

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON TUESDAY, JANUARY 22nd, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILLROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵੱਲੋਂ ਇਸ ਦਾ ਟ੍ਰਾਂਲੇਟ ਕਰਵਾਓ

Council in attendance:

George Gordon

Linda Markovina

Jeff Hewitt

Ed Gramauskas

Steve Triantafillou

Shawn Ling

Murray Wilks

President

Vice-President

Treasurer

Privacy Officer

Property Manager:

Sherry McCuaig

The Wynford Group

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. COMMITTEE REPORTS

A. Block Watch

There is a good committee set up in place for Block Watch. Information will be posted for Residents regarding security issues. There has been some illegal activity in the building, which has now been shut down. The Committee continues to be an effective and vital component at The Brighton.

B. Security / Special Projects

W. Lowe provided a report. The following points were noted:

- The Caretaker is now able to use the new tractor to move the garbage bins in and out of the building, as required. The contract with Dash Building Maintenance will be cancelled.
- Two more garage door companies have been in contact with W. Lowe regarding replacement of the main garage door. Site visits have not yet been arranged.
- There is a Resolution in the Annual General Meeting package for replacement of the garage door. If the Resolution is approved, W. Lowe and E. Gramauskas will prepare a scope of work for contractors to quote on.
- Other projects, such as lighting upgrades, etc., are on hold due to lack of funding.

C. Landscaping

Council considered a proposal from Para Space Landscaping for the renewal of their annual contract. It was noted that the total of all items listed in the proposal was slightly over the \$20,000 budget. It was suggested and agreed that revisions be made to the contract regarding frequency of maintenance to rooftop garden areas and planters. Management was given instructions on renewal of the contract.

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following report:

Main Gate

- January 11th called in Creative Door at 9:30 a.m. Technician on site for approximately 4 hours.
- Gate jammed again at 4:15 p.m. Technician returned immediately and worked until 6:00 p.m. I stayed with him to direct Residents, as at times we had to close the gate during certain periods of the repair work.

Parkade Sprinkler Pipe

- Bartec repaired the piping located on the lower level of the P1 ramp. Brackets set in the concrete were broken and a pipe was hanging with minimal support.

Renovation Complaints

- Some Residents complained of the use of jack hammers or other loud tools being used early in the morning. Bylaws allow renovations to be done 9:00 a.m. – 6:00 p.m., Monday to Friday.

Lobby Christmas Trees

- A Resident asked that the trees be kept up until at least January 7th when Christmas is celebrated for the Ukrainian culture. Trees were taken down on January 8th.

Tractor

- The clutch on the tractor is out of reach for the Building Manager to operate the tractor safely. W. Lowe is working on having the clutch adjusted.

Fan in Chlorine Room

- Fan is out of order. Electrician will be called in.

Kanaf Security Guard

- Two evening guards have been replaced due to performance issues that were recorded on camera. Supervisor at Kanaf was contacted and informed. Video of both guards have been backed up on file.

Pool Testing

- A company was sent in to take samples of the pool water for testing regarding the black spots on the bottom of the pool.
- Pierre from Bright Pools has informed me that the most common reason for a pool to show algae is from people that have worn their swimwear (shorts / swimsuits) into the pool after being in water, such as in Mexico or areas with coral reefs. If they have not washed their swimwear thoroughly, then the algae in the fabric of their swimwear will be brought into the pool water.
- As previously noted, Pierre has been using chemicals specifically for killing the red algae in the pool.

Recycle Bins

- It was suggested that some of the recycle bins be removed and have a second pick up done during the week. The City does a once-a-week pick up and if we want this done, it will cost us.

Main Gate

- December 12th, Overhead Door was called in as one of the 'wheels broke off.
- Technician also did a maintenance check on the other two gates. He found that the spring on gate 3 (upper P1) is broken.

Hot Water & Water Pressure

- Latham's was called in December 14th due to no hot water and very low water pressure from the 13th to 24th floors. The technician said he could not find a problem. Saturday morning, I received numerous calls again and informed the emergency line with The Wynford Group to call in Latham's, as this is considered an emergency.

December Moves – Three in / one out.

Council discussed the Resident Manager's report. The following points were noted:

- Complaints were received from an Owner regarding noise from a renovation. No Bylaws were being broken.
- A second pool company has confirmed that the dark spots in the pool are not algae and are not creating a structural problem. The pool is safe to use. Both pool contractors suggested acid washing the bottom of the pool the next time it is drained. Quotes will be obtained.
- An issue was raised regarding Owners giving instructions to the Resident Manager. This is not the proper protocol, as the Resident Manager takes direction from The Wynford Group.
- There are issues with oil leaking in at least two parking stalls. Letters will be sent.
- Two different over-sized vehicles have recently caused damage in the parkade. On one occasion, Bartec Fire Safety had to be called in to repair a damaged sprinkler pipe.
- The Resident Manager requested instructions on hours for the pool and fitness room. No changes will be made at this time.
- An Owner has requested that their fob access to the recreational facilities be restored subsequent to a recent incident. Council agreed to the request.
- A 5th floor Resident moved out with no notice and was charged accordingly. Management was asked to check to see if a Form K is on file for this unit.
- The Resident Manager was given instructions on the handling of damage deposits for moving.
- The new moving inspection form will be reviewed by E. Gramauskas to ensure it is consistent with BCS 966 Rules.
- The Resident Manager was asked to pay particular attention to cleaning of the staircases to parking levels, the main stairwells, the P1 level hallway and the elevator tracks.

4. PRESIDENT'S REPORT

There was no President's Report.

5. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the meeting held December 6th, 2007, as circulated. **CARRIED.** (Unanimous)

6. FINANCIAL REPORT

A. Operating Statements

The Treasurer provided a report on the October and November 2007 operating statements. There are overages in the utilities and building maintenance categories. Budgets in these areas have been increased for the 2008 operating budget.

It was **MOVED / SECONDED** to approve the October and November 2007 financial statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. It was noted that the receivables are slowly improving; however, more improvement is still required. There is an increase in late payment fines being proposed in the Annual General Meeting package.

7. BUSINESS ARISING

A. Move Inspections on Weekends

Council discussed the logistics of handling move inspections on weekends when the Resident Manager is off duty. Several suggestions were made. This item will be discussed further at the next Council meeting.

B. Sprinkler Head Cages

Discussion of this item was deferred to the next Council meeting.

C. Fence in Courtyard Area

It was agreed to defer discussion of this issue until Council members have met with members of the Co-op.

D. Garbage Compaction

M. Wilks requested and received information regarding the size and number of garbage bins we currently have and the frequency of pick up. He will provide this information to garbage compaction contractors for their consideration.

E. Plumbing Fittings

Quadra Mechanical has advised they are not able to check plumbing fittings, as requested, in all townhouse units and three tower units. Their report will be sent to a plumber who will be asked to do the required inspections.

8. NEW BUSINESS

A. Garage Door

Council discussed a quote to repair the main garage gate. This quote has become redundant, since the damaged equipment since broke and was replaced.

B. 2008 Property Assessment

Council discussed the 2008 property assessment on the Strata Corporation owned unit. No action was requested.

C. Water Claims Deductible

During the process of renewing the Strata Corporation's insurance policy, Management was notified that the water claims deductible has now increased to \$10,000. A competitive quote was obtained on the insurance renewal; however, the water claims deductible was even higher with the second company. Accordingly, the policy was renewed with the current insurance company.

D. 2007 Audit

Quotes will be obtained for a 2007 audit. Management was instructed on awarding the contract.

E. Minor Amendments to Resident Manager's Employment Agreement

Management went over minor amendments required to the Resident Manager's agreement with Council members. It was agreed that the suggested changes be made.

F. On Call on Weekends

Since the Resident Manager is not on call on weekends, Cleantech Janitorial has been taking after-hours emergency calls. Council considered their proposal for compensation for this service. It was agreed to approve the terms suggested by Cleantech Janitorial for the time being. Other options may be considered in future.

G. Elevator Maintenance Costs

Council reviewed a letter from the elevator maintenance contractor, advising that the monthly charges will be slightly increased. No action was requested.

H. Building Cleaning

It was suggested that areas of the exterior of the building on the north side require cleaning. This could be done the next time the window washers are on site to clean the windows. The contractor will be asked to provide an estimate.

I. Broken Section of Glass Canopy

Another section of the glass canopy at the tower lobby entrance is broken. Replacement is required. Council discussed the possibility of using different materials to prevent similar problems from happening in the future.

J. Noise from a Townhouse Unit

Council discussed ongoing problems with noise from a townhouse unit. Management was given instructions.

9. PROPERTY MANAGER'S REPORT

A. Correspondence

Council considered 16 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner requesting reinstatement of their fob access to the recreational facilities. The request was approved.
- A letter was received from an Owner regarding three maintenance items. Management was instructed on a response.
- A letter was received from an Owner regarding noise from renovations. This was discussed earlier in the Council meeting. No Bylaws were being broken.
- A letter was received from an Owner regarding deterioration of the coating on the exterior of the building on the overhang, visible from the Owner's unit. Management was instructed to contact BEMCO regarding this issue.

B. Items in Progress

1. Obtaining a 2nd quote for annual fire inspection follow-up work.
2. Arranging meetings with two more garage door companies.
3. Arranging contract for entrance mats.
4. Arranging meeting with Co-op.

Council discussed the issue of outstanding deficiencies in the common areas and with the common area equipment. Management will contact the developer to set up a meeting.

C. Completed Items

1. Arranged Christmas bonus for Caretaker.
2. Prepared Annual General Meeting package.
3. Site meeting with Imperial Paddock Pools.
4. Renewed Strata Corporation's insurance policy (\$57,405.00).
5. Obtained quote from Coastal Insurance.
6. Obtained instructions from Council President.
7. Provided Caretaker with information for posting on items banned from garbage, effective January 1st, 2008.
8. Obtained information on insurance requirements re: tractor.
9. Took after hours call re: no hot water to one unit.

10. TERMINATION

There being no further business, the meeting was terminated at 9:15 p.m.

The next meeting is the Annual General Meeting, scheduled for Thursday, January 24th, 2008.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 966" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY
COUNCIL: _____

DATE: _____
(01/29/08) (MIN-01.22.966)



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN
BCS 966, THE BRIGHTON, HELD ON THURSDAY, JANUARY 24th, 2008, AT 7:00 P.M.,
IN THE TOWNHOUSE LOBBY, 1020 QUEBEC STREET, VANCOUVER, B.C.**

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重要資料 請找人為你翻譯

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਵਿਗਧਾ ਕਰਵੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

In Attendance: Thirty-five Strata Lot Owners represented in person.
Six Strata Lots represented by Proxy.
Total Forty-one Strata Lot Owners represented.

1. **CERTIFICATION OF PROXIES**

The Proxies were certified to be correct. Of 143 unit, 132 were eligible to vote. Forty-four Owners were required to be represented in person or by Proxy, for a Quorum. As there was no Quorum, the meeting start time was delayed 15 minutes, in accordance with BCS 966 Bylaws.

2. **CALL TO ORDER**

The Annual General Meeting was called to order at 7:15 p.m. by the Council President, George Gordon.

3. **ELECTION OF CHAIRPERSON**

An election of a Chairperson for the meeting was not necessary as the Council President, was in attendance.

4. **PROOF OF NOTICE OF MEETING**

The Property Manager confirmed that the Notice of the Annual General Meeting was mailed and / or hand delivered to all Owners of record on or before January 4th, 2008, in accordance with the requirements of the *Strata Property Act*.

5. **APPROVAL OF AGENDA**

It was **MOVED / SECONDED** (#2506 / TH 301) to approve the Agenda for the meeting.
CARRIED UNANIMOUSLY.

6. **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED / SECONDED** (#1106 / #305) to approve the Minutes of the Annual General Meeting held on February 26th, 2007, as circulated. **CARRIED UNANIMOUSLY.**

One more Owner signed in, bringing the total number of votes to 42.

7. **PRESIDENT'S REPORT**

The President provided the following report:

Welcome to the 2008 Annual General Meeting of The Brighton. It has been another year of growth as a community. We have met and solved some challenges and, as any community, we have more to take on. The completion of Creekside across the street means an end to interruptions from construction vehicles, yet more on street parking issues with deliveries and visitors to the Strata Owners in that building.

In our building, we appear to have stopped the break-ins in the underground and have had no more in the tower or the townhouses. Our security cameras, guards and Owner / Tenant vigilance are, however, the most critical part of that success. Watching the gate close behind you in and out of the parkade, as well as the lobby doors, is the preventative measure that keeps the lawbreakers outside.

We hope you find that our grounds keeping has improved. We continue to look at ways to make the flora looking more kept and for ways to make the grounds more pleasing to the eye.

Our pool has developed crop circles, for lack of a better term. We have been able to ascertain they are not chemically or biologically dangerous in any form, and when we change the water in the next few weeks, will try to scrub them away with muriatic acid. We opened the pool overnight and, with a few exceptions, which have been dealt with, it has given opportunity for those who work the other hours to enjoy the facility. That's what they are for.

