ONLINE AT THE FOLLOWING WEBSITE: <http://www.qp.gov.bc.ca/statreg>. ALTERNATIVELY, IF YOU WOULD LIKE TO BORROW THE STRATA COUNCIL'S COPY, PLEASE CONTACT SUE ESPLEN AT 604-277-9765.
2. OWNERS ARE ENCOURAGED TO KEEP THEIR WINDOW TRACKS CLEAN TO PREVENT A BUILDUP OF DIRT IN THE WEEPHOLES. PLUGGED WEEPHOLES CAN LEAD TO LEAKS.
3. IF YOU HAVE DONATED ANY EQUIPMENT TO THE EXERCISE ROOM, PLEASE REMOVE IT BY MARCH 31, 2008. OTHERWISE, THE STRATA CORPORATION WILL DISPOSE OF IT.
4. DO NOT LEAVE UNWANTED PHONE BOOKS IN THE LOBBY. PLEASE PUT THEM IN THE APPROPRIATE RECYCLING BIN.
5. OWNERS ARE REMINDED THE EMERGENCY LIGHTING IN THE STAIRWELLS WILL LAST FOR LESS THAN 2 HOURS IN CASE OF A POWER OUTAGE. THEREFORE, OWNERS SHOULD KEEP A FLASHLIGHT ON HAND FOR USE IN CASE OF A LONG POWER OUTAGE.

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REGRETS:

Sandra Smith

David Pyper - Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the meeting of March 11, 2008, as distributed.

CARRIED**GUEST BUSINESS: STRATA LOT 133**

The owner of Strata Lot 133 and his girlfriend attended the meeting to dispute the dog fines assessed against his suite. The owner confirmed that the dog was no longer living in the suite. After the owner left, Council discussed the situation and decided to stop fining the owner and reverse some of the fines on his account. However, if the owner violates the dog bylaw again in the future, the fines will re-commence.

Given the problems that have arisen enforcing a bylaw that prohibits resident dogs but not visiting dogs, Council decided to propose an amendment to their bylaws at the next AGM to prohibit visiting dogs.

(3) REPORTS**3.1 RESIDENT MANAGER'S REPORT**

Kelly Comber provided a Resident Manager's report covering issues arising since the last Council meeting. The report included the following items:

- Address numbers were installed on the window above the front entrance.
- The power in the neighbourhood went out on March 25. A

number of residents had problems with their in-suite buzzers sounding as a result.

- The fire alarm went off on April 3 after someone burned their dinner and opened their suite door to clear the smoke.
 - A resident has been continually tracking dirt to his suite door. Council decided to send the owner a final warning letter regarding this matter before assessing a fine.
 - There was a leak through the ceiling of a ground floor suite. The Resident Manager inspected the dishwasher of the suite above and found it to be leaking.
 - The Resident Manager noted that cracks are visible on the exterior of the parkade wall where there is water leaking into the parkade at the north-west fan housing. It was decided to have Polycrrete inject the cracks, using the funds approved at the AGM.
- After providing his report and answering questions from Council, the Resident Manager left the meeting.

3.2 STRATA MANAGER'S REPORT

A Strata Manager's report was not provided.

3.3 FINANCIAL REPORT

It was moved and seconded to adopt the financial statements for the months of December, January, and February, as distributed.

CARRIED

The accounts receivable balance as of the date of the meeting was \$9,276.09.

(4) OLD BUSINESS

4.1 WINDOW REPLACEMENTS

A1 Windows has advised that they will address the deficiencies with their window replacement work when they return to site to replace the window in another suite.

4.2 PROJECTS APPROVED AT AGM

Council and the Strata Manager reviewed the status of the outstanding projects approved at the last AGM.

Re-piping: Lathams has been on site with a drywall contractor to review the drywall work that will be required during the second floor re-piping project. A quote is pending.

Roof Inspection: Council discussed the roof inspection report from Spratt Emanuel, which was distributed to Council members in advance of the meeting. The report advises that:

- The roof will last another 10 years if recommended repairs and maintenance are carried out.
- Immediate roof cleaning and repairs should be budgeted at \$100,000. After that, \$10,000 a year should be budgeted for annual repairs.

Council decided to hold an SGM in May to vote on raising approximately \$100,000 to carry out roof repairs. The assessment will be due in two installments on July 1 and August 1. Spratt Emmanuel will be asked to provide the specifications, oversee the bidding process, and carry out an inspection of the work.

Balcony Membranes: The Strata Manager advised that Unlimited Projects will be starting work on eight fourth floor balcony membranes shortly. Unlimited found a number of additional balcony

membranes that need replacing but were not reported by owners. The total amount approved at the AGM will not cover the cost of all the work that needs to be done. Therefore, eight balconies will be done in 2008 and four more will be done in 2009.

Treadmill: Sue Esplen reported that AGR Fitness will be delivering the new treadmill shortly.

Painting: A decision on the use of the painting funds will be discussed at a future meeting.

Access control system & new enterphones: Action Lock has advised that the new access control system will be installed and ready to go by the end of April. Owners will be notified before the switchover takes place.

IF YOU HAVE NOT PICKED UP YOUR ENTITLEMENT OF 2 FOBS AND 1 REMOTE PER PARKING STALL, PLEASE CONTACT RESIDENT MANAGER KELLY COMBER AT 821-0858. ALSO, YOU MAY CONTACT KELLY IF YOU WISH TO PURCHASE AN EXTRA FOB OR REMOTE. RESIDENTS ARE REMINDED THAT THE GARAGE DOOR REMOTES WORK ON ALL DOORS THAT THE FOBS WORK ON.

Council reviewed a list of door replacement and hardware upgrade recommendations from Action Lock. The doors are involved with the access control system and require attention. The total cost of all upgrades and replacements would be \$5,780 plus GST. Council decided ask Action to conduct a walkthrough with a few Council members at the building to review the list. Lockmasters will also be asked to provide a quote for comparison.

4.3 INVOICE FROM SJL CONSTRUCTION

Council reviewed a written explanation from SJL for the cost overruns on the envelope repair work they did the 418/319/221/120 column of suites. The total cost ended up at \$20,748. The original estimate was approximately \$14,000. Council decided to offer SJL \$18,000.

4.4 RENEWAL OF BFI CONTRACT

BFI has agreed to include a term in their contract that there will be no garbage pickup before 7:00 am on weekdays and 9:00 am on weekends. The contract will be for a three year term with a 3% increase each year. Council decided these terms were acceptable and agreed to sign the contract.

4.5 REVISED STRATA MANAGEMENT CONTRACT

Council reviewed the contract counter proposals made by Baywest. Council agreed to the changes and signed the contract.

(5) NEW BUSINESS

5.1 CORRESPONDENCE

- A letter was received from an owner regarding residents parking in the firelane and using a garbage can in the firelane to dispose of household garbage. A letter will be sent to the resident who is parking in the firelane. No action will be taken on the garbage issue as the culprit is not known and the garbage can belongs to the City of Richmond, not Waterside.
- A letter was received from an owner advising that his window leak had gotten worse. Council decided to have the window replaced by A1 as soon as possible.
- An email was received from an owner disputing a plumbing invoice and a locksmith invoice charged

to her suite. The invoices were not covered by insurance. Council re-affirmed that the invoices were the owner's responsibility as they were related to an emergency caused by the plumbing in her suite.

- A letter was received from an owner regarding someone using the garbage can in the firelane.
- A letter was received from an owner requesting permission to be placed on the rental waiting list. The owner will be placed on the list.
- A letter was received from an owner advising that the vent connecting her dryer to the wall had come apart. The owner also advised that there is a brown stain on the ceiling in the vicinity of the dishwasher in the suite above. The owner of the suite above will be sent a letter to advise him to address the matter with the complainant.

ATTENTION RESIDENTS: DO NOT DISPOSE OF YOUR HOUSEHOLD GARBAGE IN THE GARBAGE CAN IN THE FIRELANE. THE BYLAWS REQUIRE YOU TO DISPOSE OF YOUR GARBAGE IN THE GARBAGE BINS IN THE PARKADE. IF YOU ARE CAUGHT, YOU WILL BE FINED.

5.2 MAILROOM LIGHTING

Sue Esplen advised that a letter carrier had reported that the lighting in the mailroom was inadequate. Ms. Esplen will have someone from Canada Post contact the Strata Manager regarding this matter.

(6) ADJOURNMENT & NEXT COUNCIL MEETING

There being no further business, the meeting was adjourned at 7:55 pm. The next Council meeting will be held on **Wednesday, May 14, 2008**, at 7:00 pm in the Meeting Room. An SGM will be held at 6:00 on the same evening to vote on the roof repair special assessment.

REMINDER TO RESIDENTS: IN CASE OF A FIRE ALARM, LEAVE YOUR SUITE AND GO OUTSIDE.

NOTICE

of the

**SPECIAL GENERAL
MEETING**

of

LMS 2166

WATERSIDE AT DOVER PLACE

WEDNESDAY, MAY 14, 2008

REPORT

ON THE

PROGRESS OF THE

WORK

OF

THE

COMMISSIONERS OF THE

LAND OFFICE



300 - 1770 Burrard Street Vancouver
British Columbia, Canada V6J 3G7
Phone (604) 257-0325
Fax (604) 592-3677

April 23, 2008

NOTICE OF SPECIAL GENERAL MEETING

TO: ALL OWNERS, LMS 2166 - WATERSIDE AT DOVER PLACE

DATE: WEDNESDAY, MAY 14, 2008

**TIME: 5:30 PM REGISTRATION
6:00 PM CALL TO ORDER**

**PLACE: THE SOCIAL ROOM AT WATERSIDE AT DOVER PLACE
***** PLEASE BRING YOUR OWN CHAIR *******

Please be advised of the upcoming Special General Meeting of Waterside at Dover Place. The purpose of the meeting is to consider a resolution on roof repairs.

To be entitled to vote, all special assessments and strata fees for your strata lot must be paid up to date, as per Section 27.6 of the Strata Corporation Bylaws.

Please review the attached information prior to attending the Special General Meeting and remember to bring this package of information with you to the meeting. We look forward to receiving your input on Wednesday, May 14, 2008, and invite you to contact the Strata Manager between now and the meeting date should you have any questions.

Yours truly,


On behalf of the Owners of LMS 2166

David Pyper
Strata Manager

AGENDA

1. REGISTRATION 5:30 – 6:00 PM
 2. CALL TO ORDER 6:00 PM
 3. QUORUM REPORT
 4. PROOF OF NOTICE OF MEETING
 5. RESOLUTION "A" – ROOF REPAIRS & MAINTENANCE
 6. ADJOURNMENT
-

RESOLUTION A – ROOR REPAIRS & MAINTENANCE

Be it resolved by a 3/4 vote of the Owners, Strata Plan LMS 2166, that the Strata Corporation be authorized to spend up to \$120,000 to carry out roof repairs and maintenance. Funds to pay for the work will be raised by way of a special levy of all owners. The total levy shall be \$120,000. The levy for each owner shall be based on unit entitlement, as detailed on the attached Schedule. The levy will be due and payable in two equal payments on July 1, 2008, and August 1, 2008. Late payments will be subject to a late payment penalty of \$25 per month. Any excess funds remaining after completion of the work will be refunded to the owners, in accordance with Section 108 of the Strata Property Act.

Rationale: At the AGM held in November 2007, the owners voted to have a roof inspection done. The inspection was recently carried out by Spratt Emmanuel. In the roofing report, Spratt Emmanuel recommends carrying out approximately \$100,000 worth of immediate roof repairs and maintenance to extend the life of the roof. An extra \$20,000 has been added to this amount to cover the following items: (a) Consultant's fee for preparing specifications and overseeing the work, (b) Administration fees from Baywest for processing special assessment payments, (c) Contingency allowance.

If you would like to have a copy of the Spratt Emmanuel roofing report emailed to you, please submit a request to dpyper@baywest.ca.

LMS 2166 - WATERSIDE AT DOVER PLACE							
SPECIAL LEVY FOR ROOF REPAIRS							
SGM OF MAY 14, 2008							
UNIT #	S/L	U/E	TOTAL LEVY	EACH INSTALLMENT			
101	1	49	\$389.12	\$194.56			
102	2	57	\$452.65	\$226.33			
103	3	57	\$452.65	\$226.33			
104	4	55	\$436.77	\$218.38			
105	5	107	\$849.71	\$424.86			
106	6	42	\$333.53	\$166.77			
107	7	109	\$865.59	\$432.80			
108	8	57	\$452.65	\$226.33			
109	98	85	\$675.00	\$337.50			
110	99	88	\$698.83	\$349.41			
111	100	63	\$500.30	\$250.15			
112	101	88	\$698.83	\$349.41			
113	102	80	\$635.30	\$317.65			
114	103	88	\$698.83	\$349.41			
115	104	93	\$738.53	\$369.27			
116	105	93	\$738.53	\$369.27			
117	106	88	\$698.83	\$349.41			
118	107	88	\$698.83	\$349.41			
119	108	88	\$698.83	\$349.41			
120	109	63	\$500.30	\$250.15			
121	110	88	\$698.83	\$349.41			
122	111	83	\$659.12	\$329.56			
123	9	59	\$468.53	\$234.27			
124	10	46	\$365.30	\$182.65			
125	11	57	\$452.65	\$226.33			
126	12	58	\$460.59	\$230.30			
127	13	46	\$365.30	\$182.65			
128	14	59	\$468.53	\$234.27			
129	151	83	\$659.12	\$329.56			
130	152	63	\$500.30	\$250.15			
131	153	63	\$500.30	\$250.15			
132	154	63	\$500.30	\$250.15			
133	155	88	\$698.83	\$349.41			
134	156	88	\$698.83	\$349.41			
135	157	93	\$738.53	\$369.27			
136	158	93	\$738.53	\$369.27			
137	159	88	\$698.83	\$349.41			
138	160	80	\$635.30	\$317.65			
139	161	63	\$500.30	\$250.15			
140	162	63	\$500.30	\$250.15			
141	163	63	\$500.30	\$250.15			
142	164	85	\$675.00	\$337.50			
143	15	57	\$452.65	\$226.33			
144	16	109	\$865.59	\$432.80			
145	17	42	\$333.53	\$166.77			

