



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON THURSDAY, JULY 17th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਚਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Council in attendance:

Jeff Hewitt

President

Ed Gramauskas

Vice-President

Murray Wilks

Treasurer

William van Oers

Privacy Officer

Warren Lowe

Shawn Ling

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

Don Gagan

1. CALL TO ORDER

The meeting was called to order at 6:33 p.m.

2. COMMITTEE REPORTS

A. Block Watch

Nothing to report.

B. Security / Maintenance

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

- The revised quote from Creative Door has been received and e-mailed to Council members. It was not clear whether taxes were extra to the prices quoted. W. Lowe will follow up with the contractor and provide information to Council by e-mail.
- The project is expected to take six to eight weeks. Additional security will be required at the door for approximately one week. Management was given instructions for the security contractor.
- W. Lowe obtained heavy chains for locking up ladders and the power washer. The Resident Manager was asked to obtain locks.

C. Landscaping

The Council discussed the most recent landscaping report provided by D. Gagan. It was noted that three or four trees are not receiving water from the irrigation system. It was also noted that Para Space has not been maintaining one of the garden areas in the courtyard. They have also been

cutting the lawn area past our property line, near the Co-op. The Resident Manager will follow up with Para Space Landscaping.

D. Pet Committee

Council considered a suggestion from the Pet Committee for a small garbage bin for pet waste in the courtyard area. It was suggested and agreed to have the bin installed on a trial basis. The Resident Manager was given instructions regarding installation.

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

Problem with Residents

- *E-mail sent to Council President and Property Manager in regards to two residents from one unit upset over their visitor's vehicle being towed (July 2nd).*
- *E-mail sent to Council President and Property Manager in regards to a resident from another unit demanding the garbage located in the mailbox area be tended to (June 17th).*

Wood Wyant Janitorial Supplies

- *Sale for single-ply toilet paper purchased; approved by Property Manager.*

Water Damage Repair Update

- *Drywall and painting has been completed. Flooring work will be next. Work in a 19th floor unit was completed July 16th.*
- *Wallpaper still needs to be repaired in games room and common areas of floors #21 and #19.*
- *Baseboards need to be put back in place on the 20th floor common area.*

Moves

- *Correction in June Manager's Report for May moves was reported as one move out for April, but should have read as May.*
- *June Moves: five move outs and one move in.*
- *Residents from a 21st floor unit did an unscheduled move out on June 29th. They were scheduled for June 30th from 1:00p.m. - 4:00 p.m. Move out fees were collected.*

Kanaf Evening Guard

- *Two complaints were received regarding the evening guard. Issues were confirmed by viewing camera footage.*
- *Since this time there has been improvement in the service being provided.*

Water Leak in Wall

- *Owners of a 2nd floor unit called in Lambert Plumbing regarding a leak into the laundry closet. The piping has rust, indicating the water is coming from an upper suite.*
- *Owners of the 3rd and 4th floor units above were contacted. Lambert Plumbing is investigating.*

Latham's

- *Call in due to complaint from residents on the 17th floor and 24th floors in regards to their hot water supply not working properly.*
- *Called in due to fire panel reading high water level in P3 sump pump. Alarm was also going on P3 sump pump panel but had to be reset once problem was dealt with.*
- *Scheduled maintenance started July 15th; finished July 16th.*

Pool & Spa

- *Health Inspector was in June 23rd for a second testing of the pool and spa. Reports received by e-mail were sent to Property Manager and Council President.*
- *One of the filter pumps for the spa required repairs and caused the spa to be shut down on Wednesday, July 9th. Spa was drained to ensure no one used the spa; notice also posted on pool room door.*
- *Imperial Paddock Pools Ltd. came in July 16th to fix the pool light; did not have the type of light required – placing order.*