We are seeing the effects of busy hallways and staircases getting scraped and worn. Cleaning helps, paint is inevitable, and your cooperation in being careful when transporting things with corners and leaky stuff helps a lot

You may have heard or experienced police presence on a couple of occasions in our building. We have been notified of police investigations, and subsequent arrests and charges. It is the intention of this Council to cooperate as much as possible to keep criminal activity out of The Brighton. We encourage you to contact the police if you see illegal activity. On that point, we would like to thank The Brighton Block Watch Committee for all its efforts over the past year.

While it is a service you pay for in Strata Fees, we ask that you make sure your garbage and recyclables are deposited correctly, and that cardboard is broken down and placed in the proper bin. We still have too much garbage being thrown into recycle containers.

This meeting will present you with an assessment of what Council has dealt with in 2007, and projects and decisions that need to be decided upon in 2008.

We continue to deal with the developer on issues we feel should have been better handled. We continue to seek compensation and have not signed off on the deficiency list. We still have hope in negotiation with a reputable builder. Our main parkade gate qualified for building codes but, as you have seen, it cannot do the job and is costing us highly in repairs. We will present you with a plan to solve this ongoing issue.

As your Council, we have tried to look out for our interests at The Brighton as best we can. To say we didn't make mistakes would not be true. We have, however, learned from them and hope to use that knowledge to improve. Some of us will move on from Council this year, and we hope new faces and new blood will continue to bring great ideas to make The Brighton a key part of what is about to be one of the most sought after communities in this City.

Thanks to Sue Hayden and Kutin, to Sherry McCuaig and The Wynford Group, and let's make 2008 even greater.

One more Owner signed in, bringing the total number of votes to 43.

8. APPROVAL OF MAJORITY VOTE RESOLUTIONS

APPROVAL OF MAJORITY VOTE RESOLUTION #1

It was **MOVED / SECONDED** (#802 / #1705) to approve Majority Vote Resolution #1, as follows:

WHEREAS Council passed the following Rule at the March 19th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify the following addition to the Recreation Facilities Rules:

"Computers are not permitted in the games room."

It was explained that computers can be used to conduct illegal activities, using wireless internet in the games room.

There being no further questions, the vote was called on Majority Vote Resolution #1. **CARRIED. 40 in favour, 2 opposed, 1 abstention.**

APPROVAL OF MAJORITY VOTE RESOLUTION #2

It was **MOVED / SECONDED** (#1505 / #1204) to approve Majority Vote Resolution #2, as follows:

WHEREAS Council passed the following Rules at the April 23rd, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify the following additions to the Recreational Facilities Rules:

"Personal trainers may only be utilized in the gym area by individual Residents."

"Children under 12 years of age are not permitted in the gym."

"Children aged 12 to 16 years of age must be accompanied by an adult when in the gym."

"Users of gym equipment may spend no more than 15 minutes on a particular piece of equipment if someone is waiting to use that equipment."

The floor was opened for questions.

It was **MOVED / SECONDED** (#1405 / #1205) to amend the Resolution to allow users of gym equipment up to 30 minutes on a piece of equipment if someone was waiting.

The vote was called on the proposed amendment. **DEFEATED. 6 in favour, 37 opposed, 0 abstentions.**

It was then **MOVED / SECONDED (#1804 / #501)** to amend the Resolution to combine the two middle sentences to state, "Children under 16 must be accompanied by an adult when in the gym."

The vote was called on the proposed amendment. **CARRIED. 42 in favour, 1 opposed, 0 abstentions.**

The vote was then called on the Resolution, as amended. **CARRIED. 40 in favour, 3 opposed, 0 abstentions.**

APPROVAL OF MAJORITY VOTE RESOLUTION #3

It was **MOVED / SECONDED (#906 / #802)** to approve Majority Vote Resolution #3, as follows:

WHEREAS Council passed the following Rule at the May 22nd, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify the following addition to the Building Inspection Rule:

"Two business days notice is required to have a building inspection. Inspections are to take no more than thirty minutes of the Resident Manager's time."

The floor was opened for questions. It was noted that inspections of the common area should not take more than 30 minutes. The Resident Manager's schedule is a consideration.

The vote was then called on Majority Vote Resolution #3. **CARRIED UNANIMOUSLY.**

APPROVAL OF MAJORITY VOTE RESOLUTION #4

It was **MOVED / SECONDED (#1804 / #906)** to approve Majority Vote Resolution #4, as follows:

WHEREAS Council passed the following Rule at the June 19th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify the following addition to the Moves Rule:

"The maximum time for moves is four hours from the start time, as booked (not arrival time). For moves that exceed four hours, Owners will be charged extra for the extra costs of the security guard."

A discussion was held regarding all of the problems created when moves go over time, or when movers show up late, etc. An Owner asked whether Residents moving in or out of the building are permitted to provide their own security for the door. This is not permitted. A professional security guard must be hired.

There being no further questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF MAJORITY VOTE RESOLUTION #5

It was **MOVED / SECONDED (#401 / #1705)** to approve Majority Vote Resolution #5, as follows:

WHEREAS Council amended the following Rule at the June 19th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify the following deletion from the Garbage Rule:

"Christmas trees should be taken to the site designated by the City [notice in newspapers in December / January each year] for proper disposal."

It was noted that this Rule is being deleted, as live Christmas trees are not permitted under BCS 966 Bylaws.

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF MAJORITY VOTE RESOLUTION #6

It was **MOVED / SECONDED** (#501 / #1305) to approve Majority Vote Resolution #6, as follows:

WHEREAS Council passed the following Rule at the September 5th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify the following addition to the Recreation Facilities Rules:

"Water shoes are not permitted in the pool."

An Owner asked whether water shoes would be permitted on the pool deck. This Resolution only covers in the pool itself. Water shoes would still be permitted on the pool deck.

There being no further questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF MAJORITY VOTE RESOLUTION #7

It was **MOVED / SECONDED** (#1805 / #506) to approve Majority Vote Resolution #7, as follows:

WHEREAS Council passed the following Rule at the September 5th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify the following addition to the Moves Rule:

"Moving vans must obtain a parking pass from City Hall for street parking. Moving vans will not be permitted to park in the driveway or across the sidewalk."

A discussion was held regarding issues created by moving vans parking in the driveway or on the sidewalk.

It was **MOVED / SECONDED** (TH 301 / #405) to amend the Resolution to include only the second sentence, then an additional sentence stating parking passes may be obtained from City Hall.

It was then **MOVED / SECONDED** (#1050 / #1205) to amend the amendment to change the word "may" to "should."

The vote was called on the amendment to the amendment. **CARRIED. 42 in favour, 1 opposed, 0 abstentions.**

The vote was then called on the amendment, as amended. **CARRIED UNANIMOUSLY.**

The vote was then called on the Resolution, as amended. **CARRIED. 40 in favour, 1 opposed, 2 abstentions.**

9. **REPORT ON INSURANCE**

The report on insurance was attached to the Annual General Meeting package, as required by the *Strata Property Act*. The floor was opened for questions. The following points were noted:

- Appraisals are done annually to ensure the building is insured to 100% of its value.
- Deductibles were discussed. It was noted that the water deductible has increased, due to the number of claims over the past year.
- Sprinkler head plugs have been ordered and sprinkler head cages are being looked at in an effort to reduce damage caused when sprinkler heads are tripped or broken. Owners are reminded not to hang anything from sprinkler heads.

10. **PROPOSED 2008 OPERATING BUDGET**

It was **MOVED / SECONDED (#1305 / #1020)** to approve the Proposed 2008 Operating Budget.

The floor was opened for questions. The following points were noted:

- There were extraordinary expenses in 2007 relating to repairs to the main gate and plumbing works required to rectify defects in the boiler room. The boiler system was heating hot water that was not being used. Once the mechanical equipment issues are rectified, we expect the costs in these line items to be more reasonable. However, there could be more unknowns.
- There were additional expenses relating to garbage disposal, due to the civic strike.
- The security budget reflects the mandate given by the Ownership at the last Annual General Meeting.
- Although there have been significant increases in Strata Fees over the past three years, the fees for The Brighton are in line with other similar buildings.
- Photocopying expenses were high in 2007 due to the mail out of several bulky packages to the Ownership. It is not expected that these high expenses will reoccur in 2008. Council has been looking at building a web site, which should further reduce photocopying expenses.
- Expenses for supplies were significantly over budget. Action has been taken to reduce the cost of supplies.
- An Owner asked whether the developer could be held responsible for the problematic gate. The gate met the building code requirements when it was installed, so it is unlikely that the developer could be held responsible.
- There has been an issue with receivables. Although they have improved over the past year, more improvement is still required. Liens have been placed against Strata Lots whose Owners have a significant balance owing on their accounts.
- Discussions were held regarding window cleaning. It was suggested that the windows should be cleaned twice a year. It was further suggested that better pricing for window cleaning might be available.

It was **MOVED / SECONDED (#506 / #1106)** to add \$6,000 to the budget for an extra window washing. **CARRIED. 31 in favour, 11 opposed, 1 abstention.**

- Questions arose regarding the year-end operating deficit. This will be addressed in 3/4 Vote Resolution #1.
- Concerns were raised regarding depleting the Contingency Reserve Fund. It was noted that there is a \$60,000 contribution to the Contingency Fund in the 2008 Operating Budget.
- It was further noted that Council still has a dialogue with the developer and is hoping to collect monies for outstanding deficiencies.
- Discussions were held regarding the costs for a night security guard.

It was **MOVED / SECONDED** (#1804 / #1204) to cut the security costs in half and put the difference towards the prior year's operating deficit.

It was then **MOVED / SECONDED** (#401 / #2303) to amend the proposed amendment to state that the savings from reduction in security costs would fund the one window washing (\$6,000) with the balance to go to the Contingency Fund.

The vote was then called on the amendment to the amendment. **CARRIED. 37 in favour, 1 opposed, 5 abstentions.**

The vote was then called on the amendment, as amended. **CARRIED. 38 in favour, 3 opposed, 1 abstention.**

- A discussion was held regarding the new garbage restrictions and the possible associated costs. It was noted that if Residents put restricted items in the garbage, there will be costs to the Strata Corporation.
- Now that the Strata Corporation owns a tractor, we will be pulling the garbage bins out ourselves, rather than paying a contractor to do this, so there will be a cost savings in this area.
- An Owner pointed out that the *Strata Property Act* requires the Strata Corporation to pay back loans from the Contingency Fund by the end of the year. It was noted that the year-end operating deficit is not a loan.
- It was further noted that it is possible to amend the budget to increase the contribution to the Contingency to repay the deficit. No amendment was requested.

There being no further questions, the vote was called on the budget, as amended. **CARRIED. 42 in favour, 0 opposed, 1 abstention.**

11. APPROVAL OF 3/4 VOTE RESOLUTIONS

APPROVAL OF 3/4 VOTE RESOLUTION #1

It was **MOVED / SECONDED** (#1305 / #1001) to approve 3/4 Vote Resolution #1, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to transfer any year-end operating surplus to the Contingency Reserve Fund or fund any year-end operating deficit from the Contingency Reserve Fund;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to transfer any year-end operating surplus or deficit (fiscal year ending December 31st, 2007), to or from the Contingency Reserve Fund, as and when cash flow permits.

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #2

It was **MOVED / SECONDED** (#501 / #506) to approve 3/4 Vote Resolution #2, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to replace the main garage gate;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to approve an expenditure of up to \$25,000 from the Contingency Reserve Fund for replacement of the main garage gate. The Strata Council shall have the authority to expend said funds for the above-noted purpose, as they deem appropriate.

NOTE TO RESOLUTION: The Special Projects Committee has spent considerable time researching options and costs for replacement of the garage gate. A representative of the Committee will be in attendance at the Annual General Meeting to provide more information and answer questions.

The floor was opened for questions. The following points were noted:

- It was suggested that funds could be raised for this project by way of a Special Levy. This would require a Special General Meeting, since there is no Resolution in the Annual General Meeting package for a Special Levy.
- It was noted that there will be a cost-savings in the area of gate repairs and security required when the gate is not functioning.
- It was noted that replacement of the main garage gate will improve security at the building, particularly if the new system includes one gate for entry and one gate for exit.
- There is a lot of pedestrian traffic through the gate. Installation of a man-door and a new gate would cut down on the number of times the gate is cycled.
- The existing gate has broken down four times in the past six weeks.
- W. Lowe provided Owners with information on this project, including the various systems available for new gates and the benefits of these systems.
- The new gate height would be 7' 6". This would eliminate the problem of trucks hitting sprinkler or water pipes in the parkade.
- With the double gate system, there will be redundancy. If one gate fails, the other gate would still allow people in and out of the building.
- The new gate systems would use the existing fobs. They would be set up as a strike fob reader, rather than the button system.
- There would be a bar hanging down outside the gates so that over-height trucks would hit the bar before hitting the gates. This could be accomplished using a piece of our existing gate system.
- It was suggested that a Resolution could be included in the next General Meeting package to replace the money spent from the Contingency Fund on this project by way of a Special Levy (or possibly in the 2009 Operating Budget).
- It is hoped that the savings with the garbage tractor and the reduced repairs and maintenance to the gates should pay back the costs of the new gate system in approximately a year to a year-and-a-half.