UNIT #	S/L	U/E	TOTAL LEVY	EACH INSTALLMENT			
146	18	107	\$849.71	\$424.86			
147	19	55	\$436.77	\$218.38			
148	20	57	\$452.65	\$226.33			
149	21	57	\$452.65	\$226.33			
150	22	49	\$389.12	\$194.56			
201	23	60	\$476.47	\$238.24			
202	24	49	\$389.12	\$194.56			
203	25	57	\$452.65	\$226.33			
204	26	57	\$452.65	\$226.33			
205	27	55	\$436.77	\$218.38			
206	28	107	\$849.71	\$424.86			
207	29	42	\$333.53	\$166.77			
208	30	109	\$865.59	\$432.80			
209	31	57	\$452.65	\$226.33			
210	112	85	\$675.00	\$337.50			
211	113	88	\$698.83	\$349.41			
212	114	63	\$500.30	\$250.15			
213	115	88	\$698.83	\$349.41			
214	116	90	\$714.71	\$357.36			
215	117	88	\$698.83	\$349.41			
216	118	93	\$738.53	\$369.27			
217	119	93	\$738.53	\$369.27			
218	120	88	\$698.83	\$349.41			
219	121	88	\$698.83	\$349.41			
220	122	88	\$698.83	\$349.41			
221	123	63	\$500.30	\$250.15			
222	124	88	\$698.83	\$349.41			
223	125	83	\$659.12	\$329.56			
224	32	51	\$405.00	\$202.50			
225	33	90	\$714.71	\$357.36			
226	34	62	\$492.36	\$246.18			
227	35	102	\$810.01	\$405.00			
228	36	104	\$825.89	\$412.94			
229	37	62	\$492.36	\$246.18			
230	38	90	\$714.71	\$357.36			
231	39	51	\$405.00	\$202.50			
232	165	83	\$659.12	\$329.56			
233	166	63	\$500.30	\$250.15			
234	167	63	\$500.30	\$250.15			
235	168	63	\$500.30	\$250.15			
236	169	88	\$698.83	\$349.41			
237	170	88	\$698.83	\$349.41			
238	171	93	\$738.53	\$369.27			
239	172	93	\$738.53	\$369.27			
240	173	88	\$698.83	\$349.41			
241	174	90	\$714.71	\$357.36			
242	175	63	\$500.30	\$250.15			

			TOTAL	EACH			
UNIT #	S/L	U/E	LEVY	INSTALLMENT			
243	176	63	\$500.30	\$250.15			
244	177	63	\$500.30	\$250.15			
245	178	85	\$675.00	\$337.50			
246	40	57	\$452.65	\$226.33			
247	41	109	\$865.59	\$432.80			
248	42	42	\$333.53	\$166.77			
249	43	107	\$849.71	\$424.86			
250	44	55	\$436.77	\$218.38			
251	45	57	\$452.65	\$226.33			
252	46	57	\$452.65	\$226.33			
253	47	49	\$389.12	\$194.56			
301	48	60	\$476.47	\$238.24			
302	49	49	\$389.12	\$194.56			
303	50	57	\$452.65	\$226.33			
304	51	57	\$452.65	\$226.33			
305	52	55	\$436.77	\$218.38			
306	53	107	\$849.71	\$424.86			
307	54	42	\$333.53	\$166.77			
308	55	109	\$865.59	\$432.80			
309	56	57	\$452.65	\$226.33			
310	126	85	\$675.00	\$337.50			
311	127	88	\$698.83	\$349.41			
312	128	63	\$500.30	\$250.15			
313	129	88	\$698.83	\$349.41			
314	130	90	\$714.71	\$357.36			
315	131	115	\$913.24	\$456.62			
316	132	115	\$913.24	\$456.62			
317	133	88	\$698.83	\$349.41			
318	134	88	\$698.83	\$349.41			
319	135	63	\$500.30	\$250.15			
320	136	88	\$698.83	\$349.41			
321	137	83	\$659.12	\$329.56			
322	138	55	\$436.77	\$218.38			
323	57	51	\$405.00	\$202.50			
324	58	90	\$714.71	\$357.36			
325	59	83	\$659.12	\$329.56			
326	60	82	\$651.18	\$325.59			
327	61	83	\$659.12	\$329.56			
328	62	83	\$659.12	\$329.56			
329	63	90	\$714.71	\$357.36			
330	64	51	\$405.00	\$202.50			
331	179	56	\$444.71	\$222.35			
332	180	83	\$659.12	\$329.56			
333	181	63	\$500.30	\$250.15			
334	182	63	\$500.30	\$250.15			
335	183	63	\$500.30	\$250.15			
336	184	88	\$698.83	\$349.41			
337	185	115	\$913.24	\$456.62			

UNIT #	S/L	U/E	TOTAL LEVY	EACH INSTALLMENT			
338	186	115	\$913.24	\$456.62			
339	187	90	\$714.71	\$357.36			
340	188	63	\$500.30	\$250.15			
341	189	63	\$500.30	\$250.15			
342	190	63	\$500.30	\$250.15			
343	191	85	\$675.00	\$337.50			
344	65	57	\$452.65	\$226.33			
345	66	109	\$865.59	\$432.80			
346	67	42	\$333.53	\$166.77			
347	68	107	\$849.71	\$424.86			
348	69	55	\$436.77	\$218.38			
349	70	57	\$452.65	\$226.33			
350	71	57	\$452.65	\$226.33			
351	72	49	\$389.12	\$194.56			
401	73	60	\$476.47	\$238.24			
402	74	49	\$389.12	\$194.56			
403	75	57	\$452.65	\$226.33			
404	76	57	\$452.65	\$226.33			
405	77	55	\$436.77	\$218.38			
406	78	107	\$849.71	\$424.86			
407	79	42	\$333.53	\$166.77			
408	80	109	\$865.59	\$432.80			
409	81	57	\$452.65	\$226.33			
410	139	47	\$373.24	\$186.62			
411	140	85	\$675.00	\$337.50			
412	141	88	\$698.83	\$349.41			
413	142	63	\$500.30	\$250.15			
414	143	88	\$698.83	\$349.41			
415	144	116	\$921.18	\$460.59			
416	145	117	\$929.12	\$464.56			
417	146	88	\$698.83	\$349.41			
418	147	63	\$500.30	\$250.15			
419	148	88	\$698.83	\$349.41			
420	149	83	\$659.12	\$329.56			
421	150	54	\$428.83	\$214.41			
422	82	51	\$405.00	\$202.50			
423	83	90	\$714.71	\$357.36			
424	84	83	\$659.12	\$329.56			
425	85	82	\$651.18	\$325.59			
426	86	83	\$659.12	\$329.56			
427	87	83	\$659.12	\$329.56			
428	88	90	\$714.71	\$357.36			
429	89	51	\$405.00	\$202.50			
430	192	56	\$444.71	\$222.35			
431	193	83	\$659.12	\$329.56			
432	194	63	\$500.30	\$250.15			
433	195	63	\$500.30	\$250.15			

			TOTAL	EACH			
UNIT #	S/L	U/E	LEVY	INSTALLMENT			
434	196	63	\$500.30	\$250.15			
435	197	117	\$929.12	\$464.56			
436	198	116	\$921.18	\$460.59			
437	199	63	\$500.30	\$250.15			
438	200	63	\$500.30	\$250.15			
439	201	63	\$500.30	\$250.15			
440	202	85	\$675.00	\$337.50			
441	203	46	\$365.30	\$182.65			
442	90	57	\$452.65	\$226.33			
443	91	109	\$865.59	\$432.80			
444	92	42	\$333.53	\$166.77			
445	93	107	\$849.71	\$424.86			
446	94	55	\$436.77	\$218.38			
447	95	57	\$452.65	\$226.33			
448	96	57	\$452.65	\$226.33			
449	97	49	\$389.12	\$194.56			
Aggregate		15111	\$120,000.00	\$60,000.00			

PROXY FORM

**SPECIAL GENERAL MEETING
THE OWNERS OF WATERSIDE AT DOVER PLACE - LMS 2166
WEDNESDAY, MAY 14, 2008**

I (we) _____

of _____

in the Province of British Columbia, being the registered Owner(s) of Strata Lot _____,
at Waterside at Dover Place, Strata Plan LMS 2166, hereby appoint:

or failing him/her _____

or failing him/her _____

as my (our) proxy for me (us) and on my (our) behalf at the Special General Meeting to
be held on May 14, 2008, and at any adjournment thereof.

SIGNED THIS _____ DAY OF _____, 2008. _____
OWNER'S SIGNATURE

DEAR OWNER: FOR THE SGM TO PROCEED, A QUORUM OF 1/3 OF ELIGIBLE OWNERS IS REQUIRED. OWNERS MAY BE REPRESENTED IN PERSON OR BY PROXY. IF YOU CANNOT ATTEND THE MEETING, PLEASE PROVIDE THIS PROXY FORM TO SOMEONE WHO CAN ATTEND ON YOUR BEHALF. THANK YOU.

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm – The Social Room
5880 Dover Crescent
Richmond, B.C.
V7C 5P5

STRATA COUNCIL 2007/2008

PRESIDENT

Niels Johannsen - #252

VICE PRESIDENT

Sue Esplen - #149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith – #415

AT LARGE

Naomi Bovey - #246

STRATA MANAGER

David Pyper

BAYWEST MANAGEMENT

300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7

Phone: 257-0325

Direct Line: 714-1523

Direct Fax: 592-3677

email: dpyper@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 821-0858

Emergencies: 680-5825

ATTENDANCE:

50 owners represented: 34 in person & 16 by proxy
David Pyper, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 pm by Strata Manager David Pyper.

(2) CALLING THE ROLL & CERTIFICATION OF PROXIES

As there are 203 strata lots at Waterside, and a quorum requires representation by 1/3 of all strata lots, a quorum for the meeting required representation by 68 strata lots. At 6:00, the time the meeting was supposed to have been called to order, a quorum was not present. In accordance with the bylaws, the meeting was called to order one hour later, at which time the owners present in person and by proxy were deemed to constitute a quorum, and the meeting proceeded. 50 strata lots were represented, 34 in person and 16 by proxy.

(3) PROOF NOTICE OF MEETING

It was moved and seconded that proper notice of meeting had been provided in accordance with the requirements of the Strata Property Act.

CARRIED

(4) RESOLUTION "A" – ROOF REPAIRS & MAINTENANCE

It was moved and seconded to adopt Resolution "A" as presented:

Be it resolved by a 3/4 vote of the Owners, Strata Plan LMS 2166, that the Strata Corporation be authorized to spend up to \$120,000 to carry out roof repairs and maintenance. Funds to pay for the work will be raised by way of a special levy of all owners. The total levy shall be \$120,000. The levy for each owner shall be based on unit entitlement, as detailed on the attached Schedule. The levy will be due and payable in two equal payments on July 1, 2008, and August 1, 2008. Late payments will be subject to a late payment penalty of \$25 per month. Any excess funds remaining after completion of the work will be refunded to the owners, in accordance with Section 108 of the Strata Property Act.

It was moved and seconded to amend Resolution "A" by deleting the last sentence and replacing it with "Any excess funds remaining after completion of the work will be placed in a reserve fund to pay for the eventual replacement of the roof"

CARRIED

It was moved and seconded to amend the resolution by changing the payment due dates from "July 1, 2008 and August 1, 2008" to "August 1, 2008 and September 1, 2008."

CARRIED

Owners then voted by secret ballot on the main motion as amended and the resolution was

CARRIED

(5) ADJOURNMENT

There being no further business, the meeting was adjourned at 7:26 pm.

NOTICE TO OWNERS:

DUE TO THE PASSING OF THE RESOLUTION, A SPECIAL ASSESSMENT WILL BE DUE ON AUGUST 1 AND SEPTEMBER 1. THE ASSESSMENT FOR YOUR SUITE IS SHOWN ON THE ATTACHED SPREADSHEET. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST. IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT BAYWEST AT 257-0325.

LMS 2166 - WATERSIDE AT DOVER PLACE							
SPECIAL LEVY FOR ROOF REPAIRS							
SGM OF MAY 14, 2008							
			TOTAL	EACH			
UNIT #	S/L	U/E	LEVY	INSTALLMENT			
101	1	49	\$389.12	\$194.56			
102	2	57	\$452.65	\$226.33			
103	3	57	\$452.65	\$226.33			
104	4	55	\$436.77	\$218.38			
105	5	107	\$849.71	\$424.86			
106	6	42	\$333.53	\$166.77			
107	7	109	\$865.59	\$432.80			
108	8	57	\$452.65	\$226.33			
109	98	85	\$675.00	\$337.50			
110	99	88	\$698.83	\$349.41			
111	100	63	\$500.30	\$250.15			
112	101	88	\$698.83	\$349.41			
113	102	80	\$635.30	\$317.65			
114	103	88	\$698.83	\$349.41			
115	104	93	\$738.53	\$369.27			
116	105	93	\$738.53	\$369.27			
117	106	88	\$698.83	\$349.41			
118	107	88	\$698.83	\$349.41			
119	108	88	\$698.83	\$349.41			
120	109	63	\$500.30	\$250.15			
121	110	88	\$698.83	\$349.41			
122	111	83	\$659.12	\$329.56			
123	9	59	\$468.53	\$234.27			
124	10	46	\$365.30	\$182.65			
125	11	57	\$452.65	\$226.33			
126	12	58	\$460.59	\$230.30			
127	13	46	\$365.30	\$182.65			
128	14	59	\$468.53	\$234.27			
129	151	83	\$659.12	\$329.56			
130	152	63	\$500.30	\$250.15			
131	153	63	\$500.30	\$250.15			
132	154	63	\$500.30	\$250.15			
133	155	88	\$698.83	\$349.41			
134	156	88	\$698.83	\$349.41			
135	157	93	\$738.53	\$369.27			
136	158	93	\$738.53	\$369.27			
137	159	88	\$698.83	\$349.41			
138	160	80	\$635.30	\$317.65			
139	161	63	\$500.30	\$250.15			
140	162	63	\$500.30	\$250.15			
141	163	63	\$500.30	\$250.15			
142	164	85	\$675.00	\$337.50			
143	15	57	\$452.65	\$226.33			
144	16	109	\$865.59	\$432.80			
145	17	42	\$333.53	\$166.77			