Window Cleaning

- *Completed July 14th, cleaner returned job and keys to Relief Manager.*

Glass Overhang – Townhouse Stairwell

- *Level 5 of the townhouses has a glass covering that is shattered.*

Carpet Cleaning

- *Next common areas cleaning will be in August; called and left message for scheduled date.*
- *Pictures were taken of the carpet on the 24th floor. Numerous dog urine stains leading from elevator to a resident's suite.*

Landscape Irrigation

- *July 4th, University Sprinklers was called in to repair a sprinkler head located in a planter box on Quebec Street.*

Damaged Flooring from Previous Water Escape

- *Kitchen floor inspected by Co-Operator's Insurance and Edenvale Restoration on July 8th.*

Fax Line in Office

- *Telus service call required to fix fax line in the office.*

Security Equipment

- *Vidtech came in on July 3rd and again July 15th. More investigation is required.*

Fitness Room

- *One treadmill is out of service.*

Locker / Storage Area

- *Numerous items have been left outside of lockers on P1 and P2 floors.*

Relief Manager / Building Manager on Vacation

- *A Relief Caretaker was scheduled to cover from July 10th – July 14th.*
- *Also scheduled for August 8th and September 2nd – 8th.*

Door Handle & Keys

- *Mainland Mobile Locksmith came in July 16th. Repaired loose handle on exit door from elevators on P2 and cut needed keys for emergency backup personnel.*

Council discussed the report. The following points were noted:

- *The Resident Manager was given instructions regarding removal of items abandoned in locker rooms.*
- *Irrigation sprinkler system repairs are required on two of the rooftop deck areas. The Resident Manager will arrange.*

- Replacement of the broken canopy glass in the townhouse stairwell should be covered by the Strata Corporation's insurance company.
- Carpet stains on two floors can be attributed to specific Owners. These carpets will be cleaned and the cost charged to those individual Owners.
- Not all Residents are properly sorting recycling from garbage.

It was **MOVED / SECONDED** to enact a new Rule, as follows:

Garbage must be placed in the garbage bin; recycling must be placed in the appropriate recycling containers.

CARRIED. (Unanimous)

4. **PRESIDENT'S REPORT**

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

- Copies of Latham's invoices have been reviewed. The developer has indicated they are willing to compensate the Strata Corporation for some of these expenses. They have further advised they will have their own contractors address the problem with the slope of the townhouse stairs. Staining of the pool is still being investigated.
- The City of Vancouver has provided information on the requirements for fencing in the courtyard area. It will be necessary to propose a Special Levy at the next General Meeting to raise the funds for this project. Management was given instructions.

5. **MINUTES OF THE PREVIOUS MEETINGS**

Council discussed the Minutes of the meeting held June 12th, 2008. It was noted that the air conditioning specifications had not been attached to the Minutes. They will be attached to these Minutes.

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

6. **FINANCIAL REPORT**

A. Finances In General

Report by Jeff Hewitt.

Receivables

The level of outstanding receivable fees and fines is currently \$14,000, which is an improvement from earlier months.

The Property Manager continues to issue lien notices to Owners in arrears.

Expenses

There are several expense items that continue to exceed budget, notably:

- *Insurance: Currently \$10,000 over budget. The large number of claims and the high value of claims is likely to increase both the level of deductible and the annual premium. Council is looking for ways to reduce the incidents of flooding and limit the resulting water damage.*
- *Gas: Currently \$9,000 over budget. The majority of the increased cost is in the amount of gas consumed and the increasing unit costs have had a lesser impact. Council has directed improvements to the hot water system to try to reduce consumption. Another consideration is to*

have the pilot lights to the gas fires closed through the summer months, as this should provide a further savings.

- *Recreation Centre: Currently \$6,000 over budget. The increased number of equipment failures has required more maintenance.*

General

Council continues to try to manage within the budget but anticipates the need to revise budgets upwards at the next Annual General Meeting (November 2008).

At the same meeting, a Special Levy will be proposed to bring the Contingency Reserve Fund back up to an appropriate amount.

In the meantime the Council is prioritizing spending on essentials only and trying to encourage Owners / Residents to follow the least costly ways of using the Strata.