There being no further questions, the vote was called on 3/4 Vote Resolution #2. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #3

It was **MOVED / SECONDED** (#506 / #905) to approve 3/4 Vote Resolution #3, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #2.07, which currently reads:

2.07 *All sidewalks, walkways, passages and interior roadways of the common property will not be obstructed by Owners, Occupants, Tenants or Visitors or used for any purpose other than entry or exit from the Strata Lots and parking lots within the common property.*

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #2.07, and replace it with the following:

2.07 *All sidewalks, walkways, passages and interior roadways of the common property will not be obstructed by Owners, Occupants, Tenants, or delivery and moving people, or Visitors or used for any purpose other than entry or exit from the Strata Lots and parking lots within the common property.*

The floor was opened for questions. The following points were noted:

- The Brighton used to have a loading zone. The loading zone is now gone. An Owner asked why this is the case. This is something that Council can discuss.
- It was noted that the new Bylaw is very similar to the existing Bylaw, with only a couple of words being changed.

There being no further questions, the vote was called. **CARRIED. 42 in favour, 0 opposed, 1 abstention.**

APPROVAL OF 3/4 VOTE RESOLUTION #4

It was **MOVED / SECONDED** (#506 / #1205) to approve 3/4 Vote Resolution #4, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #2.08 (a), which currently reads:

2.08 (a) *With the exception of infant strollers, disabled mobility aids, suitcases, vacuum cleaners, utility carts and grocery pull carts, no wheeled devices will be ridden or wheeled through the lobby, elevators or on any carpeted or marbled surface.*

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #2.08 (a), and replace it with the following:

2.08 (a) *With the exception of infant strollers, disabled mobility aids, suitcases, vacuum cleaners, utility carts and grocery pull carts, no wheeled devices will be ridden or wheeled through the lobby, elevators or hallways.*

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #5

It was **MOVED / SECONDED** (#1020 / #1804) to approve 3/4 Vote Resolution #5, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to add new Bylaw regarding bicycles:

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to enact the following new Bylaw:

2.08 (c) *All bicycles must enter the building through the underground parking area.*

The floor was opened for questions. The following points were noted:

- An Owner suggested that this Resolution would result in more wear and tear on the gates. It was pointed out that this Resolution works in conjunction with the previous Bylaw. The intent is that bicycles are not to be wheeled through the common area hallways.

There being no further questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #6

It was **MOVED / SECONDED** (#1305 / #1803) to approve 3/4 Vote Resolution #6, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to enact a new Bylaw making annual dryer vent cleaning mandatory;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to enact a new Bylaw #3.08 as follows:

Dryer vent cleaning is mandatory in odd numbered years (i.e. 2009, 2011, 2013, etc.). If an owner or resident does not provide access to the unit for the scheduled dryer vent cleaning, the strata council shall have the authority to post a 48-hour notice on the door, then have a locksmith open the door for the dryer vent cleaning. All associated costs will be charged to the account of the owner.

NOTE TO RESOLUTION: Appropriate notice will be given to Owners and residents so they can make arrangements to be home, or to leave a key with a neighbour or with the Caretaker.

The floor was opened for questions. The following points were noted:

- An Owner asked how Non-Resident Owners would be notified of dryer vent cleaning dates. A notice would be sent to these Owners in the mail.

There being no further questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #7

It was **MOVED / SECONDED** (#506 / #1106) to approve 3/4 Vote Resolution #7, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to correct Bylaw #4.11 (b), which refers to Bylaw "1" in error;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to revise Bylaw #4.11 (b) to read as follows:

- 4.11 (b) *The Strata Corporation must not unreasonably withhold its approval under Bylaw 4.11, but may require as a condition of its approval that the Owner agree, in writing, to take responsibility for any expenses relating to the alteration and to indemnify and hold harmless the Strata Corporation for any future costs in connection with the alteration.*

It was noted that this Resolution is to correct a numbering error in Bylaw 4.11, sub-section (b).

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #8

It was **MOVED / SECONDED** (#1305 / #1205) to approve 3/4 Vote Resolution #8, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to enact a new Bylaw prohibiting Owners, residents, and visitors from consuming alcohol while on common property;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to approve the following new Bylaw #4.12:

- 4.12 *Owners, residents, and visitors are not permitted to consume alcohol while on common property. This Bylaw does not apply to limited common property.*

The floor was opened for questions. The following points were noted:

- This Resolution, as worded, would make it difficult for the Strata Corporation to have social events where alcohol is permitted.
- The intent of this Bylaw was not to include such social events.

It was **MOVED / SECONDED** (#1205 / #1105) to amend 3/4 Vote Resolution #8 to add the words “without written approval of Council” after the first sentence.

There being no questions on the amendment, the vote was called. **CARRIED. 42 in favour, 1 opposed, 0 abstentions.**

The vote was then called on the Resolution, as amended. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #9

It was **MOVED / SECONDED** (#1204 / #906) to approve 3/4 Vote Resolution #9, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #5.05, which currently reads:

- 5.05 *Pets will not be permitted to soil the common property and if there is waste, the Resident will be responsible for the immediate removal and cleaning or repair cost of his/her pet's waste on the common property. Failure to do so will also result in a \$50 fine.*

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to replace Bylaw #5.05 with the following:

- 5.05 *Pets will not be permitted to soil the common property and if there is waste, the Resident will be responsible for the immediate removal and cleaning or repair cost of his/her pet's waste on the common property.*

NOTE TO RESOLUTION: Fines for Bylaw violations are addressed in section 16 of the Bylaws.

There being no questions, the vote was called. **CARRIED. 41 in favour, 2 opposed, 0 abstentions.**

APPROVAL OF 3/4 VOTE RESOLUTION #10

It was **MOVED / SECONDED** (#1804 / #906) to approve 3/4 Vote Resolution #10, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #5.06, which currently reads:

- 5.06 *If Council resolves a pet is disturbing other Owners, Tenants, or Occupants and is a nuisance, the Council will warn the Owner in writing of the infraction. In the event that the Owner, Tenant, or Occupant fails to control the pet after receipt of one warning, a second warning notice will be given by the Council advising the Owner that if further disturbances are deemed by Council to have occurred the pet will not be permitted to reside in the Strata Lot after twenty-one days notice to the Owner. If the Owner, Tenant, or Occupant fails to comply within seven days of receiving the third written notice the Owner will be fined \$100 per month, or portion thereof, during which the offending pet continues to occupy the premises.*

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #5.06, and replace it with the following:

- 5.06 *If Council determines that a pet is disturbing other Owners, Tenants, or Occupants and is a nuisance, fines may be levied, and / or Council may order the pet removed from BCS 966 property.*

NOTE TO RESOLUTION: Owners may appeal a decision of Council should they feel Council has been unfair in its ruling.

There being no questions, the vote was called. **CARRIED. 42 in favour, 1 opposed, 0 abstentions.**

APPROVAL OF 3/4 VOTE RESOLUTION #11

It was **MOVED / SECONDED** (#506 / #1705) to approve 3/4 Vote Resolution #11, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #5.09, which currently reads:

- 5.09 (a) *Owners and Tenants must inform the Strata Corporation of the type and number of pets being kept on the Strata Lot. Owners are responsible for ensuring that this information is provided by their Tenants within two weeks of renting the unit.*
- (b) *An Owner or Tenant must not keep any animals in a Strata Lot or common property in contravention of 5.09(a) after with notice from the Strata Council not to do so.*

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaws #5.09 (a) and #5.09 (b), and replace them with the following:

- 5.09 *Owners and Tenants must inform the Strata Corporation of the type and number of pets being kept on the Strata Lot in accordance with Bylaw 5.01. Owners are responsible for ensuring that this information is provided by their Tenants within two weeks of renting the unit.*

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #12

It was **MOVED / SECONDED** (#1305 / #1020) to approve 3/4 Vote Resolution #12, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #8.01, which currently reads:

- 8.01 (a) *Moving in or out will be permitted during the following hours only:*
- (i) *Monday to Friday 9:00 a.m. to 9:00 p.m.;*
 - (ii) *Saturday, Sunday or Statutory holidays 9:00 a.m. to 6:00 p.m.*
- (b) *An appointment for a moving time must be made with the Caretaker, giving forty-eight hours notice and having regard for the convenience of all concerned, to noise abatement and to prevention of damage to common property. In the event that the appointment cannot be kept by the mover the appointment will be re-negotiated in consultation with the Caretaker.*
- (c) *A non-refundable security charge for a bonded agent will be levied on the moving Owner, Tenant, or Occupant for the duration of the move.*

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #8.01 sections (a), (b), and (c), and replace them with the following:

- 8.01 (a) *Moving in or out will be permitted during the following hours only:*
- (i) *Monday to Friday 8:00 a.m. to 4:00 p.m.;*
 - (ii) *Saturday, Sunday or Statutory holidays 9:00 a.m. to 6:00 p.m.*
- (b) *An appointment for a moving time must be made with the Caretaker, giving seven days notice and having regard for the convenience of all concerned, to noise abatement and to prevention of damage to common property. In the event that the appointment cannot be kept by the mover the appointment will be re-negotiated in consultation with the Caretaker.*
- (c) *A non-refundable moving fee in the amount of \$150 will be levied on the moving Owner, Tenant, or Occupant for moves in our out of the building.*

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #13

It was **MOVED / SECONDED** (#1804 / #1902) to approve 3/4 Vote Resolution #13, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #8.02, which currently reads:

8.02 Owners will be responsible for any Occupant or Tenant in their Strata Lot moving in or out and upon reserving the elevator a security deposit of \$100 in cash will be due and payable.

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #8.02, and replace it with the following:

*8.02 Owners will be responsible for any Occupant or Tenant in their Strata Lot moving in or out and upon reserving the elevator a **damage** deposit of \$200 in cash will be due and payable.*

The floor was opened for questions. The following points were noted:

- The funds referred to in this Bylaw are refundable if there is no damage. This is covered by use of the word “deposit.”

There being no further questions, the vote was called on 3/4 Vote Resolution #13. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #14

It was **MOVED / SECONDED** (#1305 / #1204) to approve 3/4 Vote Resolution #14, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to add a new Bylaw #8.04, regarding parking of moving trucks;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to approve Bylaw #8.04, as follows:

8.04 Owners, residents, and tenants may not allow their moving trucks to be parked in the driveway area. Anyone arranging a move in or out of the building must obtain a parking permit from the City of Vancouver, to park their moving truck in the street in front of the building.

The floor was opened for questions. The following points were noted:

- It was suggested that this Resolution be changed to have the same language as the Rule, amended and approved in Majority Vote Resolution #7.

It was **MOVED / SECONDED** (#1804 / #301) to amend the Resolution to read as the amended Majority Vote Resolution #7.

The vote was then called on the amendment. **CARRIED. 41 in favour, 0 opposed, 1 abstention.**

The vote was then called on 3/4 Vote Resolution #14, as amended. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #15

It was **MOVED / SECONDED** (#1305 / #506) to approve 3/4 Vote Resolution #15, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #10.04, which currently reads as follows:

10.04 Any security devices to locks on common property lost, stolen, or no longer required will be reported immediately to the Caretaker.

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #10.04, and replace it with the following:

10.04 Any security devices (ie. building access fobs) to locks on common property lost, stolen, or no longer required will be reported immediately to the Caretaker.

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #16

It was **MOVED / SECONDED** (#1305 / #1904) to approve 3/4 Vote Resolution #16, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #10.05, which currently reads:

10.05 Residents are required to stop their vehicle and wait for the gate to close after entering or exiting any and all of the parking gates. Failure to comply will result in fines being levied.

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #10.05, and replace it with the following:

*10.05 Residents are required to stop their vehicle **at the stop line**, and wait for the gate to close after entering or exiting any and all of the parking gates. Failure to comply will result in fines being levied.*

NOTE TO RESOLUTION: If this Resolution is passed, Council will arrange to have a line painted where vehicles are to stop to wait for the gate to close. The purpose of this is to ensure that drivers will not be “crowded” by other drivers who may be trying to access the parkade without a building access fob.

The floor was opened for questions. The following points were noted:

- An Owner asked where the stop line would be painted, as there is a concern that standard transmission vehicles could roll back into the gate if not given adequate space. It was pointed out that the stop line would be at least 20 ft. away from the gate.
- It was noted that this Bylaw refers to Residents, but not visitors.

It was **MOVED / SECONDED** (#605 / #1001) to amend the Resolution to include the word “visitors.”

The floor was opened for questions on the amendment. The following points were noted:

- Owners are responsible for the actions of their guests.
- The word “stop” will also be painted so that visitors will understand that this is a stop line.

There being no further questions on the amendment, the vote was called. **CARRIED UNANIMOUSLY.**

The vote was then called on 3/4 Vote Resolution #16, as amended. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #17

It was **MOVED / SECONDED** (#501 / #1804) to approve 3/4 Vote Resolution #17, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to add a new Bylaw #10.06 prohibiting lock boxes;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to approve new Bylaw #10.06, as follows:

10.06 Lock boxes are not permitted on BCS 966 property, except for those used by emergency services (Fire Department, Ambulance, Police).

The floor was opened for questions. The following points were noted:

- Lock boxes are often used by realtors and can create a security risk for the building.