UNIT #	S/L	U/E	TOTAL LEVY	EACH INSTALLMENT			
146	18	107	\$849.71	\$424.86			
147	19	55	\$436.77	\$218.38			
148	20	57	\$452.65	\$226.33			
149	21	57	\$452.65	\$226.33			
150	22	49	\$389.12	\$194.56			
201	23	60	\$476.47	\$238.24			
202	24	49	\$389.12	\$194.56			
203	25	57	\$452.65	\$226.33			
204	26	57	\$452.65	\$226.33			
205	27	55	\$436.77	\$218.38			
206	28	107	\$849.71	\$424.86			
207	29	42	\$333.53	\$166.77			
208	30	109	\$865.59	\$432.80			
209	31	57	\$452.65	\$226.33			
210	112	85	\$675.00	\$337.50			
211	113	88	\$698.83	\$349.41			
212	114	63	\$500.30	\$250.15			
213	115	88	\$698.83	\$349.41			
214	116	90	\$714.71	\$357.36			
215	117	88	\$698.83	\$349.41			
216	118	93	\$738.53	\$369.27			
217	119	93	\$738.53	\$369.27			
218	120	88	\$698.83	\$349.41			
219	121	88	\$698.83	\$349.41			
220	122	88	\$698.83	\$349.41			
221	123	63	\$500.30	\$250.15			
222	124	88	\$698.83	\$349.41			
223	125	83	\$659.12	\$329.56			
224	32	51	\$405.00	\$202.50			
225	33	90	\$714.71	\$357.36			
226	34	62	\$492.36	\$246.18			
227	35	102	\$810.01	\$405.00			
228	36	104	\$825.89	\$412.94			
229	37	62	\$492.36	\$246.18			
230	38	90	\$714.71	\$357.36			
231	39	51	\$405.00	\$202.50			
232	165	83	\$659.12	\$329.56			
233	166	63	\$500.30	\$250.15			
234	167	63	\$500.30	\$250.15			
235	168	63	\$500.30	\$250.15			
236	169	88	\$698.83	\$349.41			
237	170	88	\$698.83	\$349.41			
238	171	93	\$738.53	\$369.27			
239	172	93	\$738.53	\$369.27			
240	173	88	\$698.83	\$349.41			
241	174	90	\$714.71	\$357.36			
242	175	63	\$500.30	\$250.15			

			TOTAL	EACH			
UNIT #	S/L	U/E	LEVY	INSTALLMENT			
243	176	63	\$500.30	\$250.15			
244	177	63	\$500.30	\$250.15			
245	178	85	\$675.00	\$337.50			
246	40	57	\$452.65	\$226.33			
247	41	109	\$865.59	\$432.80			
248	42	42	\$333.53	\$166.77			
249	43	107	\$849.71	\$424.86			
250	44	55	\$436.77	\$218.38			
251	45	57	\$452.65	\$226.33			
252	46	57	\$452.65	\$226.33			
253	47	49	\$389.12	\$194.56			
301	48	60	\$476.47	\$238.24			
302	49	49	\$389.12	\$194.56			
303	50	57	\$452.65	\$226.33			
304	51	57	\$452.65	\$226.33			
305	52	55	\$436.77	\$218.38			
306	53	107	\$849.71	\$424.86			
307	54	42	\$333.53	\$166.77			
308	55	109	\$865.59	\$432.80			
309	56	57	\$452.65	\$226.33			
310	126	85	\$675.00	\$337.50			
311	127	88	\$698.83	\$349.41			
312	128	63	\$500.30	\$250.15			
313	129	88	\$698.83	\$349.41			
314	130	90	\$714.71	\$357.36			
315	131	115	\$913.24	\$456.62			
316	132	115	\$913.24	\$456.62			
317	133	88	\$698.83	\$349.41			
318	134	88	\$698.83	\$349.41			
319	135	63	\$500.30	\$250.15			
320	136	88	\$698.83	\$349.41			
321	137	83	\$659.12	\$329.56			
322	138	55	\$436.77	\$218.38			
323	57	51	\$405.00	\$202.50			
324	58	90	\$714.71	\$357.36			
325	59	83	\$659.12	\$329.56			
326	60	82	\$651.18	\$325.59			
327	61	83	\$659.12	\$329.56			
328	62	83	\$659.12	\$329.56			
329	63	90	\$714.71	\$357.36			
330	64	51	\$405.00	\$202.50			
331	179	56	\$444.71	\$222.35			
332	180	83	\$659.12	\$329.56			
333	181	63	\$500.30	\$250.15			
334	182	63	\$500.30	\$250.15			
335	183	63	\$500.30	\$250.15			
336	184	88	\$698.83	\$349.41			
337	185	115	\$913.24	\$456.62			

			TOTAL	EACH			
UNIT #	S/L	U/E	LEVY	INSTALLMENT			
338	186	115	\$913.24	\$456.62			
339	187	90	\$714.71	\$357.36			
340	188	63	\$500.30	\$250.15			
341	189	63	\$500.30	\$250.15			
342	190	63	\$500.30	\$250.15			
343	191	85	\$675.00	\$337.50			
344	65	57	\$452.65	\$226.33			
345	66	109	\$865.59	\$432.80			
346	67	42	\$333.53	\$166.77			
347	68	107	\$849.71	\$424.86			
348	69	55	\$436.77	\$218.38			
349	70	57	\$452.65	\$226.33			
350	71	57	\$452.65	\$226.33			
351	72	49	\$389.12	\$194.56			
401	73	60	\$476.47	\$238.24			
402	74	49	\$389.12	\$194.56			
403	75	57	\$452.65	\$226.33			
404	76	57	\$452.65	\$226.33			
405	77	55	\$436.77	\$218.38			
406	78	107	\$849.71	\$424.86			
407	79	42	\$333.53	\$166.77			
408	80	109	\$865.59	\$432.80			
409	81	57	\$452.65	\$226.33			
410	139	47	\$373.24	\$186.62			
411	140	85	\$675.00	\$337.50			
412	141	88	\$698.83	\$349.41			
413	142	63	\$500.30	\$250.15			
414	143	88	\$698.83	\$349.41			
415	144	116	\$921.18	\$460.59			
416	145	117	\$929.12	\$464.56			
417	146	88	\$698.83	\$349.41			
418	147	63	\$500.30	\$250.15			
419	148	88	\$698.83	\$349.41			
420	149	83	\$659.12	\$329.56			
421	150	54	\$428.83	\$214.41			
422	82	51	\$405.00	\$202.50			
423	83	90	\$714.71	\$357.36			
424	84	83	\$659.12	\$329.56			
425	85	82	\$651.18	\$325.59			
426	86	83	\$659.12	\$329.56			
427	87	83	\$659.12	\$329.56			
428	88	90	\$714.71	\$357.36			
429	89	51	\$405.00	\$202.50			
430	192	56	\$444.71	\$222.35			
431	193	83	\$659.12	\$329.56			
432	194	63	\$500.30	\$250.15			
433	195	63	\$500.30	\$250.15			

			TOTAL	EACH			
UNIT #	S/L	U/E	LEVY	INSTALLMENT			
434	196	63	\$500.30	\$250.15			
435	197	117	\$929.12	\$464.56			
436	198	116	\$921.18	\$460.59			
437	199	63	\$500.30	\$250.15			
438	200	63	\$500.30	\$250.15			
439	201	63	\$500.30	\$250.15			
440	202	85	\$675.00	\$337.50			
441	203	46	\$365.30	\$182.65			
442	90	57	\$452.65	\$226.33			
443	91	109	\$865.59	\$432.80			
444	92	42	\$333.53	\$166.77			
445	93	107	\$849.71	\$424.86			
446	94	55	\$436.77	\$218.38			
447	95	57	\$452.65	\$226.33			
448	96	57	\$452.65	\$226.33			
449	97	49	\$389.12	\$194.56			
Aggregate		15111	\$120,000.00	\$60,000.00			

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm
in the Social Room

STRATA COUNCIL 2007/2008

PRESIDENT

Niels Johannsen - #252

VICE PRESIDENT

Sue Esplen - #149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith - #415

AT LARGE

Naomi Bovey - #246

STRATA MANAGER

David Pyper

**BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7**

Phone: 257-0325

Direct Line: 714-1523

Direct Fax: 592-3677

email: dpyper@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 821-0858

Emergencies: 680-5825

ATTENDANCE:

Niels Johannsen
Sue Esplen
Herman Mueller
John Lum
Naomi Bovey
Sandra Smith

David Pyper - Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:31 pm. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the meeting of April 8, 2008, subject to noting one omission: A piece of correspondence that was discussed at the meeting was not recorded. The letter was from an owner advising of a leak, likely from a dishwasher, through her ceiling. The writer was asked to continue to address the matter with the owner of the suite above.

CARRIED

(3) REPORTS

3.1 RESIDENT MANAGER'S REPORT

Kelly Comber provided a Resident Manager's report covering issues arising since the last Council meeting. The report included the following items:

- A vehicle that was illegally parked in a resident's parking space was towed.
- Lathams carried out pipe leak repairs on the first floor on April 10.
- There was a pipe leak on the second floor on April 25, May 7, and May 12. The resident manager and Lathams each carried out repairs.
- There was a trouble signal on the fire panel on April 30 caused by a defective module in the panel. The module was replaced by Grinnell.
- A first floor suite door was kicked in by an unknown party. The police attended. Action Lock carried out emergency repairs.
- Two suites on the same stack had their washing machine drain lines back up. Lathams carried out repairs.

- A number of residents have complained that it is not possible to use their fobs on the two courtyard doors that lead down into the parkade. Council noted that these doors were purposely not fobbed due to a lack of funds. For now these doors will be exit only. Council may propose a resolution to add fob readers to these two doors at the next AGM.

- The residents of a ground floor suite have continued to track dirt through the common hallways despite verbal warnings from the resident manager and two written warnings from Council. Council decided to assess a fine. The owner will also be warned about the disturbances caused by residents of her suite walking past other ground floor suites outside the building.

After providing his report and answering questions from Council, the Resident Manager left the meeting.

3.2 STRATA MANAGER'S REPORT

A Strata Manager's report was not provided.

3.3 FINANCIAL REPORT

It was moved and seconded to adopt the financial statements for the month of March, as distributed.

CARRIED

The accounts receivable balance as of the date of the meeting was \$10,090.95. Lien warning letters will be sent to three suites with large balances.

Treasurer John Lum reported that there were seven past owners with small credit balances on their accounts. Council decided to transfer these amounts into general revenue.

(4) OLD BUSINESS

4.1 WINDOW REPLACEMENTS

A1 Windows has will be on site shortly to replace the window in a 4th floor suite. The replacement will cost about \$1,000 more than the other suites done to date because a boom lift is required. They will address the deficiencies with their window replacement work in another suite when they are on site.

4.2 PROJECTS APPROVED AT AGM

Council and the Strata Manager reviewed the status of the projects approved at the last AGM.

The following projects have now been completed: roof inspection, treadmill purchase, parkade floor repairs, installation of the access control system and new enterphones. The following projects are outstanding:

- Re-piping on 2nd floor: A quote was obtained from Aquataur for \$36,288 plus GST for the drywall cutting and repair work associated with the re-piping project. As the quote is very high and would cause the project to be over budget, additional quotes will be obtained.

- Balcony Membranes: Unlimited Projects has just about finished installing the new membranes on eight fourth floor balconies. Niels Johannsen volunteered to inspect the balconies before final payment is released.

- Painting: A decision on the use of the painting funds will be discussed at a future meeting.

4.3 INVOICE FROM SJL CONSTRUCTION

The Strata Manager reported that SJL had responded to Council's offer to settle for \$18,000 by making a counter-proposal of \$18,748. Council decided to accept the offer.

4.4 DOOR UPGRADES

Council reviewed a revised quote from Action Lock for \$4,025 plus GST for door replacement and hardware upgrades related to the new access control system. The quote was revised after Naomi Bovey, John Lum, and Niels Johannsen met on site with Action Lock. Council approved the quote. The funds for the work will come from the general repairs & maintenance budget.

4.5 ROOF REPAIRS

Immediately before the Council meeting an SGM was held at which the owners approved the expenditure of up to \$120,000 for roof repairs and maintenance. Council reviewed a quote from Spratt Emmanuel for \$15,000 plus disbursements plus GST for providing consulting services for the roof repairs. Council approved the quote, subject to Spratt Emmanuel agreeing to do the work for a flat fee of \$15,000 plus GST (ie. including disbursements).

Herman Mueller will be the liaison between the roofing consultants and the Strata Council. If any owners are interested in joining Mr. Mueller on the roofing project committee, please deliver a note under the door of Suite 341.

OWNERS ARE REMINDED THAT A SPECIAL ASSESSMENT IS DUE IN TWO INSTALLMENTS ON AUGUST 1 AND SEPTEMBER 1. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST BY THE DUE DATE. THANK YOU.

(5) NEW BUSINESS

5.1 CORRESPONDENCE

- A letter was received advising that the wood railings on two balconies need to be painted. Council decided to have the work done.
- A letter was received from an owner requesting that the tree outside her suite be pruned. Council members left the meeting room to view the tree. It was decided that no special pruning was necessary. The tree will be pruned as part of routine pruning carried out by the landscapers.
- A request was received from an owner to install hardwood flooring. The request was approved subject to the owner obtaining written permission for the installation from the owner of the suite below.
- A letter was received from an owner about dry stains and mold, possibly from leak, on his bathroom ceiling. The owner will be advised to clean his ceiling and monitor the situation. If a leak occurs or the staining returns, Council will investigate, but if it is found that the leak is not from common property the owner will be responsible for all costs.
- A letter was received from a ground floor owner requesting permission to install a divider fence at her cost on the common property outside her suite to prevent people from walking past her suite. The request was approved; however, Council will retain the right to ask the owner to remove the fence for any reason at her cost in the future.
- A letter was received from Theresa Beaupre resigning from Council.

NOTE TO OWNERS: THERE IS A VACANT POSITION ON COUNCIL. IF YOU ARE INTERESTED IN JOINING, PLEASE ADVISE COUNCIL IN WRITING. THANK YOU.

5.2 STRATA MANAGER'S LEAVE OF ABSENCE

Strata Manager David Pyper will be away from June 1 to September 1. His temporary full time replacement will be Strata Manager George Alexandru.

5.3 ACTION LOCK INVOICE FOR DVR REPAIRS

An invoice was received from Action Lock for \$1,065 for repairing the security camera system DVR after it was damaged by a power surge. Council decided not to pay the invoice since a surge protector should have been installed by Action Lock when they installed the security system.