The following action will be taken:

- Quotes will be obtained for the Strata Corporation's insurance policy renewal in November 2008 (policy renews December 31st).
- Obtaining quotes for checking plumbing fittings and installing sprinkler head cages will be made a top priority.
- A new committee was struck (J. Hewitt and W. Lowe) to review insurance costs and prevention of water escapes.
- A meeting will be scheduled with Latham's to discuss efficiency of mechanical equipment.
- Latham's will be asked to reduce the temperature of the domestic hot water.

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

<p>Owners / Residents can help reduce gas expenses by turning off pilot lights for gas fireplaces for the summer.</p>
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7. BUSINESS ARISING

A. Motor Cycles in Front of Building

Signs and towing will be implemented for removal of motorized vehicles being parked in front of the building.

B. Emergency Calls on Weekends

Council discussed the current charges from Cleantech Janitorial for responses to emergencies on weekends, as well as the cost that would be involved in hiring the emergency response person from the building next door instead. It was pointed out that this person would be required to respond to emergencies at the building next door as a first priority if there were calls at both buildings at the same time. Management was instructed to cancel the emergency service with Cleantech Janitorial and hire W. Turcotte for weekend emergency response work, on a trial basis.

8. NEW BUSINESS

A. Increased Move Charges for Moves on Weekends

It was suggested and agreed to hold off making a decision on this issue until working days and hours for janitorial staff has been reviewed.

B. Janitorial Contract

It was suggested that janitorial staff be given two days off during the week, instead of weekends. This would provide staffing seven days per week, which would aid in the “before and after” inspections required for moves on weekends. It was further suggested that the Strata Corporation consider hiring an employee, rather than contracting out the janitorial work. This will be discussed further at the next Council meeting.

C. Reports from Health Inspector

Council discussed the reports from the health inspector regarding the pool and hot tub, in conjunction with the requirement to acid wash the pool to address the spots on the surface of the pool plaster. Draining of the pool will be required.

It was **MOVED / SECONDED** to approve a quote from Brite Pools for acid washing the pool. **CARRIED.** (Unanimous)

The Resident Manager will drain the pool, then refill it subsequent to acid washing.

D. Quote from Latham's

Council considered a quote from Latham's for work required subsequent to their quarterly maintenance visit. The suggested work will be discussed with Latham's at their upcoming site meeting.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. A copy will be provided to the Resident Manager for follow up on the maintenance items.

It was noted that there are a number of vehicles leaking oil in the parkade and a number of vehicles not displaying current insurance decals or liability insurance. Letters will be sent, as required.

Council discussed an issue with water coming through the concrete and membrane in stairwell 7. A warranty repair will be requested.

B. Correspondence

Council considered twenty-four items of correspondence. The following items required a response or Council decision:

- A letter was received from an Owner requesting a reduction in their moving fee, since no security guard was required (townhouse move). Management was given instructions.
- A letter was received from an Owner requesting a timeline on a repair required to a wall in their unit. This will be arranged once Lambert Plumbing has addressed the leak.
- A letter was received from an Owner requesting a repair to a common area door handle, and noting that an Owner had watered plants on their balcony, allowing dirty water to overflow on balconies below. The common area door handle has been repaired.

Owners / Residents

Please be very careful when watering plants on balconies, as overflow of dirty water can create a significant mess on the side of the building and on balconies below. Owners can be charged for clean up costs. Your cooperation is appreciated.

- Letters were received from two Owners requesting reductions in moving fees. Reasons were explained. Management was given instructions.
- A letter was received from an Owner requesting retroactive permission to keep their satellite dish and reversal of a fine applied to the account for the Bylaw infraction. The Owner's requests were denied.
- A letter was received from an Owner regarding a domestic incident that occurred in a neighbouring unit. A letter will be sent to the neighbour.
- A letter was received from an Owner regarding another Owner berating and yelling at the Resident Manager. This type of behaviour is unacceptable.