There being no further questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #18

It was **MOVED / SECONDED** (#501 / #1804) to approve 3/4 Vote Resolution #18, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #11.12 (c) and (d), which currently read:

- 11.12 (c) Owners may attend Council meetings as observers.*
- (d) Despite subsection (c), no observers may attend those portions of Council meetings that deal with any of the following:*
- (i) Bylaw contravention hearings under Section 135 of the Act;*
 - (ii) Rental Restriction Bylaw exemption hearings under Section 144 of the Act;*
 - (iii) Any other matters if the presence of observers would, in the Council's opinion, unreasonably interfere with an individual's privacy.*

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #11.12 (c) and (d), and replace them with the following:

- 11.12 (c) Owners may attend a Council meeting with prior written Council approval.*

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #19

It was **MOVED / SECONDED** (#1804 / #1020) to approve 3/4 Vote Resolution #19, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to enact a new Bylaw stipulating the Order of Business for general meetings;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to enact a new Bylaw #12.09 as follows:

12.09 Order of business for general meetings:

The order of business at annual and special general meetings is as follows:

- (a) certify proxies and corporate representatives and issue voting cards;*
- (b) determine that there is a quorum;*
- (c) elect a person to chair the meeting, if necessary;*
- (d) present to the meeting proof of notice of meeting or waiver of notice;*
- (e) approve the agenda;*
- (f) approve minutes from the last annual or special general meeting;*
- (g) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;*
- (h) ratify any new rules made by the strata corporation under section 125 of the Act;*
- (i) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;*
- (j) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;*
- (k) approval of 3/4 Vote Resolutions;*
- (l) elect a strata council, if the meeting is an annual general meeting;*
- (m) general discussion;*
- (n) terminate the meeting*

It was explained that election of Strata Council should take place prior to general discussion to ensure that there are still enough Owners at the meeting to volunteer for Council.

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #20

It was **MOVED / SECONDED** (#1804 / #1805) to approve 3/4 Vote Resolution #20, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #13.01 (a), which currently reads:

13.01 (a) An Owner must pay Strata Fees on or before the first business day of the month to which the Strata Fees relate.

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #13.01 (a), and replace it with the following:

13.01 (a) An Owner must pay Strata Fees on or before the first day of the month to which the Strata Fees relate.

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

APPROVAL OF 3/4 VOTE RESOLUTION #21

It was **MOVED / SECONDED** (#1804 / #506) to approve 3/4 Vote Resolution #21, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to revise Bylaw #13.01 (b), which currently reads:

13.01 (b) If an Owner is late in paying his/her Strata Fees, the Owner must pay to the Strata Corporation interest on the late payment at the maximum rate set out in the Strata Property Regulation, compounded annually, and calculated on a monthly basis commencing from the date the payment was due and continuing until the last day of the month in which it is paid. The interest payable is not a fine, and forms part of the Strata Fees for the purpose of registering a lien against an Owner's Strata Lot.

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to repeal Bylaw #13.01 (b), and replace it with the following:

13.01 (b) If an Owner is late in paying his/her Strata Fees and / or Special Levies, the Owner must pay the Strata Corporation a late payment fee of up to \$200. The late payment fees payable are not fines, and form part of the Strata Fees for the purpose of registering a lien against an Owner's Strata Lot.

There being no questions, the vote was called. **CARRIED. 42 in favour, 0 opposed, 1 abstention.**

12. ELECTION OF COUNCIL

The following Owners were nominated or volunteered to stand on the 2008 Strata Council:

Shawn Ling
Ed Gramauskas
Jeff Hewitt
Murray Wilks
Warren Lowe
Bill Van Oers
Don Gagan

There being no further nominations, the above Owners were declared elected by acclamation.

13. NEW BUSINESS

The floor was opened for discussion. The following points were noted:

- An Owner suggested a shower be installed by the pool. Currently, when Residents shower in the change rooms, they then have to walk through the hallway dripping water on the floor to get to the pool area. A shower next to the pool would address this problem. Cost is an issue. Council could look into it.
- An Owner asked what percentage of the units are rentals. It was suggested that the rental units were approximately 35% last year, but that this number has been reduced, as there are approximately ten less rental units now.
- Questions arose regarding the previous loading zone. This spot is now the Resident Manager's parking spot. It was suggested that if the visitor parking area is full that this spot could be used as a 15-minute loading zone area.

- It was suggested that a parking spot be designated in front of the building for a loading zone. This would require approval of the City.
- The City of Vancouver has been considering installing parking meters in front of the building.
- Questions arose regarding a police incident in the building. It was noted that this issue has been addressed and the Residents in question are no longer residing in the building.
- Owners are encouraged to do proper background checks on tenants before allowing them to move into the building.
- It was suggested that efforts should be made to reduce the number of rentals in the building. This has been proposed before as a Resolution but did not pass. It is possible to propose this Resolution at a future General Meeting.
- It was suggested that air conditioning units be allowed with certain parameters. There were no objections.

14. **TERMINATION**

It was **MOVED** (#1204) to terminate the meeting at 10:17 p.m.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 966" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask Accounts Receivable Department.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____
(02/04/08) (08-AGM.M.966)



**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON TUESDAY, FEBRUARY 12th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILLROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਚੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Council in attendance:

Jeff Hewitt

President

Ed Gramauskas

Vice-President

Murray Wilks

Treasurer

Willem van Oers

Privacy Officer

Don Gagan

Warren Lowe

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

Shawn Ling

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

2. ELECTION OF OFFICERS

The election of officers was held, resulting as follows:

President

Jeff Hewitt

Vice-President

Ed Gramauskas

Treasurer

Murray Wilks

Privacy Officer

Willem van Oers

It was agreed that the President and Vice-President may choose to trade positions at the halfway point through the year.

Council agreed upon the following committees:

Maintenance & Security

Warren Lowe and Ed Gramauskas

Landscaping

Shawn Ling and Don Gagan

Pet

Ed Gramauskas and Melanie Ellery

There will also be a Block Watch Committee, members to be determined.

3. **GUEST BUSINESS**

Two Owners attended a Council meeting with suggestions for a Pet Committee and questions regarding the finances of the Strata Corporation. One of the Owners agreed to sit on the Pet Committee and prepare a mandate for Council consideration. Financial questions were answered by Council and Management, after which the Owners left the meeting.

4. **COMMITTEE REPORTS**

A. Block Watch

Council discussed a recent incident in a neighbouring building, where someone managed to get onto the roof and then down to one of the balconies. The Resident Manager and W. Lowe will inspect the door to our roof as a security measure. An extra lock will be installed.

B. Security / Maintenance

W. Lowe provided a report. The following points were noted:

- The Committee will be working on the gate replacement project in the coming weeks.
- A repair was recently required to one of the resident gates. It was necessary for Creative Door to obtain a circuit board from Overhead Door. This caused a delay in the repair.
- There is a broken spring in gate no. 3. A quote will be obtained to install a heavier gauge spring.
- The shifts of the night security guard have been changed to comply with the security category of the new operating budget.
- A credit was received from Kanaf Security, in relation to issues that were pointed out by Council.

C. Landscaping

The landscaping contract is being revised to include maintenance of the planters in the townhouse area. Some optional services may be eliminated, due to budget constraints.

The Resident Manager offered to donate three trees, to be planted in the area by the gate to the courtyard. Council accepted her offer.

Concerns were raised regarding the condition of the grass in the courtyard area. This will be looked at by the Landscaping Committee.

5. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided the following written report:

Scheduled Hours

After February 15th, Kutin and I will be adding to our schedule the garbage bin pull outs/ins. This will require our start time to begin at 7:00 a.m. on Monday, Wednesday and Friday.

January Moves: 11.

Carpet Cleaning

Clean Connection is scheduled to be in for the quarterly cleaning February 13th.

Security Gates

- Gate #2 broke down Tuesday, February 5th, due to a reader board malfunction.
- Signs were posted for Residents to be more aware of main gate closure.

- Notice was posted to inform Residents that during a half-hour period on February 5th, five vehicles did not stop to ensure the main gate was closed behind them.
- Upon reviewing the recording of a two-hour period on February 6th, everyone stopped, except three Residents during the last half-hour of the two-hour period (one being on a bike). There were approximately 20 vehicles that had exited/entered during this time frame.

Tractor

The clutch adjustment has been done. I have been able to use the tractor twice to plow the sidewalks of snow.

Electrical Work

- The timer switch for the sauna has been changed from 60 minutes to 30 minutes.
- Light in tower elevator B was checked by the electrician.
- The motor for the fan in the chlorine room was checked. It has been removed and sent for repairs, as this is less expensive than replacing it with a new one.

Recycle Bins

On two occasions, a person has been viewed taking bottles from the recycling area. One was a Resident, and the other followed a Resident in through the main gate. The Resident stopped his car and got out to ask the person to leave.

Wrong Locker Use

Notice posted February 4th that belongings to be removed from these lockers by February 8th, or they will be removed by the Building Manager and disposed of.

- #110 – two days after Owner moved out, someone placed their belongings in the locker.
- #59 – the locker to be rented by a Resident, but before he could put his belongings in the locker, someone else put their things in it.
- #136 – was recorded as being rented, but that Resident does not live here any longer.

Fitness Room Repairs / Maintenance

Exer-Tech came in on February 5th. One treadmill required repairs and while here, the tradesman did the scheduled maintenance on all the other equipment. A sign has been made up and posted in the fitness room, explaining the proper use of starting a workout on the type of treadmills we have.

Repairs

- Purchased metal screws and fixed the metal strip on the garbage room door.
- Spring is coming and this will be a good time for me to do painting repairs, such as around the elevator frames.

Council discussed the Resident Manager's report. The following points were noted:

- Now that the Resident Manager and Janitor will be responsible for moving the garbage bins in and out of the building, their working hours will be changed to accommodate the early start required to get the bins out on time. On Mondays, Wednesdays and Fridays, the hours of the Resident Manager will be 7:00 a.m. to 4:00 p.m. On Tuesdays and Thursdays, the hours will remain 8:00 a.m. to 5:00 p.m. The Janitor will also start at 7:00 a.m. on Mondays, Wednesdays and Fridays.
- Council approved the purchase of a pressure washer for use in the parkade, exterior stairwells and walkways.

- Arrangements are still required for supervision of weekend moves. Council discussed various options and provided Management with instructions.
- The Resident Manager requested and received instructions on move fees regarding two moves; one move within the building and one move that did not require use of the elevators.
- Council approved the request to move the recycling bins into the garbage room and put the garbage bins where the recycling bins are currently.
- Five fire exit signs require repairs. It was suggested that a different type of sign be installed, in place of any signs that require replacement. Lower profile signs are available and are less likely to be damaged.
- An electrician will be called to repair the light at the deep end of the pool.
- Council discussed options for weekend emergency calls. Necessary arrangements will be made and information will be posted in the elevator and on the bulletin board.
- More recycling bins will be ordered, if space permits.

6. **PRESIDENT'S REPORT**

There was no President's Report.

7. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held January 22nd, 2008, with the following amendment:

Item 8J should refer to an apartment unit (not a townhouse unit).

CARRIED. (Unanimous)

8. **FINANCIAL REPORT**

A. Operating Statements

The previous Treasurer provided a report on the December 2007 operating statements. No anomalies were noted. In discussing some of the more significant expenses, the following points were noted:

- The recent meeting and discussions with Latham's were very helpful and beneficial. It was suggested another meeting with Latham's be held in a couple of months. The high priority items on their first list have been ordered. Council might consider looking at the priority B items on the list.
- The Terasen Gas charges are being reviewed. A Terasen Gas representative is compiling data, in order to provide advice to the Strata Corporation regarding which rate class would be the most beneficial.
- Management will review supplies on hand to determine if any changes are required.
- It was suggested that when ballasts burn out, they should be replaced with new electronic ballasts, which are slightly more expensive but result in longer bulb life and better power consumption.

It was **MOVED / SECONDED** to approve the December 2007 financial statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. Management was given instructions regarding application of late payment fees.

9. **BUSINESS ARISING**

A. Weekend Move Inspections

This item was discussed under the Resident Manager's report.

E. Gramauskas provided Council with a copy of the new moving form to be used by the Resident Manager and the person handling weekend moves. No changes were requested.

B. Sprinkler Head Cages

E. Gramauskas brought samples of sprinkler head cages to the meeting for Council consideration. Various sizes and types of cages are available, with different methods of installation. The suggested type attaches to the drywall, rather than the sprinkler head itself. It was noted that sprinkler cages should be installed by bonded and insured contractors only. This item will be discussed further at the next Council meeting.

C. Garbage Compaction

M. Wilks provided Council with information on the three basic charges involved in garbage compaction, which include the rental of the compactor, the pickup once per week and the disposal fees. It is estimated that the costs would run between \$800 and \$1,000 per month, which is more than the current costs for garbage removal. It was noted that liquid from a garbage compactor flows onto the floor and must be hosed down. A compactor must be installed near a drain.

M. Wilks will continue to research options for garbage compaction for discussion at the next Council meeting.

D. Broken Section of Glass Canopy

Council discussed various options for replacement of the broken section of glass canopy at the tower entrance. Options for protection of the glass were also discussed. W. Lowe will obtain quotes for installation of flattened mesh aluminum to protect the glass. It was noted that it is possible to powder-coat the mesh in a colour that matches the exterior finishes of the building.

E. 2007 Audit

Council considered a quote from Berris Mangan for the 2007 audit. It was **MOVED / SECONDED** to approve the quote and order the audit. **CARRIED.** (Unanimous)

10. **NEW BUSINESS**

A. Moving of Recycling Bins

This item was discussed under the Resident Manager's report.