5.4 INSURANCE DEDUCTIBLE FOR AUGUST 2006 CLAIM

Incredible Restorations recently advised that they never submitted an invoice for the insurance deductible related to an insurance claim for a ground floor suite water backup in August 2006. An invoice has now been submitted. Council decided to pay the invoice, in the amount of \$7,500, from the Contingency Reserve Fund, as permitted by the Strata Property Act.

5.5 GRINNELL INVOICE

Council discussed an invoice from Grinnell for \$357 for a service call placed by an owner during a power outage. Council noted that it was not appropriate for individual owners to be calling out trades on the strata corporation's behalf. As the owner should have called Baywest or the Resident Manager instead of calling a contractor, Council decided to charge the invoice to the owner's account.

OWNERS ARE REMINDED NOT TO CALL ANY TRADES ON THE STRATA CORPORATION'S BEHALF. IF CASE OF A BUILDING EMERGENCY, CALL THE RESIDENT MANAGER OR BAYWEST. IN CASE OF FIRE, CALL THE FIRE DEPARTMENT.

5.6 ANNUAL FIRE INSPECTION REPORT

Council reviewed a quote from Grinnell for remedying deficiencies found during the recent annual fire inspection. Grinnell will be asked to remove three items from the quote and it will be reconsidered at the next meeting. Additional quotes will also be obtained from other fire inspection contractors.

5.7 PARKING GRATE

Some additional work is still required on the parking grate at the entrance to visitors parking. John Lum will ask the contractor to return to carry out additional measures after Herman Mueller has conducted some water flow testing on the grate.

5.8 PROOFREADING OF MINUTES

Council discussed the idea of Council members proofreading the minutes before distribution. It was decided not to have Council members proofread the minutes as it would result in a delay in distribution, and there have been very few errors or omissions noted over the years. Any errors or omissions will be noted at the subsequent minutes.

5.9 INSURANCE QUOTES

Council asked the Strata Manager to obtain quotes from several different brokers in advance of the insurance renewal date of October 1.

(6) ADJOURNMENT & NEXT COUNCIL MEETING

There being no further business, the meeting was adjourned at 9:27 pm.

The next Council meeting will be held on **Tuesday, June 10, 2008**, at 6:00 pm in the Meeting Room.

COUNCIL MEETING MINUTES**TUESDAY, JUNE 10, 2008****WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166****TIME & LOCATION:**

6:00 pm
in the Social Room

STRATA COUNCIL 2007/2008**PRESIDENT**

Niels Johannsen - #252

VICE PRESIDENT

Sue Esplen - #149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith - #415

AT LARGE

Naomi Bovey - #246

STRATA MANAGER

George Alexandru

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7

Phone: 257-0325

Direct Line: 714-1531

Direct Fax: 592-5289

email: galexandru@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 821-0858

Emergencies: 680-5825

ATTENDANCE:

Niels Johannsen
Sue Esplen
Herman Mueller
John Lum
Naomi Bovey

REGRETS:

Sandra Smith

George Alexandru - Baywest Management Corporation

GUESTS:

Kelly Comber- Resident Manager
Edward Montague – Solicitor, representing the owner of unit 309
Finley Huang – Owner of 309
Edward Martin – Owner of unit 146

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established. George Alexandru introduced himself as the interim Strata Manager until David Pyper is back on September 01, 2008.

(2) GUEST BUSINESS**2.1 Unit 309**

The owner of unit 309 and his lawyer, Edward Montague, from Campbell Froh May & Rice LLP requested to appear before council to address the recent rental permission request under hardship submitted to council on May 29, 2008. Due to the privacy matters to be discussed, the owner of unit 146 was invited out of the room. Mr. Montague re-iterated the details of the hardship case as included in the letter of May 29. Following his presentation, a period of questions and answers occurred. Council thanked the owner and her lawyer for their attendance and presentation. After their departure, a vote was called to accept the application. (3 votes against, 2 votes in favor).

DEFEATED (but see below)

The Strata Manager recommended that council revisit their decision and accept the application as presented. Council acknowledged the recommendation, but maintained their decision.

NOTE: Two council members that initially voted against the application emailed the Strata Manager the next morning

advising that they decided to change their vote from "No" to "Yes", in fact rendering the council final decision as accepting the rental permission under hardship circumstances with the following provisos:

- The owner of unit 309 must rent their unit in not more than 3 months from the date of conveying council's decision. In case of non-compliance (owner did not submit Form K - Tenant's Responsibilities), the owner must re-apply.

- The rental permission granted under hardship conditions is subject to renewal on a yearly basis. At that time, council will review whether or not the owner's hardship conditions have been changed and if the owner took sufficient and reasonable steps to alleviate her hardship status. Council is under no obligation to renew the rental permission under hardship. Council views the hardship condition as a temporary condition which can not be accepted indefinitely.

On this basis, Council re-voted electronically on their option to approve the request, and it was moved and seconded to grant permission to the owner of unit 309 to proceed with rental of her strata lot under hardship conditions with the provisos as above mentioned.

CARRIED

2.2 Unit 146

The owner of unit 146 requested to appear before council to present in person his request for permission to add a cedar lattice panel to his patio. The owner submitted drawings and details of the proposed project. Council thanked the owner for his attendance and presentation. The owner departed the meeting. Council decided to grant permission to the owner to proceed as indicated with the proviso that the newly erected structure will be similar in look and appearance with the one already installed at unit 149.

(3) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the meeting of May 14, 2008, as distributed.

CARRIED

(4) REPORTS

4.1 RESIDENT MANAGER'S REPORT

Kelly Comber, the Resident Manager of the complex, presented his monthly report highlighting the following:

- Additional water leaks have occurred in the hallway area of the second floor, West side of the building, originating from the recirculating hot water system. Latham's was dispatched.
- Several insurance claims and repairs carried out by Platinum Pacific Restoration related to recent water damage incidents are currently ongoing.
- Overhead Door was called to repair the parking gate.
- Complaint received from an owner on the second floor regarding an incident where the owner above his unit messed up his unit windows as a result of a recent deck cleaning and water run-off. The Strata Manager was asked to send a warning letter to the owner in question.
- Found a broken hallway light scone in front of unit 213. This occurred in the same day unit 213 moved out – May 31, 2008. No further action required.
- The owner of a unit on the first floor has been seen in numerous occasions tracking dirt in the building due to unclean footwear. The Strata Manager was asked to continue to assess fines on a monthly basis until the issue is corrected.
- Dogs reported present in two units – the matter is a contravention of the Strata Corporation Bylaws. The Strata Manager was asked to send a warning letter to one of the owners and continue to assess fines of \$200/per month for the other owner until the contravention is remedied.
- Car battery reported being stored in a parking stall for the last 2 months. Council requested that the

battery is removed by the owner using the parking stall over the next 2 weeks or strata will arrange for removal. The cost incurred for removal and cleaning of the area will be assessed against the owner.

- Several instances have been noted where residents are moving in or out without informing in advance the Resident Manager. Owners / Residents are reminded that informing the Resident Manager in advance of any move in or out is mandatory and, in cases of non-compliance, council may assess fines against the owner of the strata lot in question as per the Strata Corporation Bylaws. Owners are reminded that they are responsible of their tenants'/visitors' actions on the property.

After providing his report and answering questions from Council, the Resident Manager left the meeting.

4.2 FINANCIAL REPORT

John Lum, the Treasurer of the Corporation, reported that the April 2008 financial statements have not been received and, as such, he recommended that the April financial statements approval be deferred until the next meeting. Council was in agreement.

The accounts receivable balance as of the date of the meeting was \$9,104.11. The Strata Manager informed that lien warning letters have been sent to three strata lot owners as instructed. No further action was requested.

(5) OLD BUSINESS

5.1 WINDOW REPLACEMENT PROJECT

The Strata Manager presented an invoice from A1 Windows in the amount of \$1,974.00 for work recently completed on site. Following review, council decided that the payment of the invoice be put on hold until further details are provided by the contractor, such as units completed, status of deficiencies reported, etc. Council expressed dissatisfaction with the overall performance of the contractor and instructed the Strata Manager to stop providing any further work to this contractor. The Strata Manager suggested the use of a different contractor, such as Nikls Property Services. Council decided to review this business item at the next meeting. The Strata Manager was asked to obtain a quote from Nikls.

5.2 PROJECTS APPROVED AT AGM

Council and the Strata Manager reviewed the status of the projects approved at the last AGM.

- **Balcony membrane replacement/repairs** – An invoice from Unlimited Projects in the amount of \$ 9,051.23 has been submitted for review and approval. The Council President volunteered to investigate the work and confirm later on whether or not the invoice should be paid.

- **Re-piping of the recirculating hot water system on 2nd floor:** Three quotes for drywall related repairs were reviewed as follows:

- From Orka Property Services in the amount of \$34,600.00
- From Aquataur in the amount of \$36,288.55
- From Sylvania Building Maintenance in the amount of \$31,860.00

Following review, due to budgetary constraints, council decided to complete the project in phases. The first phase will be to replace the recirculating hot water system in the second floor of the West side of the building, between the fire exit door and the far wall of the hallway. The Strata Manager was asked to revisit the drywall repairs with Sylvania Building Maintenance and Latham's and ensure that the scope of work is limited to this area. As numerous leaks have been reported in this area, the Strata Manager was asked to give high priority to this matter and ensure that work is started as soon as possible. Council requested that, before work is commenced, final costs should be submitted to

council for review and approval. The Strata Manager expressed concerns regarding the potential increase in the overall cost of the project due to phasing.

- **Painting:** Council reviewed a quote from Remdal Painting and Restoration as follows:

- to prepare and paint interior surfaces of wood balcony railing trim at units 410 & 441 in the amount of \$877.47
- to prepare and paint exterior surfaces of wood balcony railing trim at units 410 & 441 in the amount of \$ 963.82

Following review, it was moved and seconded to accept the proposals as submitted.

CARRIED

5.3 ROOF REPAIRS

Herman Muller informed that he met with 4 roofing contractors to review the project and none of them were properly equipped to access and inspect the roof. While they all promised to come back properly equipped with ladders, he did not hear back from any of them or from the Spratt Emanuel Engineering representative. The Strata Manager was asked to investigate and provide status.

OWNERS ARE REMINDED THAT A SPECIAL ASSESSMENT IS DUE IN TWO INSTALLMENTS ON AUGUST 1 AND SEPTEMBER 1, 2008. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST BY THE DUE DATE. THANK YOU.

5.4 ANNUAL FIRE INSPECTION

Council reviewed a revised quotation from Simplex Grinnell Fire & Security regarding addressing deficiencies identified during the last Annual Fire Equipment Inspection in the amount of \$10,845.00. Following discussion, council decided that these deficiencies must be addressed immediately as they are related to the safety of the residents of the building. It was moved and seconded to accept the proposal received from Grinnell as presented and declared that the deficiencies in question are considered an emergency as they bring the building in line with the requirements of the Fire Code. The Strata Manager was authorized to use CRF funding to pay for these repairs.

CARRIED

(6) NEW BUSINESS

6.1 CORRESPONDENCE

- A letter was received from an owner on the fourth floor requesting permission to install hardwood flooring in his unit. In line with the requirements of the Strata Corporation Bylaws, the owner submitted a copy of the consent letter from the owner of the unit down below. Following review, council agreed to grant permission to the owner in question to proceed with the installation as presented subject to further compliance with the Strata Corporation Bylaws. Council is expecting that the project is completed in not more than 6 months from the date of the council approval. In case of non-compliance, the owner must re-apply.

NOTE TO OWNERS: THERE IS A VACANT POSITION ON COUNCIL. IF YOU ARE INTERESTED IN JOINING, PLEASE ADVISE COUNCIL IN WRITING. THANK YOU.

6.2 INVOICE CHARGE BACK

Council reviewed an invoice from Platinum Pacific Restorations in the amount of \$2,109.49 for water damage related repairs for a water leak originating from a unit on the 4th floor (dishwasher leak). Following review, council was in agreement to charge back the invoice against the owner of the unit from where the water leak originated.

REMINDER TO RESIDENTS: COUNCIL IS ASKING THAT RESIDENTS EXERT VIGILANCE WHEN MOVING IN OR OUT OF THE BUILDING. IT HAS BEEN NOTED THAT THE BUILDING FRONT DOOR IS PROPPED OPEN AND NO ONE IS SECURING THE BUILDING ENTRANCE. COUNCIL WOULD APPRECIATE IF RESIDENTS TAKE THIS CONCERN MORE SERIOUSLY AND ENSURE THAT SOMEONE IS PROVIDING SECURITY FOR THE FRONT ENTRANCE OF THE BUILDING. AGAIN, IT IS MANDATORY THAT THE RESIDENT MANAGER IS INFORMED IN ADVANCE OF YOUR MOVE. COUNCIL WILL COMMENCE MONITORING THIS ISSUE CLOSELY AND TRANSGRESSORS WILL BE FINED.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 8:15 pm.

The next Council meeting will be held on **Tuesday, July 8, 2008**, at 6:00 pm in the Meeting Room.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm
in the Social Room

STRATA COUNCIL 2007/2008

PRESIDENT

Niels Johannsen - #252

VICE PRESIDENT

Sue Esplen - #149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith - #415

AT LARGE

Naomi Bovey - #246

STRATA MANAGER

George Alexandru

BAYWEST MANAGEMENT

300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7

Phone: 257-0325

Direct Line: 714-1531

Direct Fax: 592-5289

email: galexandru@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 821-0858

Emergencies: 680-5825

ATTENDANCE:

Sandra Smith
Sue Esplen
Herman Mueller
John Lum
Naomi Bovey

REGRETS:

Niels Johannsen

George Alexandru - Baywest Management Corporation

GUESTS:

Kelly Comber- Resident Manager
Radu Ciubotariu – RC&T Contracting

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) GUEST BUSINESS

RC&T CONTRACTING – ROOF REMEDIATION PROJECT

Radu Ciubotariu appeared before council to present his proposal for roof remediation in the amount of \$126,500 plus taxes. Following his presentation, council asked the contractor several question related to the project. Council thanked the contractor for his attendance. Radu Ciubotariu departed the meeting. Council decided to accept the proposal received from the contractor subject to further review of references.

RESIDENT MANAGER MONTHLY REPORT

Kelly Comber presented his monthly report. The Strata Manager was asked to arrange for the replacement of the parking gate gear assembly. After providing his report and answering questions from Council, the Resident Manager left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the meeting of June 10, 2008, as distributed.