Owners / Residents are not to instruct the Resident Manager in any way. Requests are to be put in writing and forwarded to Management for consideration of Council at their next meeting.

A letter will be sent to the Owner in question.

- A letter was received from the Resident Manager regarding an issue with an Owner related to parking. Management was instructed on correspondence to this Owner.
- A letter was received from an Owner regarding renovations, tree trimming and window washing. A permission letter has been delivered to the Owner regarding the renovations. Any tree branches that are touching the building will be trimmed back. A Special Levy will be proposed at the next General Meeting for power washing of the building, to address exhaust and soot residue.

It was noted that there are no holes in the eyebrow of the building to allow for ropes of bosun's chairs and swing stages. The developer will be asked to address this as a deficiency.

- A letter was received from an Owner requesting reversal of a late payment fine. Management was instructed on a response.

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

Owners / Residents whose vehicles are not displaying a current insurance decal must have proof of liability insurance posted in or on the vehicle, with a copy provided to Management. Personal information should be blacked out. Failure to comply will result in vehicles being removed from the parkade, at the individual Owners' expense.

CARRIED. (Unanimous)

C. Completed Items

1. Ordered replacement of hot tub pump by Brite Pools.
2. Relief Caretaker was trained on the tractor for garbage bins.
3. Participated in revising proposed letter to a 3rd floor unit re: noise.
4. Confirmed Relief Caretaker's new company is covered by third party liability insurance and WCB.
5. Sent reports from Latham's to J. Hewitt.
6. Clarified overtime hours for Resident Manager. Requested payment through payroll.
7. Requested revised quote for acid washing pool (Resident Manager to drain and refill pool).
8. Took after-hours call re: water into a 20th floor unit through bathroom ceiling fan.
9. E-mailed Resident Manager's Employment Agreement to Council for review.
10. Arranged repair of door threshold at a 10th floor unit.

11. Received backflow test report from Latham's.
12. Ordered repair of light in pool.
13. Asked Brite Pools to take care of pool during Resident Manager's vacation.
14. Asked Strata insurance adjuster to assess damage to flooring in a 10th floor unit.
15. Called Telus re: problem with fax line.
16. Called Vidtech in for service re: security screens in Resident Manager's office.
17. New vacuum purchased from Wood Wyant.
18. Sent out six lien letters.

10. **TERMINATION**

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

The next meeting is scheduled for **Tuesday, September 9th, 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

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: _____

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Attachment: Air Conditioning Specifications

Brighton BCS 966

Specifications for ductless split air conditioning units.

Compressor units must be of the new Inverter technology.

Compressor units must have rubber-isolated feet.

Compressor unit noise level cannot exceed 55 dBa

Compressor unit dimensions not to exceed 36"H, X 36"W X 16"D

Compressor units must be located in designated locations as per unit type for both tower units and town homes. See resident manager for drawings and information.

Refrigerant lines and power lines must NOT penetrate the envelope through the concrete walls or columns. They must go through the glazing units in inconspicuous and in weather protected locations. Exterior refrigerant and power lines must be placed in a conduit that is similar in color to the exterior of the building.

Coring of interior concrete shear walls and or columns is not permitted.

Condensate drainage must be internal to the suite unless there is a balcony floor drain.

Installation of the units must be done by factory trained authorized dealers. No do it your self-installations.

Prior written permission must be obtained from strata, a letter of waiver of liability signed and all applicable permits must be obtained from the city hall.



**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, SEPTEMBER 9th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILROSS AVENUE, VANCOUVER, B.C.**

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Council in attendance:

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

President
Vice-President
Treasurer
Privacy Officer

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

Don Gagan

1. CALL TO ORDER

The meeting was called to order at 6:40 p.m.

2. COMMITTEE REPORTS

A. Block Watch

Nothing to report.

B. Security / Maintenance

Garage Door

Council expects the contractor, who has been hired to replace the main garage gate, to be mobilizing to do the work next week. During the time the gate is replaced, entry to the building may be more difficult. There may be delays. Please have courtesy for trades and security people during this time. Your cooperation is appreciated.