B. Negotiations with Developer

J. Hewitt offered to compose a letter to the developer, outlining the outstanding issues and requesting resolution of same. A discussion was held regarding items that should be noted in the letter. J. Hewitt will compose the letter and request a meeting to discuss.

C. Loading Zone

Council discussed a question that arose at the Annual General Meeting regarding a loading zone. Unfortunately, due to the size of the garbage room, we do not have space for a loading zone.

D. 2010 Banner Project

Council discussed the most recent correspondence from Tunnel Vision regarding the 2010 Banner Project. No action was requested at this time.

E. Unscheduled Move

Council discussed correspondence from the Resident Manager regarding an unscheduled move into the building. Management was instructed to levy a fine.

F. Grow Ops / Drug Houses

Management provided Council with information from the RCMP regarding detection and reporting of grow ops and drug houses. This information will be posted on the bulletin boards.

G. Irrigation System Maintenance

Council discussed a letter from Para Space Landscaping regarding the suggested maintenance of the irrigation systems. This work is being done as required.

It was noted that a couple of sprinkler nozzles require repair. This will be arranged.

H. New Waste Removal Restrictions

The following items are no longer permitted in the garbage, as of January 1st, 2008:

- Cardboard
- Newsprint
- Office paper
- Gypsum drywall
- Yard and garden waste
- Beverage containers (all except milk)
- Blue box recyclables
- Lead-acid (car) batteries
- Medications / pharmaceuticals
- Paint, solvents, flammable liquids, gasoline and pesticides
- Vehicle tires
- Oil, oil filters and empty oil containers
- Electronic waste, including personal computers, prints and TVs

This information will be posted in the elevator and on the bulletin board, as well as the garbage room door.

Owners / Residents

It is imperative that everyone complies with the new waste removal restrictions. Heavy fines and clean up costs will be assessed to the Strata Corporation for violations. Fines will be levied against Owners / Residents for non-compliance. In addition, any costs incurred by the Strata Corporation will be charged back to the Owner of the unit involved. Your cooperation is appreciated.

I. Distribution of Rules & Bylaws

Due to the numerous changes to the Rules and Bylaws, approved at the Annual General Meeting, a full set will be sent to every Owner. Quotes were considered for this large photocopying job.

It was **MOVED / SECONDED** to proceed with the quote from "Business Now." **CARRIED.**
(Unanimous)

J. Interior Repairs to a 10th Floor Unit

Council considered a quote for interior repairs required in a 10th floor unit. It was noted that this item should be part of the insurance claim from last year. More quotes will be obtained.

K. Rooftop Garden Area Over Parkade Entrance

J. Hewitt is in contact with the City of Vancouver to determine if there are requirements in the development agreement regarding the garden space above the parkade entrance. It was noted that any significant changes to this area would require approval at a General Meeting of the Ownership.

11. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Management was instructed on correspondence to Owners for various Bylaw violations.

B. Correspondence

Council considered seven items of correspondence. No action was required.

C. Items in Progress

1. Obtaining quotes to check plumbing fittings.
2. Obtaining a quote to clean the dirty areas on the north side of the building.
3. Arranging contract for entrance mats.
4. Arranging meeting with Co-op.
5. Setting up meeting with Bosa.
6. Obtaining quotes for installing a shower in the pool area.

D. Deferred

1. Fence in courtyard area (waiting on meeting with Co-op).
2. Consideration of other options for weekend on call.

E. Completed Items

1. Cancelled services of Dash Building Maintenance.
2. Arranged renewal of Para Space contract, as directed by Council.
3. Tractor clutch adjusted.
4. Fan in chlorine room has been repaired.
5. Restored Recreation Centre fob access to a 7th floor unit.
6. Revised Rules & Bylaws, as per Annual General Meeting package.
7. Amended Resident Manager's Employment Agreement, as discussed / agreed.
8. Ordered weekend on call service with Cleantech Janitorial, as per their quote.
9. Consideration of other options for weekend on call.
10. Obtaining quotes for an audit (2007).
11. Ordered annual fire inspection.

12. **TERMINATION**

There being no further business, the meeting was terminated at 9:37 p.m.

The next meeting is scheduled for **Monday, March 10th, 2008.**

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO “STRATA PLAN BCS 966” AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS “1” TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY
COUNCIL: _____

DATE: _____
(02/19/08) (MIN-02.12.966)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON MONDAY, MARCH 10th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILLROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

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알려드립니다 이것을 번역해 주십시오

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Council in attendance:

Ed Gramauskas
Shawn Ling
Don Gagan
Warren Lowe

Jeff Hewitt President
Vice-President

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

Murray Wilks
William van Oers

Treasurer
Privacy Officer

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. GUEST BUSINESS

An Owner attended the Council meeting to discuss the possibility of having a loading zone on the P1 parking level. Various options for a loading zone were discussed, after which the Owner left the meeting.

3. COMMITTEE REPORTS

A. Block Watch

Council discussed the possibility of utilizing sniffer dogs to detect grow ops. This is an inexpensive way to ensure that there are no grow ops in the building.

B. Security / Maintenance

W. Lowe provided a report. The following points were noted:

- The approximate cost for a metal mesh protector for the front canopy glass is between \$2,500 and \$3,500.
- The cost to replace a glass panel in the canopy is approximately \$3,500.
- It is possible to add powder coating to the aluminum mesh, but this would significantly increase the price.

- The tractor purchased by the Strata Corporation to pull out the garbage bins, etc. is now operational. A hitch will be installed shortly so that the trailer can be towed by the tractor for moving the power washer and other items, as required.
- A meeting has been arranged to view a garage door installed at another complex by Creative Door. This door would be similar to the style currently being contemplated by the Maintenance Committee.
- There are some maintenance issues with having man-doors installed within the overhead doors. Accordingly, the Committee is considering moving the overhead doors a few feet into the building to allow space for man-doors on the side.
- The Committee is also considering installation of proximity loops in the pavement that could be used to ensure that users of transmitters are in a vehicle or on a bike. This would eliminate the use of the overhead door by foot traffic.
- Creative Door has been asked to provide a quote for a high cycle spring for one of the inner gates. This will be forwarded to Management.

Council discussed the report. Since the estimate for the metal mesh over the front canopy glass seemed reasonable, a quote will be obtained for the required work. It was agreed that powder coating is not necessary. The broken panel of glass will be replaced and a quote will also be obtained for metal mesh to protect the canopy at the townhouse entrance.

C. Landscaping

Three members of Council provided information regarding recent walkabouts of the property and discussions with the City Planner. Council discussed various options for maintaining the area used by the Co-op kindergarten and fencing of the courtyard area. The City has confirmed that the Strata Corporation does not require City approval to change the landscaping. The Landscaping Committee will prepare a proposal for Council consideration. If approved by Council, the plan will be presented to the ownership at the next Annual General Meeting.

D. Pet

Nothing to report.

4. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

February Moves: Two in, one out, one internal move.

Power Washer: The power washer was purchased and the parkade is now being cleaned as time allows and vehicles are out of the stalls.

Bylaws & Rules: The Bylaws and Rules have been printed and are ready for pick up by the Owners. A notice will be posted notifying Owners to come to the office and sign for their copy.

Latham's: Scheduled maintenance was completed. A notice was posted that on March 3rd, the water would be shut off, affecting the Tower and town houses from 9:00 a.m. to 12:00 p.m. This was to change the filters for the water filtration system.

Fitness Room Repairs / Maintenance: The treadmill is repaired.

Tower Elevators: Richmond Elevator had to be called in during the February 28th move, due to both elevators not moving from the 20th floor.

Trees: Two of the three trees donated were planted. One of the trees was no longer in satisfactory condition and was disposed of.

Altercation with Visitors Buzzed Into the Building: February 21st at 12:23 p.m., two men were buzzed into the building. The police were called due to their behaviour. A report of the incident was sent to the Property Manager. The Resident who buzzed the visitors in was informed of the situation.

Council discussed the Resident Manager's report. The following points were noted:

- Opticom Technologies will be contacted regarding a security screen monitor that requires repair or replacement under warranty.
- There was a leak from one 23rd floor unit into another 23rd floor unit. The Resident Manager will be asked to supply information regarding the source of the leak.
- A noise issue has been identified with new flooring installed in a 12th floor unit. Follow up is required.
- Bartec Fire Safety was asked to reschedule the testing of in-suite devices due to insufficient notice to Owners.
- Council provided Management with instructions on levying a fine against an Owner regarding an incident with visitors he buzzed into the building.
- Council discussed the lights in the pool. It was suggested they should be on a timer.
- Fitness equipment has been repaired, as required. Notices have been posted on proper use of the treadmill.
- The wallpaper in the games room requires repair or replacement. A quote will be obtained.
- A shop vac will be purchased by the Resident Manager. Council provided a budget for this expenditure.
- Locks have been added to the door to the rooftop area, as required.

5. **PRESIDENT'S REPORT**

J. Hewitt provided the following report:

- Formally requested meeting with the developer. No response to date.
- Had meeting with City of Vancouver planner re: fencing garden area and reducing landscaping above the parkade entrance. Photos and further information has been requested.
- An Owner volunteered to join a working group to improve upkeep of the property. Owners are encouraged to join the existing Maintenance and Landscaping Committees.

Council discussed cleaning of the common areas in and around the building. A letter will be sent to Clean-tech requesting more training for their employee.

6. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held February 12th, 2008, as circulated. **CARRIED.** (Unanimous)

7. **FINANCIAL REPORT**

A. Operating Statements

Approval of the January 2008 operating statements was deferred, as the Treasurer was not in attendance.

B. Receivables

It was noted that the receivables are improving.

8. **BUSINESS ARISING**

A. Sprinkler Head Cages

Discussion of this issue was deferred to the next Council meeting.

B. Garbage Compaction

A garbage compaction contractor will be meeting with the Resident Manager, shortly, to discuss options for installing a garbage compactor. This item will be discussed further once their report has been received.

C. Broken Canopy Glass

Council discussed the cost for replacing the broken canopy glass. A council member volunteered to obtain a quote from another contractor in hopes of obtaining a better price.

D. Negotiations with Developer

Council is currently awaiting a response from the developer to a letter recently sent to them.

E. Interior Repairs – 10th Floor Unit

A second quote has now been obtained for work required in a 10th floor unit, as a result of a broken sprinkler head in a neighbouring unit. Management will contact the Strata Corporation's insurance company regarding the required work.

F. Rooftop Area Over Parkade Entrance

This item is being considered by the Landscaping Committee as part of the overall landscaping plan.

9. **NEW BUSINESS**

A. Schedule of Window Washing

It was agreed that window washing should be scheduled as soon as possible. A Council member volunteered to provide Management with contact information for a window washing contractor previously hired to wash windows at the complex. This contractor had advised that there would be significant savings if the windows were washed at least twice per year. This will be arranged.

B. 2nd Priority Items from Latham's Report

As all of the first priority items from a report prepared by Latham's last year have now been completed, Council discussed whether to proceed with the second priority items. It was suggested and agreed that another walkabout to view the mechanical equipment should be scheduled with Latham's. This will be arranged for some time in April.

C. Revised Latham's Quote

Council discussed a revised quote from Latham's for cleaning of a sump in the parkade. It was noted that even the new lower price seems quite high. This will be discussed in the walkabout to be conducted in April.

D. BEMCO Report – 18th Floor

Council discussed a report from BEMCO regarding work required to address the flaking of the building coating on the 18th floor. It was noted that Pacific Building Envelope Maintenance had assessed this problem as well. Once their report has been received, Council will discuss this item further. It was also suggested and agreed that this item be added to the list of outstanding deficiencies for negotiations with the developer.

E. New Rule re: Residents Locking Themselves Out

Council discussed the issue of Residents locking themselves out of the building and / or their unit. The Resident Manager has been contacted numerous times, at all hours of the day and night, by Residents needing access to the building and / or their unit.

It was **MOVED / SECONDED** to approve the following new Rule:

Residents who contact the Building Manager for access to the building and / or to their unit will be charged \$50.00 if the Resident Manager is on duty at the time of the request, and \$150.00 if the Resident Manager is not on duty at the time of the request, but is available to help. If the Building Manager is off duty and unavailable, Residents will be required to contact a locksmith or make their own arrangements.

CARRIED. (Unanimous)

Council discussed the request for a loading zone. It was suggested and agreed to use one of the visitor parking stalls for this purpose. Stencilling will be arranged.

F. Fibre Optics / Urban Networks Inc.

Council discussed a proposal from a high speed fibre optics service provider. Council was in agreement that the services being offered by Urban Networks Inc. were not superior to those of Telus, Shaw and Novus, who are already providing services in the building. There is also an issue regarding security if too many parties are allowed access to the telephone / equipment rooms. Accordingly, Council agreed not to pursue further consideration of services available through Urban Networks Inc.

G. Rental Units

Council discussed the current percentage of units occupied by tenants versus those occupied by Owners. It was noted that the number of rental units has reduced over recent years, but is still significant. Management will provide information regarding the number of Form Ks on file.

Council discussed the merits of using services such as Tenant Verification Service Inc. It is highly recommended that landlords use this type of service to help ensure that they know as much as possible about anyone they intend to rent their unit to. Tenant Verification Service Inc. can be reached at 604-576-3004, or at www.tenantverification.com.

10. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent to Owners regarding various Bylaw infractions. Maintenance items will be addressed.

B. Correspondence

Council considered eight items of correspondence. The following items required a response or Council decision:

- A letter was received from an Owner requesting a reduction in moving fees, since the move is taking place within the building. Management was given instructions.
- A letter was received from an Owner requesting window washing. This is being arranged.
- A letter was received from an Owner regarding noise from the floors of another Owner. The Resident Manager will be asked to check into this issue.

C. Items in Progress

1. Review of supplies on hand.
2. Arranging meeting with Co-op.
3. Obtaining quotes to check plumbing fittings.
4. Obtaining quote to clean dirty areas on north side of building.
5. Arranging a contract for entrance mats.
6. Setting up a meeting with Bosa.
7. Obtaining quotes to install a shower in the pool area.

D. Deferred

1. Installation of fence in courtyard.

E. Completed Items

1. Revised and signed landscaping contract. (Deep root feeding excluded.)
2. Pressure washer has been purchased.
3. Sent payroll forms to Brad Hayden.
4. Planned meeting with Latham's for April 2008.
5. Obtained Terasen Gas rate class information. (Potential savings of \$4,409 per year.)
6. Requested quotes to run phone line for remote meter reader.
7. Ordered 2007 Audit – Berris Mangan & Associates
8. Arranged for copying and distribution of Bylaws & Rules.
9. Had Western address drainage problem outside a TH unit.
10. Ordered annual fire inspection (Bartec).
11. Ordered spring start up of irrigation system.
12. Lock installed on door to roof.
13. Timer replaced on courtyard lights.
14. Ordered repair to treadmill, as required.

11. TERMINATION

There being no further business, the meeting was terminated at 9:15 p.m.

The next meeting is scheduled for **Tuesday, April 8th, 2008.**

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 966" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Accounts Receivable Dept.

ATTENTION

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APPROVED _____

BY

COUNCIL: _____

DATE: _____

(03/26/08)

(MIN-03.10.966)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON TUESDAY, APRIL 8th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILLROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਚਿੱਲਾ ਕਰਵਾਓ

Council in attendance:	Jeff Hewitt	President
	Ed Gramauskas	Vice-President
	Murray Wilks	Treasurer
	William van Oers	Privacy Officer
	Shawn Ling	
	Don Gagan	
	Warren Lowe	

Property Manager:	Sherry McCuaig	The Wynford Group
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1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. GUEST BUSINESS

An Owner attended the Council meeting to discuss the possibility of installing an air conditioner at her unit. She provided information on the proposed air conditioning system. The following points were noted:

- The proposed system requires connectors through the wall. A hole would be drilled by a professional corer.
- A compressor would be visible from the balcony, but not visible from the street.
- The unit would be less intrusive than a barbecue, approximately 23" high.
- The unit would blend in visually with the existing face of the building.
- A separate circuit would be required, which would be run from the unit Owner's suite.
- It would be necessary to x-ray the wall prior to coring.
- A specification would be required to ensure the integrity of the building envelope.
- The noise created by the unit is approximately 50 to 55 decibels, which is equivalent to a normal speaking voice within one metre.
- Drainage is not required, as these units operate like refrigerators.
- An installer has volunteered to attend a Strata Council meeting to answer any questions that the Council may have.

- The existing Bylaws provide for air conditioning units.
- A few units had air conditioning equipment installed as an option at original construction.

A Council member volunteered to set up a meeting with an air conditioning installer to discuss the proposed installation.

3. COMMITTEE REPORTS

A. Block Watch

Nothing to report.

B. Security / Maintenance

- Creative Door has provided an estimate to install a high-cycle spring on the #2 garage door. It was **MOVED / SECONDED** to approve the installation of a high-cycle spring on the #2 door, at an estimated cost of \$1,100 to \$1,200. **CARRIED.** (Unanimous)
- A drawing and specification has been prepared for the garage door replacement project. The new door would be set back approximately 18” into the building to allow for a 36” man door. An adjustable beam sensor would be installed, so that a vehicle would be required in order to open the main garage door. Pedestrians would be required to use the man door. Bollards would be installed by another contractor. The height of the new gate would be 8 ft. Four companies will be invited to bid on the job. An on-site meeting will be arranged. Several other contractors will be involved, including electricians, security equipment contractors and a general contractor for the bollards. The existing fobs will work with the new system, but Residents will be required to swipe the fobs, rather than pushing a button. The garage door could be manually opened in the case of a power failure.
- The metal mesh glass protection for the entrance canopies could be installed at both the Tower and townhouse entrances for less than \$5,000. Council approved an expenditure of up to \$5,500 for installation of the mesh. The required work will be arranged.

C. Landscaping

Two Council members will be meeting with the City of Vancouver regarding courtyard fencing. Various options were discussed for maintenance of the lawn area by the Co-op. The landscaping contractor has advised that grass is the most cost-effective plant material to maintain. Other options were discussed. No action was requested at this time.

With regard to the rooftop garden area above the garage gate, the City of Vancouver has advised that the Strata Corporation may change the vegetation in this garden area, but not eliminate it. This will be discussed further with the City.

D. Pet

Council considered a document from the Pet Committee, outlining their terms of reference and mandate. Council was in agreement with the document, as written. The Pet Committee will be meeting next Tuesday. A member of Council will also be in attendance.

Council discussed the issue of dogs in the courtyard area. The resulting problems with the lawns are expected to improve once a fence is installed. In the meantime, the landscaping contractor will be asked to keep the grass slightly longer to help it thrive.

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided the following written report:

March Moves – Two in / one out.

Pets in Courtyard – I have received numerous verbal complaints of a female on the upper townhouse level that yells at people for bringing their pets to the courtyard. Residents have been asked to put their complaints in writing and place them in the Strata mailbox.

Vehicle Tab Inspection – A notice was placed in the elevators and on the bulletin boards stating numerous vehicles have expired insurance tabs. The Bylaw was stated on the notice, showing insurance requirements.

Latham's – March 11th: called in due to P3 pump (in mechanical room P1) making loud noises; e-mailed Management for adding to repair list. March 17th: called in due to exhaust fan located on lower P2 of parkade; screeching when it comes on, runs for about 10 seconds, turns off and then turns back on about two minutes later.

Garbage Compactor – Waste Management was in on March 12th to view the garbage area in the parkade.

Shop Vac – Dirt Hawg 16 gallon wet / dry vac was authorized for purchase. Copy of invoice submitted to The Wynford Group.

Security Screen – One of the LG security screens (no longer covered by warranty) was replaced. The receipt has been submitted to The Wynford Group.

Pool Course – The introductory swimming pool / whirlpool operator's course will be on Wednesday, April 30th (8:30 a.m. – 4:00 p.m.). A notice will be posted two days before the course, advising Residents that I will be away from the building, and for emergencies to contact The Wynford Group.

WHMIS Course – The Resident Manager passed the on-line course and has received the certificate of completion.

Tower Elevators – Richmond Elevator had to be called in just after the move in on March 28th. The elevator was stopped in a partial open / closed position on the main floor.

Main Gate – On March 31st, the belt on the motor broke and caused the gate to be left in a partial open / closed position. Technician's inspection found that along with the broken belt, there was also a broken spring, the cables came off and brakes worn out. Repair will hopefully keep the gate running until the new one is constructed.

Bartec Annual Fire Inspection – On March 10th and 11th, technicians did testing on parkade and common area sprinklers. In-suite inspection for the Tower went well. Twenty-seven Residents provided a key to assist in access to their suite. Due to the length of time it took to test the suites in the Tower, the inspection of the townhouses will be rescheduled. In addition to the townhouse inspections, the sprinklers in the parkade that were inaccessible will be checked.

Tower Lobby Doors – Building Manager worked the long weekend of March 21st – 24th, assisting in getting the security of the Tower Lobby doors working properly. Once the problem of the doors locking was corrected, it had to be posted that Residents would have to come to the lobby to allow their visitors in, due to the exit switch finally being found to be the problem with enterphone access for visitors into the building. Thank you to all Residents for their patience in this problem getting resolved.

Vacation Days Requested – May 2nd, July 10th, 11th and 14th, 2008.

Council discussed the Resident Manager's report. The following points were noted:

- A representative from the developer was on site viewing a leak from upper P1 to the level below. Fittings on a pipe were tightened, which seems to have resolved the problem.
- The crack in the concrete floor has not been addressed. This will be added to the list of items currently under discussion with the developer.
- University Sprinklers has been on site and completed the spring start up of the irrigation sprinkler system. They removed two heads by the front door that are no longer needed.
- Management is awaiting a report from Bartec Fire Safety regarding units missed for in-suite inspections during the follow up work, subsequent to the annual fire inspection. Once the list has been received, arrangements will be made to access these units with a locksmith, if required.
- A shop vac has now been purchased. The Resident Manager will check the attachments and see what can be done to better clean the elevator lobby area floors on the parkade levels. Various cleaning solutions will be tested.
- Council approved the Resident Manager's vacation date requests for May 2nd, and July 10th, 11th and 14th, 2008.
- It was noted that the button installed by Vidtech at the front door needs a proper metal housing box. This will be arranged.

5. **PRESIDENT'S REPORT**

There was no President's report for this meeting.

6. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held March 10th, 2008, as circulated. **CARRIED.** (Unanimous)

7. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the January and February 2008 operating statements. It was noted that some of the expense categories appear to be over budget, but will level out as the fiscal year progresses. The previous Management company will be asked to provide information regarding two line items – "Miscellaneous Receives" and "Due from Previous Managers."

B. Receivables

Council discussed the most recent receivables report. It was noted that there are no individual Owners that are chronically in arrears and that the receivables are continuing to improve.

It was **MOVED / SECONDED** to approve the January and February 2008 financial statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

After the meeting with the developer takes place, Council will discuss how much to suggest topping up the Contingency Reserve Fund with at the next general meeting.

8. BUSINESS ARISING

A. Sprinkler Head Cages

Discussion of this issue was deferred to the next Council meeting.

B. Garbage Compaction

M. Wilks provided a report. The following points were noted:

- A contractor visited the site last month, then provided a proposal for installation of a garbage compactor. The suggested area for the compactor was the Manager's parking stall. Unfortunately, this is unlikely to work, as there is no drainage in the floor in this area. In addition, it would be necessary to run sprinkler lines and power lines to this spot.
- The monthly cost for waste removal would be slightly higher with a garbage compactor.
- There are no funds in the current operating budget for these additional expenses.
- The Strata Corporation already has a tractor for moving out garbage bins.
- M. Wilks will ask the contractor for a proposal to install a garbage compactor in the area outside the recycling room; however, it is unlikely that this project can proceed in the near future, due to costs.

Management was instructed to end the current contract for waste removal and commence a new contract with BFI. If possible, bigger bins will be ordered.

Council discussed the list of items now banned from Vancouver landfills. M. Wilks will review these lists and prepare a notice to Owners.

C. Broken Canopy Glass

Management was instructed to arrange for a replacement of the broken canopy glass at the front entrance. Once this is done, metal mesh will be installed to protect the canopy glass at the Tower entrance, as well as the townhouse entrance.

D. Negotiations with Developer

Council discussed a letter received from the developer in response to a letter sent by Council regarding outstanding deficiencies and cost items. Now that feedback has been received, Council will discuss individual items with a view to meeting Bosa on site for further discussion.

A site meeting will be arranged with Latham's to discuss the mechanical equipment as soon as possible.

The blistering building coating on the 18th floor will be added to the list of items for consideration by the developer.

E. Interior Repairs – 10th Floor Unit

Management is waiting to hear back from the Strata Corporation's insurance company regarding the possibility of coverage for damage to the flooring in a 10th floor unit. It was noted that there is a sheer concrete wall between this unit and a neighbouring unit where a sprinkler head had been broken. This information will be provided to the insurance company.

F. 2nd Priority Items – Latham's Report

As the first priority items from the Latham's report have been addressed, Council is now discussing the second priority items. These will be reviewed at the upcoming meeting with Latham's, in addition to their quote for cleaning of the sump in the parkade.

G. Flaking of Building Coating – 18th Floor

Council considered a quote and report from Pacific Building Envelope Maintenance regarding the blistering and peeling of the building coating in one area on the 18th floor. No action was requested, pending results of the upcoming meeting with the developer.

H. Shower for Pool Deck

Council considered an estimate of \$3,000 to \$5,000 from a plumbing company for installation of a shower in the pool deck area. It was noted that this estimate does not include drywalling, paint and other costs. It was suggested that \$6,500 be budgeted for this project next year. This will be further discussed at the next budget meeting.

9. NEW BUSINESS

A. Protocol for Previewing / Posting of Messages in the Building

It was suggested and agreed that Council approve notices or messages to be posted prior to their posting. If an item is time sensitive Council may approve by e-mail.

B. Latham's Quote

Council discussed a quote from Latham's to repair a CO sensor motor and blower on a make up air unit on P1, as well as replacing noisy bearings on the domestic cold water booster tagged P3. Council approved two of the three items on the quote. The third item will be discussed with Latham's at the upcoming site meeting.

C. Yard Waste / Electronic Waste

Council discussed new information regarding restrictions on yard waste and electronic waste at Vancouver landfills. This will be incorporated into a notice for Owners / Residents.

D. Resident Manager

Council discussed items of direction for the Resident Manager. The Property Manager was given instructions.

10. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. A copy of the report will be provided to the Resident Manager for follow up on maintenance / cleaning items. Letters will be sent out to Owners regarding Bylaw infractions, as required.

B. Correspondence

Council considered six items of correspondence. The following items required a response or Council decision:

- A letter was received from an Owner regarding issues with security and Residents not waiting for the garage gates to close. Management was instructed to levy a fine against the Owner of one unit regarding this issue.
- A letter was received from an Owner requesting a reduced move out fee, since no furniture will be moved out, only five boxes and two suitcases. Management was instructed to charge half the regular move out fee.
- A letter was received from a townhouse Owner requesting permission for landscaping upgrades in their yard area. Permission was granted with certain stipulations.

C. Items in Progress

1. Arranging stencilling for loading zone.
2. Review of supplies on hand.
3. Arranging meeting with Co-op.
4. Obtaining quotes to check plumbing fittings.
5. Arranging a contract for entrance mats.
6. Setting up a meeting with the developer.

D. Deferred

1. Installation of fence in courtyard.

E. Completed Items

1. Testing of in-suite devices – Bartec Fire Safety.
2. Updated RULES re: residents locking themselves out.
3. Requested information re: number of Form Ks on file.
4. Added “Tenant Verification” info to NRO welcome letters.
5. Obtained a quote to install a shower in the pool area.
6. Arranged for Resident Manager to sign up for pool operator’s course.
7. Main gate broke March 31st. Repair completed.
8. Arranged for posting of development application.
9. Received Privacy booklet from Clark, Wilson.
10. Had plumber check an area of mouldy baseboard in one unit.
11. Discussed problem of overfilled garbage bins with Resident Manager.

11. TERMINATION

There being no further business, the meeting was terminated at 9:17 p.m.

The next meeting is scheduled for Tuesday, May 13th, 2008.

<p>NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO “STRATA PLAN BCS 966” AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.</p>

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Accounts Receivable Dept.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY
COUNCIL: _____

DATE: _____

(04/14/08) (MIN-04.08.966)



**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON TUESDAY, MAY 13th, 2008, AT 6:30 P.M., IN THE 2nd FLOOR
MEETING ROOM, 120 MILLROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

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알려드립니다 이것을 번역해 주십시오

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਟ੍ਰਾਂਸਲੇਸ਼ਨ ਕਰਵਾਓ

Council in attendance:

Jeff Hewitt
Ed Gramauskas
Murray Wilks
William van Oers
Shawn Ling
Don Gagan
Warren Lowe

President
Vice-President
Treasurer
Privacy Officer
(arrived at 6:47 p.m.)

Property Manager:

Sherry McCuaig

The Wynford Group

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

2. COMMITTEE REPORTS

A. Block Watch

Nothing to report.

B. Security / Maintenance

- A site meeting has been held for the contractors planning to bid on replacement of the main garage door. It is expected the quotes will be available within two weeks.
- Another quote has been obtained for cleaning out of the sumps in the parkade. Since the price was better than the price provided by the mechanical maintenance contractor, Management was instructed to order the work from the new company.

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

April Moves: four in / one out.

- Kanaf will have to cover all further move security watches.
- Weekend moves will require someone to be trained to do inspections.

Elevator & a Weekend Move-in

- April 19th: A Council member called The Wynford Group advising that the 'A' elevator was not working due to a cable broken and hanging down. He was informed by the answering service that an elevator not working is considered a non-emergency, when there is more than one elevator in the building.
- Due to a scheduled move, this was considered an emergency. I was able to contact the person moving in to let her know that we needed time to get Richmond Elevator in or I would not be able to lock off the elevator for her use, as Residents had no way of getting to their floor.
- April 26th: there was a move-in and it required that I had to do the move-in inspection before and after the move, as the Kanaf security guard is not trained to do this.

Building Manager's Office

- April 21st: Edenvale called in due to the office being flooded.
- Caused by the water tap in the games room being pushed over to the counter and the water left dripping.
- Until repairs are completed, my office is set up in the games room.

Two More Water Escape Incidents

- May 3rd: a 20th floor unit had a clean water toilet overflow and Edenvale was called in to assist the Resident.
- May 4th: a 21st floor unit had a sprinkler go off and Edenvale was called in.
- Ed Gramauskas left a message on my cell phone of the emergency. Due to being my day off, I did not have my phone with me.
- Advised that the emergency contact person, Bruce McNamara, did not show up.

Simpson Maxwell

- Semi-annual serving – done May 9th, 2008.

Latham's

- April 18th: instructed to schedule the pump repair. The pump has been removed and sent in for repair.

Pool Course

- Building Manager attended the Introductory Swimming Pool / Whirlpool Operator's course on April 30th, 2008. Received certificate.
- Notice was posted for Residents to call The Wynford Group for emergencies only.

Bartec Annual Fire Inspection

- Second inspection date was on April 24th, 2008 (notice posted on bulletin boards and in elevators for two weeks).
- This inspection included the townhouses, parkade sprinklers and tower units missed on last inspection.

Window Cleaning

- Quotes from four companies were requested:
 - Precision Gutters (Stan).
 - Ace Window Cleaners.
 - Sea to Sky.
 - All Star.

Main Gate & #3 Gate

- Creative Door called in on Friday, April 25th, 2008.
- Monday, April 28th, 2008, technician from Creative Door arrived and advised that the #3 gate was also to be left in the open position, yet someone had turned it back on.
- Arranged that a guard be on site for Monday and Tuesday evenings, as Creative Door would be here on Wednesday, April 30th, 2008 to complete the repairs.

Vidtech

- Fob and visitors access has been repaired. Exit box at tower lobby replaced.

Stencilling & Painting of Lines

- Todd, at Black & White Fine Line, called and will set a day for him to come in when it is definitely going to be dry outside to paint lines on curb and driveway stop line. He will do the wall stencilling on the same day. (Now completed.)

Power Washing

- Areas completed – all levels of the parkade, driveway, Milross Avenue planters and sidewalk, and outside stairwell for townhouses.

Meeting with Building Manager at Citygate

- Met with Bruce on April 22nd, 2008 to discuss the cleaning supplies and their ways of cleaning different areas.
- Some items are purchased at Costco and I will compare the prices in comparison to what I have purchased from Wood Wyant.

The Resident Manager added the following items verbally at the meeting:

- Boiler, pool and spa permits have been received and posted.
- Painting of the tractor has been completed.
- Paint has been obtained for minor drywall repairs throughout the building.
- The janitor will be away for two months. Cleantech has lined up two people to cover for him while he is away.
- Trades and Council lists will be available in the Resident Manager's office, as well as vital building information for anyone dealing with an emergency situation in the Resident Manager's absence.
- The emergency back up people from Cleantech will be provided with a complete set of keys for the building.

Council discussed a recent incident where a sprinkler head was knocked off or failed, causing damage in several units. Various options for sprinkler head cages were considered.

Reminder

There are tapered plugs in every fire extinguisher box in the halls, landings and lobbies (not the parkade). These plugs can be used to temporarily stop water flow from a failed or broken sprinkler head.

S. Ling arrived at 6:47 p.m.

It was suggested that Bartec Fire Safety be asked to provide a per-suite price for installing sprinkler head cages.

Council discussed protocol for Strata Corporation employees and the performance of the janitorial contractor. Management was given instructions.

4. **COMMITTEE REPORTS**

A. Block Watch

Nothing to report.

B. Landscaping

The landscaping contractor will be doing maintenance on the planters in the near future. They will also be reseeding the grass for the second time this season. This is expected to improve the condition of the lawns.

Ground cover and plants are missing from some areas of the courtyard. The landscaping contractor has provided a quote to replace these plants. This will be considered at the next Council meeting.

C. Pet

Council reviewed and approved the proposed pet registry form, prepared by the Pet Committee. Residents with pets will be asked to complete the form.

The Pet Committee prepared a number of suggestions, which Council is currently considering.

5. **PRESIDENT'S REPORT**

The President provided a short written report. The following points were noted:

- Negotiations with the developer are in progress.
- Discussions with the City are ongoing regarding fencing in the courtyard area. There are a number of considerations, including the height of the fence, easements, the possibility of an area for dogs, etc. J. Hewitt will submit a proposal to the City for their consideration.

6. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held April 8th, 2008, as circulated. **CARRIED.** (Unanimous)

7. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the March 2008 operating statements. The following points were noted:

- Amortized expenses for insurance are still high.
- Information is required on a miscellaneous receivables amount listed on the balance sheet.
- Expenses for the Recreation Centre are high. It is expected this budget category will come into line as the fiscal year progresses.
- The bank balance is improving.
- Only one invoice has been paid so far this fiscal year for water and sewer. These expenses are paid quarterly. The second bill is expected to show on the April financial statements.

Reminder to Owners / Residents

Shutting off your fireplace pilot lights for summer results in a cost saving for the Strata Corporation. Your cooperation is appreciated.

It was **MOVED / SECONDED** to approve the March 2008 financial statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. Lien letters will be sent to several Owners, as required.

8. BUSINESS ARISING

A. Air Conditioners

E. Gramauskas has researched options for air conditioners. He provided a report to Council. The following points were noted:

- Three different air conditioning installers were consulted on issues relating to noise, drainage, building envelope and visibility from the street.
- Inverter units are quieter and less noticeable, since they do not turn on and off regularly like some other air conditioning units do.
- It will not be necessary to core through concrete to install an air conditioning unit.
- The proposed units have an internal component and an external component. The external component requires electrical service, two refrigerant lines and, in some cases, a small drainage line. These external components can be located in areas where visibility is not an issue.
- E. Gramauskas prepared a specification for consideration by Council. The connections between the internal and external units can be done through glazing to avoid coring through concrete.
- Council discussed a letter from an Owner concerning noise that may be generated by air conditioning units.
- It was suggested and agreed that Council members send their comments on the proposed specification to E. Gramauskas, who will compile the list of comments and e-mail them to Council members. This item will be discussed further at the next Council meeting.

B. Garage Door

Council is awaiting receipt of quotes for replacement of the main garage door. This item will be discussed further upon receipt of the quotes.

C. Sprinkler Head Cages

This item was discussed earlier in the meeting. Quotes will be obtained for installation of sprinkler head cages.

D. Site Meeting with Latham's

Three members of Council recently attended a site meeting with Latham's to discuss "Priority B" items on their deficiency / maintenance list ("Priority A" items have been completed), as well as a recent quote for other required work. Latham's has provided a quote to address a failed pump, with options to either repair or replace the pump. Their recommendation is that the pump be replaced.

It was **MOVED / SECONDED** to approve the Latham's quote for replacement of the failed pump. **CARRIED.** (Unanimous).

It was suggested and agreed to hold off on proceeding with the "Priority B" items, pending further discussions with the developer.

E. Deficiencies / Negotiations with Developer

J. Hewitt is in the process of setting up a meeting with Eric Martin, from Bosa Development, to discuss the outstanding items.

F. Damaged Door Frame

Council discussed a request from an Owner to repair their damaged door frame. Management was instructed to obtain advice from the Strata Corporation's lawyer.

G. Tunnel Vision Advertising / 2010 Banner Project

Council received information from Tunnel Vision relating to the 2010 Banner Project. No action was requested at this time.

H. Window Washing

Council considered three quotes for window washing.

It was **MOVED / SECONDED** to proceed with the quote from Precision Gutters. **CARRIED.** (Unanimous)

9. NEW BUSINESS

A. 10th Floor Carpets

Council discussed damage to the carpets on the 10th floor. The contractor will be asked to determine whether a repair can be done to the carpet.

B. Pool Maintenance

The Resident Manager has now been trained on maintenance of the pool.

It was **MOVED / SECONDED** to provide 30 days notice to Brite Pools that their services will no longer be required. **CARRIED.** (Unanimous)

C. Noise Complaint

Council discussed an ongoing noise problem in one of the units. Numerous letters have been sent to the Owner.

It was **MOVED / SECONDED** to levy a \$200 fine for the most recent complaint. **CARRIED.** (Unanimous)

D. After Hours Emergencies

The Property Manager requested and obtained instructions regarding after hours emergencies on Fridays after the Resident Manager is off duty. The Resident Manager is required to be on call weekday evenings. This includes Fridays until midnight.

E. Restoration Invoice in Dispute

Council discussed the response from Pinnacle Restorations regarding concerns over an invoice for work done on the 23rd floor. A meeting will be set up to discuss this further.

10. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent out to Owners, as required.

B. Correspondence

Council considered sixteen items of correspondence. The following items required a response or Council decision:

- A letter was received from an Owner requesting a reduction in the moving fee they have been charged, since no guard was required and it was not necessary to block off the elevator. Management was given instructions.
- A letter was received from the janitorial / weekend emergency contractor regarding additional charges for call outs. They will be asked to invoice separately for call out charges.
- A letter was received from an Owner several issues, including air conditioning, waste removal, receivables, one of the fire extinguishers and access for Residents through the new garage gate. Management was instructed on a response.
- A letter was received from an Owner regarding an issue with the intercom. This has now been repaired.

C. Items in Progress

1. Review of supplies on hand.
2. Arranging meeting with Co-op.
3. Obtaining quotes to check plumbing fittings.
4. Arranging a contract for entrance mats.
5. Setting up a meeting with the developer.
6. Leak repairs outside 19th floor unit.