CARRIED

(4) FINANCIAL REPORT

It was MOVED / SECONDED to approve the April 2008 financial statements. John Lum, the Treasurer of the Corporation, recommended that the May 2008 financial statements approval be deferred until the next meeting. Council was in agreement.

The accounts receivable balance as of the date of the meeting was \$10,285.45. The Strata Manager was asked to provide details regarding several charges against a strata lot owner.

CARRIED

(5) OLD BUSINESS

5.1 WINDOW REPLACEMENT PROJECT

The Strata Manager informed that Nikls Property Services declined involvement with the window replacement project. Council requested that quotes from Action Glass and Accurate Glass be obtained until the next meeting. The following units will be included in this project: 220, 250, 347, 252, 303, 146, 447, 134, 415, and 112.

5.2 PROJECTS APPROVED AT AGM

Council and the Strata Manager reviewed the status of the projects approved at the last AGM.

- **Balcony membrane replacement/repairs** – Council was in agreement to pay the invoice received from Unlimited Projects in the amount of \$ 9,051.23.

- **Re-piping of the recirculating hot water system on 2nd floor – West side only:** Council reviewed the following revised quotes:

- From Remdal Painting and Restoration in the amount of \$13,611.28 plus taxes
- From Latham's in the amount of \$6,575 plus taxes
- From Sylvania Building Maintenance in the amount of \$11,860.00

It was MOVED / SECONDED to accept the quotations from Latham's and Sylvania Building Maintenance.

CARRIED

5.3 ROOF REPAIRS

See Guest business. The Strata Manager informed that Spratt Emmanuel Engineering reported that out of 4 roofing contractors invited to bid on the project, none of them expressed interest to participate in the bidding process. Council decided to pursue different avenues in finalizing this project taken into consideration the urgency of completing this project this summer and accepted to proceed with the proposal received from RC&T Contracting.

OWNERS ARE REMINDED THAT A SPECIAL ASSESSMENT IS DUE IN TWO INSTALLMENTS ON AUGUST 1 AND SEPTEMBER 1, 2008. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST BY THE DUE DATE. THANK YOU.

5.4 ANNUAL FIRE INSPECTION

The Strata Manager advised that Simplex Grinnell has scheduled to address the fire equipment deficiencies on July 16, 17 & 18. A note will be posted in the building. Owners / residents are requested to ensure that access is provided. In case of non-compliance, council will arrange for forcible access and the cost for the locksmith will be supported by the owner of the strata lot in question.

CARRIED

5.5 ENTERPHONE

Owners / Residents, who experience enterphone problems, especially ADSL users, should report them to council in writing via Baywest no later than July 31, 2008.

(6) NEW BUSINESS

6.1 CORRESPONDENCE

A letter was received from an owner expressing concerns regarding one of the council members. Following review, council duly noted the concerns. No further action was requested.

NOTE TO OWNERS: THERE IS A VACANT POSITION ON COUNCIL. IF YOU ARE INTERESTED IN JOINING, PLEASE ADVISE COUNCIL IN WRITING. THANK YOU.

6.2 PET BYLAW VIOLATION

Council reviewed a letter from the owner of unit 230 regarding a recent warning letter received from council. The owner expressed concerns with the confusing wording of the Strata Corporation bylaw # 44 (1). A response was sent to the owner advising that while council may consider review of the bylaws, but for the moment and this particular purpose, the intent of the bylaw is clear and explicit.

6.3 OUTSTANDING INTERIOR REPAIRS

Council reviewed a letter from the owner of unit 149 requesting council assistance regarding outstanding interior repairs due to a water leak originated from the unit above. Following discussion, the Strata Manager was asked to arrange for the appropriate repairs with Sylvania Building Maintenance and charge back the cost resulted to unit 252.

6.4 RENTAL WAITING LIST

The owner of unit 124 requested council to place his unit on the rental waiting list.

6.5 POWER FAILURE

The new owner of unit 109 reported that his unit breakers for the two heaters have been turned off due to a possible short circuit caused by a water ingress incident from the garden area. Following discussion, council requested that more details be provided in order to make an informed decision. The Strata Manager to ask Kelly Comber to investigate and report back to council.

6.6 PET BYLAW CONTRAVENTION

Council reviewed a letter from unit 317, advising that a dog came to visit a couple of times a week last summer but after the initial warning letter, but the dog was not brought on site since then. Following discussion, council decided to request that the owner confirm that the dog has been removed from the premises. In case of non-compliance, council will re-instate the fines as per the Strata Corporation Bylaws.

6.7 GARBAGE REMOVAL – NOISE COMPLAINT

The owner of unit 305 requested council's assistance in dealing with the early in the morning noise created by the garbage removal company. Council responded that the garbage company in question is present early in the morning at the adjacent neighboring Strata Corporation and that council has no

authority to intervene.

6.8 MAINTENANCE REQUESTS

The owner of unit 112 requested council attention with the following maintenance items:

- Condensation at the 2nd bedroom window. Council requested that the unit be added the window replacement list.
- The area outside their 2nd bedroom has dried up due to sprinklers not working. The Strata Manager was asked to arrange for repairs with the irrigation company.

6.7 FORM "K" – TENANTS RESPONSIBILITIES

Council was in receipt of Form "K" from units 426 and 309. Council thanked the owners for their update and compliance with the Strata Corporation Bylaws.

REMINDER TO RESIDENTS: COUNCIL IS ASKING THAT RESIDENTS WAIT FOR THE PARKING GATE TO CLOSE COMPLETELY BEFORE PROCEEDING. RESIDENTS ARE KINDLY ASKED TO AVOID TAILGATING WHILE WAITING AT THE PARKING GATE TO ACCESS THE PARKADE.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 8:30 pm.

The next Council meeting will be held on **Tuesday, August 12, 2008**, at 6:00 pm in the Meeting Room of 5880 Dover Crescent, Richmond, B.C.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm

*in the Social Room of 5880 Dover
Crescent, Richmond, BC*

STRATA COUNCIL 2007/2008

PRESIDENT

Sue Esplen - 149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith – #415

Naomi Bovey - #246

Radu Ciubotariu - #142

Donna Lee - #121

STRATA MANAGER

George Alexandru

BAYWEST MANAGEMENT

**300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7**

Phone: 604.257.0325

Direct Line: 604.714.1531

Direct Fax: 604.592.5289

email: galexandru@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 604.821.0858

Emergencies: 604.680.5825

ATTENDANCE:

Sandra Smith
Sue Esplen
Herman Mueller
John Lum
Naomi Bovey

REGRETS:

Niels Johannsen

George Alexandru - Baywest Management Corporation

GUESTS:

Kelly Comber- Resident Manager

Donna Lee – unit 121

Radu Ciubotariu – unit 142 – Owner of RC&T Contracting

Abdulhusein Ghadiali – unit 414

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) COUNCIL MEMBER RESIGNATION

Council was in receipt of an email from Niels Johannsen, Council President, advising that, due to personal reasons, he resigns from Council effective immediately. Council accepted the resignation. Following discussion, it was agreed that the position of Council President be filled by Sue Esplen, effective immediately. Council decided to assign the Council Vice President position at a later time.

(3) GUEST BUSINESS

The Owners of units 121, 142 and 414 offered their services to act as interim Council members until the next AGM. The Owners in question responded to a request to fill a vacancy in Council. Council thanked the Owners for volunteering and invited them to be observers for the current meeting. At the end of the meeting, Council requested the above mentioned Owners to leave the room and allow Council to deliberate who will be selected to fill the two positions available. Following discussion, it was **MOVED / SECONDED** to accept as interim Council members the Owners of units 142 and 121.

CARRIED

RESIDENT MANAGER MONTHLY REPORT

Kelly Comber presented his monthly report. After providing his report and answering questions from Council, the Resident Manager left the meeting.

(4) ADOPTION OF PREVIOUS MINUTES

It was MOVED / SECONDED to adopt the minutes of the meeting of July 8, 2008, as distributed.

CARRIED

(5) FINANCIAL REPORT

It was MOVED / SECONDED to defer the approval of the June and July 2008 Financial Statements until the next meeting. The Strata Manager was directed to re-send the June Financial Statements.

CARRIED

The Accounts Receivable balance as of the date of the meeting was \$36,544.12. Council expressed surprise and disappointment with the large arrears amount, which indicate an inadequate response from a considerable number of Owners. Roughly, 1/3 of the Owners are in arrears by not paying their Special Levy on time. Council is asking Owners to ensure that payment of the roof remediation special levy is given immediate priority.

Council is strongly encouraging Owners to keep their accounts up to date in order to avoid late payment penalties. By not providing adequate funding on a timely basis, Owners hinder Council's ability to administer efficiently the property and delay critical maintenance projects or payments to the contractors. A contractor not paid in time may decline future involvement in building's projects and may contribute to a negative promotion in the contractors' community.

Council directed the Strata Manager to initiate foreclosure procedures on several strata lot Owners found in significant arrears.

(6) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 WINDOWS REPLACEMENT PROJECT

The Strata Manager informed proposals are expected shortly from Action Glass, Accurate Glass and Sylvania Building Maintenance. Due to heavy work load, the contractors confirmed that a response may be possible in 4-5 weeks. The following units will be included in this project: 220, 250, 347, 252, 303, 146, 447, 134, 415, and 112.

5.2 PROJECTS APPROVED AT AGM

Council and the Strata Manager reviewed the status of the projects approved at the last AGM.

- **Re-piping of the recirculating hot water system on 2nd floor – West side only:** Council was informed the project was delayed due to Latham's inability to provide workers. Following recent discussion with the contractor, it was confirmed that a crew will be dispatched by next week to commence the project.

5.3 ROOF REPAIRS

The Strata Manager informed that RC&T Contracting has commenced the work and to date the project is approx 35% completed. A concern regarding the safety of some units has been brought to Council's attention. The contractor was requested to give consideration to this matter and find

alternate ways to secure the work site. Council requested the contractor to provide a time schedule so that affected Owners make appropriate arrangements to protect their patio furniture or plants. In future, due to a conflict of interest, for any work where RC&T Contracting will be involved, Council will request Radu Ciubotariu to abstain from any decisions.

OWNERS ARE REMINDED THAT A SPECIAL ASSESSMENT IS DUE IN TWO INSTALLMENTS ON AUGUST 1 AND SEPTEMBER 1, 2008. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST BY THE DUE DATE. THANK YOU.

5.4 ANNUAL FIRE EQUIPMENT REPAIRS

Completed.

5.5 ENTERPHONE

Council reviewed several letters received from Owners advising their enterphone is not operating satisfactorily. The Strata Manager was directed to investigate these problems with Accurate Locksmith and report back to Council at the next meeting.

(6) NEW BUSINESS

6.1 INSURANCE DEDUCTIBLE

Council reviewed a letter from the Owner of unit 325, requesting reimbursement in the amount of \$1,000, representing personal insurance deductible charges related to a recent water leak incident originating from unit 424. Following discussion it was MOVED / SECONDED to accept reimbursement as requested. The Strata Manager was directed to charge back this additional amount to the Owner of unit 424.

CARRIED

In line with the same insurable incident originating from unit 424, The Strata Manager asked council permission to use CRF for covering the insurance deductible in the amount of \$10,000. Council was in agreement.

6.2 MOVE IN FEE

Council reviewed a letter from the representative of the Owner of unit 310, requesting that Council consider waving the move in fee as the new Owner purchased the unit furnished. Council declined the request.

6.3 LANDSCAPE IMPROVEMENTS

Council reviewed a letter from the Owner of unit 136 requesting Council assistance regarding the following business items:

- Enterphone not working properly. The Strata Manager will dispatch Action Lock;
- Landscape improvements – the Owner requested Council to review an area in the proximity of his unit where several improvements may be required to enhance the beauty and general appearance of the building. The Council President offered to review these concerns with the Owner in person and will get back to Council with her recommendations.

6.4 RENTAL WAITING LIST

The Owner of unit 116 requested Council to place his unit on the rental waiting list.

6.5 POWER FAILURE

Council has reviewed the request of the Owner of unit 109, previously deferred due to a pending investigation. According to the Resident Manager, the interior area of the unit in the proximity of the garden does not present any signs of water damage or ingress that may have created or induced an electrical short. As a consequence, Council was of the opinion that the Owner is responsible to fix his unit electrical problem.

6.6 PET BYLAW CONTRAVENTION

Council reviewed a response letter from unit 317, advising the alleged dog Bylaws contravention is a misunderstanding and the dog was just visiting at the time. Following review of the circumstances involved, Council was of the opinion a final agreement should be reached and proposed the Owner to pay the equivalent of one month dog Bylaws penalties (\$200), and if accepted, Council will remove all the other related penalties against this unit to date.

6.7 GRINNELL INVOICE

The Owner of unit 437 requested Council to revisit their previous decision regarding an incident where the Owner was forced to call the fire servicing contractor, Grinnell Simplex to address a faulty fire alarm equipment issue in the building. The Strata Corporation incurred a cost of \$357 for the service call. Council considered the Owner's action as inappropriate and charged back the cost incurred. Following review of additional facts and circumstances surrounding this incident, Council considered the Owner acted under emergency circumstances and decided to remove the charge back and support the cost.

Council would like to remind Owners to refrain from initiatives that would create unnecessary costs for the building. The appropriate protocol when dealing with the Strata administration matters is as follows:

PROTOCOL OF COMMUNICATION

Council would like to inform Owners / Residents of the following protocol of communication that should be used at all times for matters related to the Strata administration:

Owners/Residents/Tenants:

- **All emergencies** must be reported, 24/7, to Baywest Management at phone # 604.257.0325. In case of emergency, DO NOT leave a voice message on the Strata Manager's telephone or send an email.
- **For non-emergency matters**, the residents must follow the following protocol:
 - Owners – must address their maintenance requests, Bylaws contraventions, complaints, etc., in writing only, to Council and sent to Baywest Management; Baywest will gather all the requests and present them on behalf of the Owners at the next Council Meeting;
 - Residents / Tenants – must address their maintenance requests, Bylaws contraventions, complaints, etc., to the Owner / Landlord of their unit. Only the Owner of the unit is entitled to convey the request to Council, if he/she considers it is appropriate.
Council will ignore any requests submitted in contravention of this rule.
 - For Move ins / outs – page Kelly, the Resident Manager of Waterside @ 604.680.5825.

Owners / Residents / Tenants are reminded that Strata Council members should not be contacted directly at any time for any reason. Council members are volunteers and are entitled to their privacy and quiet enjoyment of their units.

6.8 BALCONY MEMBRANE

The Owner of unit 401 requested Council's assistance with the most recent balcony membrane repairs, where the contractor performed a shoddy workmanship. The Strata Manager was directed to contact Unlimited Projects and request the contractor review his work. The Strata Manager advised the complaint was tardy and the chance of having the contractor back is minimal. The contractor was frustrated with the slow payment process and he advised he is not interested in any future projects coming from the building.

6.7 MINUTES TO TENANT

Council was in receipt of a letter from unit 447, requesting Council to accept delivering a copy of the Minutes to her tenant. Council declined the request.

6.8 HARDWOOD FLOOR INSTALLATION

Council reviewed a letter received from the Owner of unit 345, requesting Council's permission to proceed with hardwood floor installation. As per the Strata Corporation Bylaws, the Owner provided proof of acceptance received from the Owner down below. Following discussion, it was MOVED/ SECONDED to grant permission to the Owner of unit 345 to proceed with the installation of hardwood floor as requested, subject to further compliance with the Bylaws. As per Council's decision, the installation permission is given for the next three months. In case the installation is not finalized by that time, the Owner will have to re-apply.

CARRIED

6.9 UNIT UPGRADES

Council reviewed a two letters received from the Owner of unit 327, requesting Council the following:

- replace tile floor in the entry way and extend it into the kitchen area;
- replace tile in the 2nd bathroom;
- Council installs a bike stand in the Visitor parking area.

Following discussion, Council agreed with the first two requests and declined the last one.

6.10 PERMISSION TO RENT

Council reviewed a letter from the Owner of unit 449 requesting Council's permission to rent under hardship circumstances. Following review, Council declined the application considering that the alleged hardship circumstances invoked by the Owner do not amount to hardship.

6.11 SHARED FIRE WALKWAY FOUNTAIN

Council has reviewed the circumstances under which the fountain located at the end of the shared fire walkway between Waterside and Pelican Pointe has been shut down. Following discussion, Herman Mueller offered his services to further investigate the details with the representatives from the adjacent strata and report back to Council at the next meeting. Council expressed their wish that this water feature be turned back on for aesthetics and health hazard reasons. The fountain at this time is not operating and the water collected from rain or underground become stale and a breeding habitat for mosquitoes.

6.12 GENERAL MAINTENANCE

The Strata Manager informed council that during a recent inspection of the building, a minor water ingress incident has been identified in the storage locker area. Herman Mueller offered his services to further investigate and advise council of his findings.

REMINDER TO RESIDENTS: COUNCIL IS ASKING THAT RESIDENTS WAIT FOR THE PARKING GATE TO CLOSE COMPLETELY BEFORE PROCEEDING. IT HAS BEEN OBSERVED THAT BY STOPPING THE GATE IN MID CYCLE IT CREATES MORE MAINTENANCE AND SHORTEN THE LIFE SPAN OF THE PARKING GATE GEAR ASSEMBLY. IN ADDITION, BY NOT FOLLOWING THIS RULE, OWNERS / RESIDENTS INADVERTENTLY EXPOSE THE BUILDING TO SECURITY PROBLEMS.

RESIDENTS ARE KINDLY ASKED TO AVOID TAILGATING WHILE WAITING AT THE PARKING GATE TO ACCESS THE PARKADE.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 8:10 pm.

The next Council meeting will be held on **Tuesday, September 9, 2008**, at 6:00 pm in the Meeting Room of 5880 Dover Crescent, Richmond, B.C.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm
in the Social Room of 5880 Dover
Crescent, Richmond, BC

STRATA COUNCIL 2007/2008

PRESIDENT

Sue Esplen - 149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith – #415
Naomi Bovey - #246
Radu Ciubotariu - #142
Donna Lee - #121

STRATA MANAGER

George Alexandru

BAYWEST MANAGEMENT

**300 – 1770 BURRARD STREET
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RESIDENT MANAGER

Kelly Comber

Office: 604.821.0858

Emergencies: 604.680.5825

ATTENDANCE:

Sue Esplen
Herman Mueller
John Lum
Naomi Bovey
Radu Ciubotariu
Donna Lee
Sandra Smith

REGRETS:

George Alexandru - Baywest Management Corporation

GUEST:

Kelly Comber- Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) STRATA MANAGER ASSIGNMENT

Owners are informed that effective September 01, 2008, the new Strata Manager assigned to assist the Strata Council with the administration of the complex is George Alexandru. David Pyper has been re-assigned to a different building.

(3) RESIDENT MANAGER MONTHLY REPORT

Kelly Comber presented his monthly report. After providing his report and answering questions from Council, the Resident Manager left the meeting.

(4) ADOPTION OF PREVIOUS MINUTES

It was MOVED / SECONDED to adopt the minutes of the meeting of August 12, 2008, as distributed.

CARRIED

(5) FINANCIAL REPORT

It was MOVED / SECONDED to approve the June and July 2008 Financial Statements and defer the approval of August 2008 until the next meeting.

CARRIED

The Accounts Receivable balance as of the date of the meeting was \$29,699.60. Council directed the Strata Manager to initiate foreclosure proceedings on two strata lot owners found in significant arrears. Owners are reminded that if the outstanding amounts are not cleared by the end of the current month, Council will assess fines of \$200 for each account found in arrears.

(6) BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 WINDOWS REPLACEMENT PROJECT

The Strata Manager submitted two proposals received from Accurate Glass as follows:

1. For unit 134 - \$270 + tax
2. For unit 146 - \$575 + tax

Following discussion, it was MOVED / SECONDED to accept the proposals as presented.

CARRIED

The Strata Manager informed that the contractors sent on site have encountered difficulties in reaching the owners of the units. In some cases, the owners declined any services, claiming that either they have no problems or no access has been provided, despite several attempts performed by the contractors.

Council decided to remove the units that proved to be uncooperative from the window replacement list. The Strata Manager advised that quotes from Action Glass and Sylvania Building Maintenance will be provided shortly. Council requested details regarding the units recently repaired under A1 Windows by the next meeting.

The following units are to be included in this project: 220, 250, 347, 252, 303, 447, 415, and 112.

6.2 AGM UPDATE

Council and the Strata Manager reviewed the business items that council may include in the upcoming AGM Notice, tentatively scheduled for November 2008, and it was decided as follows:

- ¾ Vote Resolution – Special Levy – Gutter replacement
- ¾ Vote Resolution – Special Levy – 4 Common Property doors to be added to the existent FOB system;
- ¾ Vote Resolution – Bylaw amendment – Pet bylaw

John Lum offered to provide a draft resolution for the pet bylaw amendment. The Strata Manager was directed to provide a draft budget for the upcoming fiscal year by the end of the month.

6.3 ROOF REPAIRS

The Strata Manager informed that RC&T Contracting has completed 75 % of the project. The contractor reported that 5 days have been lost due to a WCB investigation initiated by someone in the building. The contractor was fined for work contraventions found on the site. The contractor reported that all contraventions have been addressed as required and the work has been re-started as of Tuesday, September 9.

OWNERS ARE REMINDED THAT A SPECIAL ASSESSMENT IS DUE IN TWO INSTALLMENTS ON AUGUST 1 AND SEPTEMBER 1, 2008. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST BY THE DUE DATE. THANK YOU.

6.4 SHARED FIRE WALKWAY FOUNTAIN

Herman Mueller reported that, following discussions with the Council's counterparts at the adjacent strata property, Pelican Pointe, it was agreed that the area in question be cleaned up and river rock should be used to fill the area. The job should be carried out by the Landscaper of LMS 2166 and the cost will be shared among the two stratas. Herman advised that based on his investigations, the Strata Plan LMS 2166 and Pelican Pointe are responsible for the North side of the fire walkway, while the South side responsibility belongs to the City of Richmond. Council was in agreement with the proposal and decided to address this business item at a later time.

6.5 ENTERPHONE

The Strata Manager informed that Action Lock has been dispatched to address the enterphone problems at units 136, 426 and 432. A report will be presented at the next meeting.

6.6 PARKING GATE UPGRADES

Council was informed that a quotation received from Overhead Door in the amount of \$1600 to replace the overhead door operator has been approved. Council was in agreement.

6.7 INSURABLE INCIDENT

The Strata Manager reported that the repairs at unit 322 have been reported as completed. Due to the fact the cost is under the insurance deductible, no insurance claim will be made. Council was in agreement to support the cost for the locksmith used to open the unit in the amount of \$330.49.

(7) NEW BUSINESS

7.1 STRATA RECORDS

Council directed the Strata Manager to provide details regarding the Strata's previous records and storage arrangements.

7.2 GUTTER MAINTENANCE

Council was in receipt of a report from Precision Gutters advising that the Strata Corporation gutter system is in need of immediate major repairs or replacement. The contractor advised that in order to provide a full assessment of the gutter system and a comprehensive scope of work, a charge of \$350 plus tax is required. Council refused to pay the proposed amount and requested that additional quotations be provided.

7.3 INSURANCE RENEWAL

Council was informed that the Strata Corporation insurance coverage has been renewed with Coastal Insurance, effective October 1, 2008 to October 1, 2009, and the annual premium charged is in the amount of \$65,163. The Strata Manager advised that the property value has increased \$2,471,500 since the last appraisal. Council was in agreement to upgrade two insurance coverage items as follows:

- Directors and Officers liability – from 2 million to 3 million
- Volunteer Accident insurance – Plan I

7.4 ELEVATOR OPERATING PERMIT

The Strata Manager submitted for Council's information the elevator operating permit for Elevator # 1. The Strata Manager was asked to investigate whether or not this permit covers all three elevators in the building or not. A copy of this permit should be given to the Resident Manager on site to be posted in a conspicuous place.

7.5 PARKING RENTAL AGREEMENT

Council has in receipt of the Parking Rental Agreement for unit 346.

7.6 FORM K – TENANT'S RESPONSIBILITIES

Council was in receipt of a Form K from unit 414. The Strata Manager was asked to provide details regarding the rental permission assumed by the owner of unit 414. Council is not aware of any rental permission previously given to the owner of unit 414. In case of bylaw contravention, the owner in question is subject to \$500 per month fine.

7.7 STORAGE LOCKERS ASSIGNMENT

Council has briefly reviewed the status of storage lockers assignment and requested that an audit/survey be performed to update the Strata database. Owners are reminded that only one storage locker per strata lot is allowed. Owners found in contravention, will be asked to relinquish the additional storage. Storage lockers unaccounted for, will be subject to opening and emptied without any further notice. The Strata Manager was directed to include requests for parking stalls, pets and bikes.

7.8 PROTOCOL OF COMMUNICATION

Council would like to inform Owners / Residents of the following protocol of communication that should be used at all times for matters related to the Strata administration:

Owners/Residents/Tenants:

- **All emergencies** must be reported, 24/7, to Baywest Management at phone # 604.257.0325. In case of emergency, **DO NOT** leave a voice message on the Strata Manager's telephone or send an email.
- **For non-emergency matters**, the residents must follow the following protocol:
 - Owners – must address their maintenance requests, Bylaws contraventions, complaints, etc., in writing only, to Council and sent to Baywest Management; Baywest will gather all the requests and present them on behalf of the Owners at the next Council Meeting;
 - Residents / Tenants – must address their maintenance requests, Bylaws contraventions, complaints, etc., to the Owner / Landlord of their unit. Only the Owner of the unit is entitled to convey the request to Council, if he/she considers it is appropriate. Council will ignore any requests submitted in contravention of this rule.
 - For Move ins / outs – page Kelly, the Resident Manager of Waterside @ 604.680.5825.

Owners / Residents / Tenants are reminded that Strata Council members should not be contacted directly at any time for any reason. Council members are volunteers and are entitled to their privacy and quiet enjoyment of their units.

7.9 VERTICAL BLINDS

Council was in receipt of a letter from unit 319, requesting Council permission to install vertical blinds in their unit. Following review, Council declined the request, advising the Owner to comply with the Strata Corporation Bylaws.

7.10 PET BYLAW CONTRAVENTION

Council reviewed a letter received from the Owner of unit 112, advising that they can not provide additional information regarding the Owner of the cat that is using the Strata landscaping facilities as a dumping ground. Council advised that no further action is required.

7.11 RENTAL WAITING LIST

Council reviewed a letter from the owner of unit 117 requesting Council to add the unit to the rental waiting list.

7.12 GENERAL MAINTENANCE

Council reviewed a letter from the Owner of unit 111 requesting Council's assistance with several general maintenance items as follows:

- Front window seal broken – Council requested that the unit be added to the window replacement list;
- Patch of dry grass located behind their concrete planter – Council responded that the issue has been addressed recently by University Sprinklers who repaired the lawn sprinkler system in the area;
- Cigarette butts thrown from the units above - Council would like to remind Owners /Residents that the cigarette butts must be discarded appropriately in order to avoid inconvenience to the Owners/Residents down below and the inherent fire hazard if not discarded safely. Transgressors identified will be subject to fines as per the Strata Corporation Bylaws.

7.13 VISITOR PARKING USAGE

Owners / Residents are reminded that the visitor's parking stalls are reserved for the use of visitors, hence the name. Transgressors identified, will be subject to immediate towing.

7.14 GARBAGE DISPOSAL

Owners / Residents are reminded of the following:

- No donation bags are allowed to be left on the building's common property. The Resident Manager has been instructed to treat them as garbage. Owners / Residents willing to donate to Big Brother and such should consider taking their items directly to Salvation Army or drop-out facilities. Non-compliance with this request may be construed as a bylaw contravention – garbage improper disposal – as fines may result.
- Owners /Residents are reminded that big household items, such as, furniture, electronics, mattresses, etc., must not be discarded in the Strata garbage collection bins. Owners/Residents should dispose of these items at their own cost at the appropriate Recycling Depots. For Owners information, a Recycling Depot is located at approx. 100 m away from the building. Transgressors identified will be subject to fines as per the Strata Corporation Bylaws.

The Strata Manager informed council that during a recent inspection of the building, a minor water ingress incident has been identified in the storage locker area. Herman Mueller offered his services to further investigate and advise council of his findings.

7.15 GARBAGE ROOM

The Strata Manager was directed to arrange for repairs to the garbage room lock.