D. Deferred

1. Installation of courtyard fence.

E. Completed Items

1. Clean-up following leaks in games room.
2. Arranging stencilling for loading zone.
3. Roof lock repairs.
4. New garbage contract in place.
5. Final repairs – 23rd floor unit (Edenvale).
6. Repair garage doors.
7. Emergency call out – games room (leak).

11. TERMINATION

There being no further business, the meeting was terminated at 9:30 p.m.

The next meeting is scheduled for **Thursday, June 12th, 2008.**

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 966" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Accounts Receivable Dept.

ATTENTION

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APPROVED _____
BY
COUNCIL: _____

DATE: _____
(06/02/08) (MIN-05.13.966)

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON THURSDAY, JUNE 12th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILLROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

चुकी जटवणी विरुध्द करवे विमो चेले दिस द्द चुलेका करवण्डे

Council in attendance:

Ed Gramauskas
Murray Wilks
William van Oers
Don Gagan
Warren Lowe

Vice-President

Treasurer

Privacy Officer

(arrived at 7:12 p.m.)

Property Manager:

Sherry McCuaig

The Wynford Group

1. CALL TO ORDER

The meeting was called to order at 6:37 p.m.

2. COMMITTEE REPORTS

A. Block Watch

Council was provided with a short report from the Block Watch Committee.

B. Security / Maintenance

Council discussed the issue of emergency calls on weekends, including Friday evenings. The Property Manager will check two possible avenues for coverage and will report back to Council. Council provided management with instructions for the Resident Manager.

Council discussed the quotes for the replacement of the main garage door, along with an analysis with the quotes provided by W. Lowe. The committee is recommending approval of the quote from Creative Door. The following points were noted:

- Since the budget for this project is \$25,000, it will not be possible to install a traffic barrier, traffic lights and bollards at this time.
- W. Lowe will obtain a price from Creative Door for installation of a man door, controls, and a card reader. He will also determine the cost of permits and whether shop drawings will be required. The information will be provided to Council by e-mail.
- A hitch has been installed on the new trailer to allow the Resident Manager to move the pressure washer to various locations on the property.

- W. Lowe will be meeting with a representative from Pinnacle Restorations on Friday, June 13th, 2008, to discuss one of their invoices.
- The sump pumps have been pumped out.
- Replacement of a section of glass in the front canopy and installation of protective metal mesh will be deferred due to budget constraints.
- Council discussed some of the clauses in the Resident Manager's employment agreement. Management was given instructions.
- Council discussed water damage that occurred when someone left the tap in the games room dripping on a countertop. Management was instructed to arrange for installation of a fixed tap set in the games room.

C. Landscaping

The dead shrubs at the back of one of the townhouses have been removed. The landscaping contractor will provide a quote to replace these shrubs. There are still concrete patio slabs stacked up on the walkway in the west end of the courtyard. These will be moved to a storage area in the building.

D. Pet Committee

The Pet Committee has suggested that a large container be placed in the courtyard area for dog waste. Council discussed issues regarding the emptying of the container. This item was deferred for future consideration.

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

Water Damage

- *May 26th – water damages assessment: Assisted Larry Roberts (The Co-Operators, Claims Rep), and two Project Reps from Edenvale.*
- *June 4th – Tradesmen in to take measurements of flooring areas.*
- *June 5th – Tradesmen began repairs of drywall & insulation.*

April Moves – 1 / Out

Latham's

- *May 27th – June 4th, Latham's technicians were on the premises working in the P1 mechanical room and 25th floor mechanical rooms.*
- *May 20th – called Latham's to come in due to hot air blowing through vents in tower lobby, fitness room, meeting room, games room, and pool room. Part was fixed on May 26th.*

Health Inspector for Pool & Spa

- *Copy of report sent to Property Manager.*

Window Cleaning

- *Notice received from Precision Gutters and posted in elevators on May 29th.*

Men's Washroom

- *Counter is loose. A repair is required.*

Stenciling & Painting of Lines

- *Black & White Fine Line painted lines on curb and did wall stenciling on stall #1.*
- *Stop Line in driveway will be painted after new gate is put up.*

Carpet Cleaning / Lobby Walk-Off Mat

- *Common areas were cleaned on May 13th.*
- *Tower lobby walk-off mat requires replacement.*

Threshold Installed

- The thresholds for #1004 and #1005 were installed June 2nd; this was from the water damage from #1004 last year.

Sump Pumps

- Omega Environmental Sump Pump Inc. was in on June 23rd and cleaned out the P2 and P3 sump pumps.

Fitness Room

- Exer-Tech was in on May 30th to service exercise equipment.
- One treadmill out of service.

Parkade Notices

- Notices were posted on May 28th thorough out the parkade for Residents to remove belongings from their parking stalls. All complied.

Locker / Storage Area

- All Residents please note that cardboard boxes are not to be stored on top of your lockers. This is a fire hazard and they will be removed by the Building Manager and disposed of.

Bartec / Fire Panel

- Backflow inspection completed on May 30th.
- Fire panel showed low pressure and kept setting off alarm during the weekend after backflow inspection; Bartec was called in June 2nd to reset panel and confirm no problems.

Owners & Dogs

- Owners are allowing their dogs to defecate & urinate in different areas of the parkade & planter boxes.

Pool Room

- A Resident called me early evening of June 11th and advised that the windows and glass doors were steamed up in the pool room.
- I checked all breakers and mechanical areas (fans were not working) and I was given permission by the Council Vice-President to close the pool down overnight.
- June 12th, called in Lathams. The humidity settings were tampered with and it is suggested that wall mounted cages be purchased and installed.

Elevator A

- June 9th the brakes located in the elevator room (26th floor) were burning and jammed in place causing the fire department to arrive at the building.
- Fire department was able to use the elevator as far as the 22nd floor and from there I assisted them to the 26th.
- Both elevators shut down and Richmond Elevators was called in immediately.
- June 10th Elevator A was stuck on the 15th floor with the door part way open and the car was not level with the common area. Richmond Elevator was called in again.

Window Washer

- Stan started the window cleaning June 11th.

Emergency Instructions

- I have submitted to the Property Manager a printed version of the emergency procedures I do for assisting the fire department and restoration crew.
- Attached pictures of the fire panel to explain what to look for.

Paint & Touch Ups

- The old cans have been sorted; most are dried up but are useful for ordering more paint and matching the colours.
- Walls on P1 and P2 common areas have been cleaned but need to be repainted.

- *A list has been done of all areas paint touch up or repairs.*

Council discussed the Resident Manager's report, the following points were noted:

- There has been an improvement of the cleaning in the common areas since Cleantech provided a temporary employee for vacation relief. If this situation continues, Council will consider asking Cleantech whether if this employee could continue on a permanent basis.
- Window washing work was delayed due to weather, but is now under way.
- A power floor scrubber has been purchased.
- Repair is required to the counter in the men's washroom.

The Resident Manager requested that Council reconsider their decision to have her on-call for emergencies on Friday evenings until midnight. Reasons were given.

W. Lowe arrived at 7:12 p.m.

4. **PRESIDENT'S REPORTS**

The President provided Council members with a short report by e-mail. He will be meeting with a representative of the developer on Monday, June 16th, 2008.

5. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held May 13th, 2008, with the following amendments:

- Under item 7 on page 4, the fourth point should state that the balance had improved over the February balance.
 - Under item 9, in reference to Brite Pools, it should state that their services are no longer required on weekdays.
 - Under the Resident Manager's Report, it was noted that the trailer for the tractor was painted (not the tractor).
 - It was also noted that paint supplies were purchased (not paint)
- CARRIED.** (Unanimous).

6. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the April 2008 operating statements. The following points were noted:

Gas, Insurance, Security System and Recreation Centre expenses are over budget. The Operating account is currently in a deficit position. Despite Council's best efforts to keep costs under control, items such as gas and insurance are not negotiable. Expenses will be monitored closely in upcoming months.

It was **MOVED / SECONDED** to approve the April 2008 financial statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. Management was instructed to send lien letters to five Owners.

7. **BUSINESS ARISING**

A. Sprinkler Head Cages

Management is awaiting receipt of a quote from Bartec Fire Safety for installation of sprinkler head cages on a “per suite” basis.

B. Suggestions from Pet Committee

Council discussed various suggestions from the Pet Committee. The following points were noted:

- Signage has been suggested for the courtyard area. Council would prefer to address the courtyard fencing issue prior to making decisions on any signage for the area.
- Various Rules and Bylaws were suggested by the Committee. The issues to be addressed in the suggested Rules and Bylaws can be addressed under the existing Bylaws.
- A pet wash station was suggested by the Committee. Council felt that this was not feasible. It was noted that there is a hose in the parkade that Owners can use.
- Anyone interested in joining the Pet Committee is asked to send an email to brightonpets@gmail.com.

C. Air Conditioning Units

Council made two minor wording revisions to the specifications for air conditioning units. It was noted that the permission letter for air conditioning units will state that the work must be done in accordance with existing BCS 966 Rules and Bylaws.

It was **MOVED / SECONDED** to approve a new Rule stating that air conditioners may be installed according to the specifications approved by Council and attached to these minutes. **CARRIED.** (Unanimous).

8. **NEW BUSINESS**

A. Pay Rate for B. Hayden for Security on Doors

Management requested and received clarification on hourly pay rate for B. Hayden for security during moves.

B. Invoice for Damage in Games Room

It was **MOVED / SECONDED** that the Edenvale Invoice in the amount for \$2,123.65 for water damage in the games room be deemed an emergency to be paid from the Contingency Reserve Fund. **CARRIED.** (Unanimous).

C. Land Titles Document

Council members signed a document from the Land Titles Office to update the address on file for the Strata-owned unit.

D. Toilet Overflow

Council discussed the cost of emergency water extraction and follow-up repairs required as a result of an overflow of a toilet from one of the units. It was **MOVED / SECONDED** to deem these expenses an emergency to be paid from the Contingency Reserve Fund and to chargeback the Strata Corporation insurance deductible amount to the Owner in whose unit the damage originated. **CARRIED.** (Unanimous.)

E. Replacement of Security Camera

This item was deferred due to budget constraints.

F. Annual Fire Inspection Report

Council considered two quotes from Bartec Fire Safety for follow-up work required subsequent to the annual fire inspection.

It was **MOVED / SECONDED** to approve the work as quoted. **CARRIED.** (Unanimous). It was noted that where Owners have unplugged in-suite smoke / heat detectors, the costs of repairs will be charged to the individual Owners.

G. Draft 2007 Audit

Council approved the draft 2007 Audit. Management was instructed to order the final audit.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Managements was given instructions for follow-up on maintenance items and correspondence to Owners for Bylaw infractions.

B. Correspondence

Council considered six items of correspondence. The following items required a response or Council decision:

- A letter was received from an Owner regarding sprinkler head plugs, common area cleaning, suggesting a white board for the Caretaker and an orientation tour for new Owners. Management was given instructions.
- A letter was received from an Owner regarding cigarette smoke smell from the neighbouring unit. Latham's will be asked to check the hallway pressurization to ensure that it is sufficient. A letter will be sent to the neighbour.
- A letter was received from an Owner regarding Residents above, hosing down their balcony. Management was instructed on correspondence to the unit Owner above.
- A letter was received from an Owner regarding noise from a neighbouring unit. A Council member offered to draft a letter to the offending neighbour.

C. Items in Progress

1. Obtaining advice re: carpet repairs (10th floor).
2. Arranging meeting with Co-op.
3. Obtaining quotes to check plumbing fittings.
4. Charging back deductible for sprinkler head damage.

D. Deferred

1. "Priority B" items – Latham's (pending negotiations with developer).
2. Arranging contract re: entrance mats (due to cost).

E. Completed Items

1. Ordered cleaning of sumps in parkade.
2. Contacted W. Lowe re: Creative Door invoice.
3. Stencilling for loading zone.
4. Painting curbs at driveway entrance.
5. Ordered replacement of failed pump – Latham's.
6. Ordered window washing (Precision Gutters) and cleaning of dirty balcony ledges.
7. Advised Brite Pools that their services are no longer required on weekdays.

8. Advised Resident Manager re: on-call Friday evenings.
9. Contacted Pinnacle Restorations re: invoice for work on the 23rd floor.
10. Reviewed supplies on hand.
11. Sent written instructions to Resident manager re: items from last meeting.
12. Arranged Relief Caretaker for Resident Manager's vacation time.
13. Took after-hours call re: garage door stuck open.
14. Collected information on costs for sprinkler head incident and toilet overflow incident.
15. Submitted information and recommendation to Council re: insurance claim for sprinkler head incident and no claim for toilet overflow.
16. Forwarded three quotes to Council for replacement of garage door.
17. Dealt with insurance company re: Edenvale estimate (sprinkler head damage).
18. Received report from Simson Maxwell on emergency generator.
19. Sent last two site inspection reports to Resident Manager for follow-up.
20. Ordered repairs to two units re: toilet overflow.
21. Ordered repair to main garage gate.
22. Ordered security for gate (stuck open).
23. Ordered carpet cleaning and reinstallation of baseboards at one unit.
24. Ordered flood repairs in office and games room.

10. **TERMINATION**

There being no further business, the meeting was terminated at 9:45 p.m.

The next meeting is scheduled for **Thursday, July 17th, 2008.**

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