REMINDER TO RESIDENTS: COUNCIL IS ASKING THAT RESIDENTS WAIT FOR THE PARKING GATE TO CLOSE COMPLETELY BEFORE PROCEEDING. IT HAS BEEN OBSERVED THAT BY STOPPING THE GATE IN MID CYCLE IT CREATES MORE MAINTENANCE AND SHORTEN THE LIFE SPAN OF THE PARKING GATE GEAR ASSEMBLY. IN ADDITION, BY NOT FOLLOWING THIS RULE, OWNERS / RESIDENTS INADVERTENTLY EXPOSE THE BUILDING TO SECURITY PROBLEMS.

RESIDENTS ARE KINDLY ASKED TO AVOID TAILGATING WHILE WAITING AT THE PARKING GATE TO ACCESS THE PARKADE.

(8) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 8:25 pm.

The next Council meeting will be held on **Tuesday, October 7, 2008**, at 6:00 pm in the Meeting Room of 5880 Dover Crescent, Richmond, B.C.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

SURVEY

September 15, 2008

To: All Owners at Waterside – LMS 2166

From: George Alexandru
Strata Manager

Re: Building's common property facilities audit

Dear Owner(s),

Council is asking for your input regarding the building's common property facilities usage and/or assignment.

By doing so, Council's aim is to update the information database and ensure appropriate distribution and/or usage of the building's common property facilities. Please fill in this survey with the necessary information and drop it into the Strata Corporation mailbox or give it to Kelly, the Resident Manager, by **September 30, 2008.**

Please be advised that all storage lockers unaccounted for will be opened and their contents discarded without any further notice.

Council appreciates your cooperation. Thank you.

UNIT # _____

Name _____

Storage locker(s) #	Bike room storage stall(s)	Pet(s) – "Yes" or "No" and type	Parking stall(s)#

I hereby authorize Strata Plan LMS 2166 to collect, use and disclose my personal information set out above for purposes of identifying and communicating with me, processing payments, responding to emergencies, ensuring the orderly management of Strata Plan LMS 2166, and complying with legal requirements.

Signature _____

Date _____

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm

*in the Social Room of 5880 Dover
Crescent, Richmond, BC*

STRATA COUNCIL 2007/2008

PRESIDENT

Sue Esplen - 149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith – #415

Naomi Bovey - #246

Radu Ciubotariu - #142

Donna Lee - #121

STRATA MANAGER

George Alexandru

BAYWEST MANAGEMENT

300 – 1770 BURRARD STREET

VANCOUVER, B.C. V6J 3G7

Phone: 604.257.0325

Direct Line: 604.714.1531

Direct Fax: 604.592.5289

email: galexandru@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 604.821.0858

Emergencies: 604.680.5825

ATTENDANCE:

Sue Esplen
Herman Mueller
John Lum
Naomi Bovey
Donna Lee
Radu Ciubotariu
Sandra Smith

REGRETS:

George Alexandru - Baywest Management Corporation

GUESTS:

Kelly Comber- Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) RESIDENT MANAGER MONTHLY REPORT

Kelly Comber presented his monthly report. After providing his report and answering questions from Council, the Resident Manager left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

It was MOVED / SECONDED to adopt the minutes of the meeting of September 9, 2008, as distributed.

CARRIED

(4) FINANCIAL REPORT

It was MOVED / SECONDED to defer the approval of the August and September 2008 Financial Statements until the next meeting.

CARRIED

The Strata Manager presented for approval an invoice received from Coastal Insurance in the amount of \$ 65,163.00. Following discussion, it was MOVED and SECONDED to approve the payment of the above-mentioned invoice via financing over 6 months.

CARRIED

The Strata Manager informed Council of an outstanding over charged amount from Restoration Services in the amount of \$

150.84 for restoration work performed at unit 134 in 2006. The Strata Manager was asked to follow up with a demand letter to the Restoration Services.

The Accounts Receivable balance as of the date of the meeting was \$19,258.47. Council directed the Strata Manager to send lien warning letters to all outstanding strata lot Owners. In addition, the Strata Manager was instructed to assess a late payment fine to all outstanding accounts.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 WINDOWS REPLACEMENT PROJECT

As per Council's decision, Strata Manager gave authorization to Accurate Glass for repairs at units 134 and 146. No additional proposals have been received. Council decided to defer the rest of the repairs until further notice.

5.2 REPIPING OF THE RECIRCULATING HOT WATER SYSTEM – West side only

The Strata Manager advised that the project is completed.

5.3 ROOF REPAIRS

The Strata Manager informed that RC&T Contracting is close to completion. According to the contractor, the completion stages of the roof remediation project are as follows:

- power washing - 85%,
- roof treatment - 50 % and
- roof repairs - 100%.
-

It is expected that the project be finalized by the end of the current month, weather permitting.

OWNERS WHO HAVE NOT PAID YET THE ROOF REMEDIATION SPECIAL ASSESSMENT, ARE REMINDED AGAIN TO BRING THEIR ACCOUNT UP TO DATE ASAP. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST. THANK YOU.

5.4 WATER FALL

Council decided to postpone any further improvements of the Waterfall feature located on the shared fire lane between Pelican Pointe and Waterside until the roof remediation will be completed.

5.5 GUTTER MAINTENANCE

The Strata Manager informed Precision Gutters refused to provide a quote for gutters' replacement and/or cleaning. Silvania Building Maintenance, RC&T Contracting and Rite Handyman quotations are pending. Council was in receipt of a quotation for gutter cleaning in the amount of \$ 4,100 from International Building Maintenance. The contractor refused to bid on the repairs or replacement of the gutters. Council retained the quotation for future consideration.

The Strata Manager advised Council several Owners expressed frustration with the status of the gutters and demanded immediate repairs. Council is aware of these maintenance problems and for now it has been decided to include a $\frac{3}{4}$ vote resolution for Owners' approval in the upcoming AGM.

5.6 INSURABLE INCIDENT – WATER DAMAGE AT UNITS 121 & 122

The Strata Manager reported that due to an unfortunate incident created recently by the roofers, water damage has occurred in units 121 and 122. The insurance broker, Coastal Insurance, has been put on notice. Pacific Platinum Restoration has been dispatched to address the damage. The Strata insurance will subrogate all costs resulted against the roofers insurance.

5.7 ELEVATOR OPERATING PERMITS

The Strata Manager advised the other two elevator permits would be issued shortly.

5.8 RENTAL PERMISSION FOR UNIT 414

The Strata Manager advised the Owner of unit 414 has received proper permission from Council in May 2008 and he is eligible to rent his unit.

5.9 AGM UPDATE

Council has engaged in discussion regarding the business items to be included in the upcoming AGM Notice and the following items have been identified as being of interest:

- **Budget approval for 2009.** Council was in receipt of a draft budget. Following discussion the Strata Manager was directed to amend various budgetary positions and present the amended budget for Council review.

- **Gutter replacement** – $\frac{3}{4}$ vote resolution – special levy in the amount of \$30,000 – 12 months installments;

- **Bylaw amendment – pets** – $\frac{3}{4}$ vote resolution. Council has reviewed a proposal received from John Lum. Following review several changes have been performed. The Strata Manager was asked to re-word the entire proposed Bylaw and re-send it to Council. Council decided to review the entire Strata Corporation set of Bylaws to ensure they do not contravene the Strata Property Act.

- **2nd floor water re-circulating piping replacement** – $\frac{3}{4}$ vote resolution – special levy in the amount of \$15,000 -12 months installments;

- **Building envelope preventative maintenance and Capital budgeting** – $\frac{3}{4}$ vote resolution – special levy in the amount of \$15,000 – 12 months installments.

The Strata Manager was asked to provide a quotation for budgetary purposes.

5.10 LOCKERS SURVEY

The Strata Manager brought to Council's attention only 74 Owners have returned their surveys. Following discussion, Council agreed to extend the deadline to the end of the current month.

Owners, please be advised after October 31, 2008 Council will make the necessary arrangements to empty all lockers. Therefore, you are kindly requested to return the lockers survey by the end of the current month.

The Strata Manager was instructed to append the survey again to the current minutes. A notice will be posted in the elevators and common property access doors.

(6) CORRESPONDENCE

6.1 SMALL DOG

Council was in receipt of a letter from the Owner of unit 117 requesting Council permission to allow a small dog to visit one week per month. Following discussion, Council declined the request.

6.2 HARDWOOD FLOOR

Council was in receipt of a letter from the Owners of unit 437, requesting permission to install hardwood floor in her unit. The Owner provided a letter of acceptance from the Owner of the unit down below, as per the Strata Corporation Bylaws. Council was in agreement to grant permission to the Owner in question as requested.

6.3 HARDWOOD FLOOR

Council was in receipt of a letter from the Owner of unit 317, requesting permission to install hardwood floor in his unit. Council declined the request as the Owner did not provide written permission from the Owner down below as requested by the Strata Corporation Bylaws. Council invited the Owner to obtain the above-mentioned permission first and re-apply.

6.4 GYM EQUIPMENT

Council was in receipt of a letter from the Owner of unit 126, requesting Council to consider the purchase of an elliptical trainer for the gym room. Following discussion, Council declined the request.

6.5 HALLWAY REFURBISHMENT

Council was in receipt of a letter from the Owner of unit 136, requesting Council to consider hallways refurbishment. Council thanked the Owner for his suggestions and deferred the idea for a later time.

6.6 LATE PAYMENT PENALTY

Council was in receipt of letters from two Owners residing on the first floor requesting Council to waive the \$25 late payment penalty recently assessed against their strata lot. Council was in agreement.

6.7 NOISE ORIGINATING FROM THE GYM ROOM

Council was in receipt of a letter from the Owner of unit 224 advising that recently he is experiencing noise inconvenience originating from the Gym room. Following discussion, Council decided to further investigate this matter and discuss the outcome at the next meeting.

6.8 NOISE FROM THE UNIT ABOVE

Council was in receipt of a letter from an Owner residing on the second floor complaining about noise originating from the unit above. The Strata Manager was asked to send a warning letter to the strata lot Owner of the unit above.

6.9 CHARGE BACK – WATER DAMAGE

Council was in receipt of a letter from the Owner of unit 252, requesting Council to reconsider their previous decision where an invoice in the amount of \$640.50 for repairs to the ceiling of unit 149, was charged back against his unit. The Owner is of the opinion the water leak was originated from the common property and invited Council to further investigate the matter. Following discussion, Council disagreed advising that at the time of the water egress, the Owner in question refused access to his unit. Council declined the request and decided to maintain their previous decision.

(7) NEW BUSINESS

7.1 SANITARY DRAINAGE CLEANING

In between meetings, Council approved a quotation in the amount of \$4,750 plus tax from Latham's to hydro-flush the sanitary drainage in the parkade area. This maintenance has been deemed necessary due to a leak identified recently in the parking area. According to the contractor, the sanitary drainage system has been found plugged with grease and other items (Q-tips, feminine hygiene products, etc). Council is asking Owners / Residents to refrain from discarding their cooking

oils /grease and other household items through the sanitary drainage. Owners / Residents should collect the grease in recipients and dispose of it appropriately at the City Recycling Depot. Council would appreciate your cooperation and understanding. The Strata Manager informed Council of a recent incident in unit 241, where a sink back up has occurred. The incident may have been created by similar causes, such as grease being discarded through the sanitary drainage.

7.2 DOUBLE DOORS IN COMMON AREA

The Strata Manager submitted for Council's consideration a quote from Action Lock & Security in the amount of \$ 6,942.46 for the installation of double doors in the common area. Council retained the proposal for future reference.

7.3 PREVENTATIVE MAINTENANCE

Council was informed that in between meetings, Latham's was authorized to proceed with the installation of a metal fan belt guard to the exhaust fan in the bike storage room in the amount of \$ 595 plus tax. The installation was considered an emergency as the fan's belt in question was exposed as it was mounted 5 feet off the ground. Council was in agreement.

7.4 UNINSURED MOTOR VEHICLES

Council reviewed warning letters sent to various Owners who have motor vehicles parked in the parkade and apparently do not have insurance or storage insurance. The Strata Manager was asked to send final warnings to the following units: 105, 227, 306, 414 and 436. The Owners in question will have two more weeks to provide proof of insurance. In case of non-compliance, the offending vehicles will be removed from the premises without any further notice and the costs will be charged back to the Owners

7.5 RENTAL WAITING LIST

Council has reviewed the rental waiting list and directed the Strata Manager to inform the Owners whose term has come up and ask them if they are interested to rent.

7.6 LAWN SPRINKLER WINTERIZATION

The Strata Manager informed that University Sprinklers have been authorized to winterize the lawn sprinkler system.

7.7 PROTOCOL OF COMMUNICATION

Council would like to inform Owners / Residents of the following protocol of communication that should be used at all times for matters related to the Strata administration:

Owners/Residents/Tenants:

- **All emergencies** must be reported, 24/7, to Baywest Management at phone # 604.257.0325. In case of emergency, DO NOT leave a voice message on the Strata Manager's telephone or send an email.
- **For non-emergency matters**, the residents must follow the following protocol:
 - **Owners** – must address their maintenance requests, Bylaws contraventions, complaints, etc., in writing only, to Council and sent to Baywest Management; Baywest will gather all the requests and present them on behalf of the Owners at the next Council Meeting;
 - **Residents / Tenants** – must address their maintenance requests, Bylaws contraventions,

complaints, etc., to the Owner / Landlord of their unit. Only the Owner of the unit is entitled to convey the request to Council, if he/she considers it is appropriate.

Council will ignore any requests submitted in contravention of this rule.

- **For Move ins / outs** – page Kelly, the Resident Manager of Waterside @ 604.680.5825.

Owners / Residents / Tenants are reminded that Strata Council members should not be contacted directly at any time for any reason. Council members are volunteers and are entitled to their privacy and quiet enjoyment of their units.

7.8 FIRE SYSTEM MONITORING

Council is in receipt of several complaints regarding the current assigned fire monitoring company, CHUBB Security. The contractor failed in several instances to act in the best interest of the building and its Owners. Following discussion, Council directed the Strata Manager to obtain a proposal from Voltech Fire safety.

7.9 SIGNIFICANT CHANGE TO THE APPEARANCE AND USE OF THE COMMON PROPERTY

The Strata Manager brought to Council's attention an incident where a significant change to the appearance and use of the common property has occurred without passing a ¾ vote resolution by the Owners. The Strata Property Act contravention consists of a construction in the parking area where a parking stall have been allowed to be enclosed and used for personal purposes. Following discussion, the Strata Manager was asked to request that the owner of unit benefiting from this alteration revert the parking stall to its initial condition.

REMINDER TO RESIDENTS: COUNCIL IS ASKING RESIDENTS TO WAIT FOR THE PARKING GATE TO CLOSE COMPLETELY BEFORE PROCEEDING. IT HAS BEEN OBSERVED THAT BY STOPPING THE GATE IN MID CYCLE IT CREATES MORE MAINTENANCE AND SHORTEN THE LIFE SPAN OF THE PARKING GATE GEAR ASSEMBLY. IN ADDITION, BY NOT FOLLOWING THIS RULE, OWNERS / RESIDENTS INADVERTENTLY EXPOSE THE BUILDING TO SECURITY PROBLEMS.

RESIDENTS ARE KINDLY ASKED TO AVOID TAILGATING WHILE WAITING AT THE PARKING GATE TO ACCESS THE PARKADE.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 9:00 pm.

The next Council meeting will be held on **Tuesday, November 4, 2008**, at 6:00 pm in the Meeting Room of 5880 Dover Crescent, Richmond, B.C.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

COUNCIL MEETING MINUTES

TUESDAY, NOVEMBER 4, 2008

WATERSIDE AT DOVER PLACE – STRATA PLAN LMS 2166

TIME & LOCATION:

6:00 pm

in the Social Room of 5880 Dover
Crescent, Richmond, BC

STRATA COUNCIL 2007/2008

PRESIDENT

Sue Esplen - 149

TREASURER

John Lum - #429

**MAINTENANCE & SPECIAL
PROJECTS**

Herman Mueller - #341

AT LARGE

Sandra Smith – #415

Naomi Bovey - #246

Radu Ciubotariu - #142

Donna Lee - #121

STRATA MANAGER

George Alexandru

BAYWEST MANAGEMENT

**300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7**

Phone: 604.257.0325

Direct Line: 604.714.1531

Direct Fax: 604.592.5289

email: galexandru@baywest.ca

RESIDENT MANAGER

Kelly Comber

Office: 604.821.0858

Emergencies: 604.680.5825

ATTENDANCE:

Sue Esplen
John Lum
Herman Mueller
Radu Ciubotariu
Naomi Bovey

REGRETS:

Donna Lee
Sandra Smith

George Alexandru - Baywest Management Corporation

GUESTS:

Kelly Comber- Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) RESIDENT MANAGER MONTHLY REPORT

Kelly Comber presented his monthly report. After providing his report and answering questions from Council, the Resident Manager left the meeting. Council approved a request for one week vacation from November 17 to November 21, 2008.

(3) ADOPTION OF PREVIOUS MINUTES

It was MOVED / SECONDED to adopt the minutes of October 7, 2008 with the following amendment:

- in Business arising 7.5, instead of "term" it should read "turn".

CARRIED

(4) FINANCIAL REPORT

It was MOVED and SECONDED to approve of the August and September 2008 Financial Statements as provided.

CARRIED

The Strata Manager presented for approval an invoice from Action Lock & Security in the amount of \$1,065.75. Following discussion, it was MOVED and SECONDED to approve the payment of the above-mentioned invoice as presented.

CARRIED

The Accounts Receivable balance as of the date of the meeting was \$17,092.45. The Strata Manager was instructed to assess a late payment fine to all outstanding accounts and send lien warning to 6 strata lot Owners found in significant arrears.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 UNINSURED MOTOR VEHICLES

The Strata Manager informed that no response has been received from units 227,306, 414 & 436. Following discussion, Council agreed to have the uninsured motor vehicles towed away from the premises.

5.2 ROOF REMEDIATION PROJECT

Radu Ciubotariu from RC&T Contracting reported that the project will be completed by the end of the week. The Strata Manager was asked to retain the services of a roof consultant to perform the final inspection. Council directed the Strata Manager to terminate the contract with Spratt Emanuel Engineering for roof project management services.

Radu Ciubotariu presented for Council's approval an assignment of duties and liabilities – Appendix "A" – to the roof remediation contract where effective October 24, 2008, all duties and liabilities from RC&T Contracting would be transferred to RC Quality Renovations. Following review, Council approved the request.

RC&T Contracting reported that, during the roof remediation project, he noted that, the dryer vents are in immediate need of cleaning. In addition, the wire mesh, protecting the dryer vents are damaged or displaced. Following discussion, Council requested that a quote be provided to address these maintenance problems.

OWNERS, WHO HAVE NOT PAID YET THE ROOF REMEDIATION SPECIAL ASSESSMENT, ARE REMINDED AGAIN TO BRING THEIR ACCOUNT UP TO DATE ASAP. PAYMENT IS DUE BY CHEQUE. PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN LMS 2166 AND SEND THEM TO BAYWEST. THANK YOU.

5.3 WATER FALL

Council decided to table this business item until the roof remediation project is completed.

5.4 GUTTER MAINTENANCE

Council was in receipt of two quotations as follows:

- Rite Handyman - \$22,175 plus tax for replacement of the entire gutter system
- Rite Handyman - \$2,724 plus tax – for gutter cleaning
- RC&T Contracting - \$16,500 plus tax – for gutter repairs/replacement and cleaning

Following review, it was MOVED and SECONDED to approve the proposal received from RC&T Contracting. Due to conflict of interest, Radu Ciubotariu, shareholder in RC&T Contracting, abstained for the voting process. Due to numerous complaints received from Owners regarding the poor or unoperational gutter system, Council was in agreement to consider this project an emergency and authorized the Strata Manager to use funds from the CRF to cover for this expenditure.

CARRIED

5.5 INSURABLE INCIDENTS

The Strata Manager reported the following:

- Restoration of units 121 & 122 has commenced. The insurance deductible of \$10,000 has been forwarded to RC&T Contracting for reimbursement.
- Unit 246 reported a water leak originated from unit 344 occurred on October 5, 2008. Following discussion, Council agreed that the repair costs incurred to restore unit 246 will be supported by unit 344.

5.6 ELEVATOR OPERATING PERMITS

The Strata Manager submitted for Council's attention the other two elevator permits as issued by the British Columbia Safety Authority.

5.7 AGM UPDATE

Council has engaged in discussion regarding the business items to be included in the upcoming AGM Notice and the following items have been identified as being of interest:

- **Budget approval for 2009.** Council was in receipt of a revised draft budget. Following discussion the Strata Manager was directed to amend various budgetary positions and include the budget in the AGM notice. The Annual General Meeting is tentatively scheduled to be held on January 6, 2009. Further details will follow.
- **Bylaw amendment – pets** – $\frac{3}{4}$ vote resolution. Council was in receipt of a draft resolution to amend the pet bylaw. The Strata Manager was directed to include the $\frac{3}{4}$ vote resolution in the AGM Notice.
- **Bylaw amendment – window coverings** – $\frac{3}{4}$ vote resolution. Council was in receipt of a bylaw amendment proposal received from an Owner. Following review, Council was in agreement to include the proposal in the AGM Notice.
- **2nd floor water re-circulating piping replacement** – $\frac{3}{4}$ vote resolution – special levy in the amount of \$15,000 -12 months' installments;
- **Building envelope preventative maintenance and Capital budgeting** – $\frac{3}{4}$ vote resolution – special levy in the amount of \$30,000 – 12 months installments.

The Strata Manager presented the following quotations for Council's attention:

- Halsall Engineering – quote for building envelope assessment - \$13,500 plus tax
- Halsall Engineering – quote for CRF Study - \$12,800 plus tax

Council retained the quotations for future consideration.

- **Repairs to the Parkade entrance grate** – $\frac{3}{4}$ vote resolution – special levy in the amount of \$10,000 – 12 months installments

5.10 LOCKERS SURVEY

The Strata Manager reported that 124 Owners return their survey to date.. It was decided that a letter be sent to all Owners that have 2 or more storage lockers and request proof of ownership for the additional locker(s). Owners, who will not be able to provide proof of ownership, will lose their additional lockers.

5.11 PARKING ALTERATION – SIGNIFICANT CHANGE TO THE COMMON PROPERTY

The Strata Manager recommended that a legal advice be obtained before any further consideration of this business item be given. Council was in agreement with the proviso that the cost should be supported by Baywest Management.

5.12 VISITOR PARKING

Council has reviewed briefly the status of the visitors parking area and concluded that there is not enough space available. Council decided to terminate all rentals previously allowed in the visitors parking area, so that as of January 1, 2009, no resident is allowed to rent or park their motor vehicles in the visitors parking area.

5.13 RENTAL REQUEST UNDER HARDSHIP – SECTION 144 of SPA

Council was in receipt of a letter from the Owner of unit 302 requesting Council's permission to rent under hardship. Following discussion, Council decided to decline the request. Council was in agreement to allow the Owner to be placed on the rental waiting list.

5.14 GENERAL MAINTENANCE

Council was in receipt of a quotation from Sylvania Building Maintenance in the amount of \$2830 plus tax to insulate the circulating line in unit 249. Council was of the opinion that this project should have been included in the West side recirculating line replacement. Council was in the agreement with the proposal as presented. The Strata Manager was directed to support the cost from the hallway recirculating line replacement fund.

5.15 FIRE ALARM MONITORING

Council was in receipt of two quotes as follows:

- Vancouver Fire & Security – in the amount of \$62 per month with the proviso that the initial installation of the monitoring panel, cost \$450 plus tax, will be supported by the contractor;
- Monitall – in the amount of \$42 per month, with the proviso that the initial installation of the monitoring panel, cost \$485 plus tax, will be supported by the Strata.

Following discussion, it was decided to accept the quotation as received from Vancouver Fire and Security. The Strata Manager was directed to terminate the current fire alarm monitoring with Chubb Security.

(6) CORRESPONDENCE

6.1 GUTTER MAINTENANCE

Council was in receipt of several letters from various Owners requesting that the building gutter system be repaired ASAP as is not operational. Council responded that repairs have been authorized under emergency and the contractor will commence shortly. .

6.2 RENTAL – WAITING LIST

Council was in receipt of two letters from the Owners of units 311 and 434, requesting to be added to the rental waiting list. Council was in agreement.

6.3 STORAGE LOCKER

Council was in receipt of a letter from the Owner of unit 124, requesting Council's attention regarding the lack of storage facility in the building. Council responded that investigation is pending and results would allow Council to plan for building more storage lockers.

6.4 PARKING ENCLOSURE

Council was in receipt of a letter from an Owner, requesting Council's permission to allow him to enclose his parking stall, similar to the one in parking stall 285. Council responded that the issue is under investigation and a response will be given at a later time. .

6.5 PARKADE GRATE

Council was in receipt of a letter from the Owner of unit 236 requesting Council to consider immediate repairs to the parking entrance grate that is creating a terrible noise every time a vehicle is going over it. Council responded that a $\frac{3}{4}$ vote resolution will be included in the AGM notice for the Owners approval.

6.6 RENTAL 2010 OLYMPICS

Council was in receipt of letters from the Owner of unit 446 requesting Council to include a $\frac{3}{4}$ vote resolution at the upcoming AGM to deal with permission for rentals during the 2010 Olympics. Council declined the request.

In addition, the Owner requested to have her unit added to the rental waiting list. Council was in agreement with the second request.

6.7 NOISE COMPLAINT

Council was in receipt of a letter from an Owner residing on the second floor requesting Council's assistance with a noise originating from the unit above. The Strata Manager was directed to send a warning letter.

6.8 LATE PAYMENT FEE

Council was in receipt of a letter from the Owner of unit 404 requesting Council to waive the late payment fine – roof remediation project - of \$25 applied against her strata lot. Council was in agreement.

(7) NEW BUSINESS

7.1 DOMESTIC HOT BOILER

Council was in receipt of a proposal from Latham's to replace the boiler #1 flow switch in the amount of \$895 plus tax. Council was in agreement.

7.2 PARKING MANAGEMENT PROPOSAL

Sue Esplen, the Council President, submitted a proposal from Advance Parking Systems Ltd. To manage the Strata's parking facility. Following discussion, Council did not expressed interest in the proposal.

7.3 LANDSCAPE MAINTENANCE

Council was in receipt of a landscape renewal proposal from Other Side of the Fence, in the amount of \$21,420 plus tax per year. Council retained the proposal for future consideration. The Strata Manager was asked to provide two additional quotes.

7.4 PROTOCOL OF COMMUNICATION

Council would like to inform Owners / Residents of the following protocol of communication that should be used at all times for matters related to the Strata administration:

Owners/Residents/Tenants:

- **All emergencies** must be reported, 24/7, to Baywest Management at phone # 604.257.0325. In case of emergency, DO NOT leave a voice message on the Strata Manager's telephone or send an email.
- **For non-emergency matters**, the residents must follow the following protocol:
 - **Owners** – must address their maintenance requests, Bylaws contraventions, complaints, etc., in writing only, to Council and sent to Baywest Management; Baywest will gather all the requests and present them on behalf of the Owners at the next Council Meeting;
 - **Residents / Tenants** – must address their maintenance requests, Bylaws contraventions, complaints, etc., to the Owner / Landlord of their unit. Only the Owner of the unit is entitled to convey the request to Council, if he/she considers it is appropriate. Council will ignore any requests submitted in contravention of this rule.
 - **For Move ins / outs** – phone the Resident Manager's office @ 604.821.0858.

Owners / Residents / Tenants are reminded that Strata Council members should not be contacted directly at any time for any reason. Council members are volunteers and are entitled to their privacy and quiet enjoyment of their units.

REMINDER TO RESIDENTS: COUNCIL IS ASKING RESIDENTS TO WAIT FOR THE PARKING GATE TO CLOSE COMPLETELY BEFORE PROCEEDING. IT HAS BEEN OBSERVED THAT BY STOPPING THE GATE IN MID CYCLE IT CREATES MORE MAINTENANCE AND SHORTEN THE LIFE SPAN OF THE PARKING GATE GEAR ASSEMBLY. IN ADDITION, BY NOT FOLLOWING THIS RULE, OWNERS / RESIDENTS INADVERTENTLY EXPOSE THE BUILDING TO SECURITY PROBLEMS. RESIDENTS ARE KINDLY ASKED TO AVOID TAILGATING WHILE WAITING AT THE PARKING GATE TO ACCESS THE PARKADE.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 9:05 pm.

The next Council meeting will be held on **Tuesday, February 3, 2009**, at 6:00 pm in the Meeting Room of 5880 Dover Crescent, Richmond, B.C.

Council decided that the Annual General Meeting to be tentatively scheduled for January 6, 2009. Details will follow.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.