A repair is being done on the garage belt for the tractor.

C. Landscaping

Nothing to report.

D. Pet Committee

A garbage can has been purchased and installed for pet waste in a courtyard area. Pet waste bags are also available by the back gate.

E. Insurance Costs / Water Escapes

Bartec Fire Safety will be providing a quote to install sprinkler head cages for all sprinklers in blocks of six units. It is expected their quote will be available within the next couple of days.

Competitive quotes will be obtained for the Strata Corporation's insurance policy, which renews December 31st, 2008. Quotes may be available in November 2008.

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

Flood Repair Update

- *Left a message with the on-site supervisor to give an update on any outstanding repairs (August 27th, 2008).*

Latham's

Water Leak in Wall

- *Lambert Plumbing came in on July 25th, 2008. It was confirmed by looking at the building drainage plans that the RWL pipe in Unit #203 leads to the 22nd floor.*
- *Latham's was called in, as they normally deal with our major plumbing issues. While Latham's was in to repair solder joint on the ground floor, the pipe in Unit #203 was checked three times since it was raining that day. There was no water coming down the pipe. Also checked at Unit #405 – no water there.*

Water Leak in Ceiling

- *Latham's was called immediately as there was water dripping from the trap door in the ceiling outside of Unit #101. It was found that the soldering joint on one of the water pipes was leaking. A notice was posted that the water would be shut-off in the building on Tuesday, July 29th, 2008 from 8:00 a.m. to 5:00 p.m.*
- *The wall on the ground floor and 2nd floor were cut open to give technicians access for the repair.*

Other Plumbing Repairs

- *17th floor – While repairing leak to the PRV (pressure reducing valve) on July 25th, 2008, it was found that there is another pipe in the same area that is also leaking.*
- *Complaints received from three Residents of upper floors, that when taking early morning showers there was no hot water. After repair to PRV there was no water pressure to all other water sources in their suites. Latham's was called on July 17th, 18th, 21st, 23rd, 25th, 30th, 31st, 2008. On August 1st, 2008, received complaints from three Residents of upper floor units – no hot water at all. Latham's was called again on August 6th, 2008. Two complaints received for this same problem, called Latham's August 14th, 2008.*
- *Latham's called on July 25th, 2008, fire panel showed sump pump on P3; high water level.*
- *Latham's called on August 12th, 2008, due to fan located on P2 continuously running.*
- *Pump in P1 mechanical room still not returned. August 18th, 2008, Latham's was called due to secondary pump making sounds of grinding bearings. The technician arrived August 19th, 2008.*
- *The sump pump on P3 was also checked as the alarm on the fire panel (high water level) and in the parkade keeps going off. Latham's came in immediately, July 25th, 2008.*
- *Water dripping in P1 locker / bike room – notice posted August 15th, 2008.*

Security Equipment

- *Vidtech called in to check security camera in the townhouse lobby August 25th, 2008.*

Main Gate

- *Creative Doors called on August 5th, 2008, due to cable frayed and door making loud noise when starting to close.*

Moves

- *July Moves: Eight move-outs, four move-ins, and two internals.*
- *August Moves: One move-out and three move-ins.*

Pool & Spa

- *Pool and spa are drained until the pool is repaired.*
- *August 7th, 2008, pool was partially acid washed. Technician stopped because of concerns regarding the plaster.*
- *Imperial Paddock Pools Ltd. – Light fixture at deep end of pool replaced (July 30th, 2008).*

Locker Room Junk

- *Emailed pictures of all the large items left outside of lockers to management.*

Locker / Storage Area

- *Notices posted for Lockers #31 and #78 being used by someone not issued to.*
- *Items such as flattened boxes are being stored on tops of lockers. Notices will be given to Residents to remove due to fire hazard.*

Window Cleaning

- *Window cleaner was called back due to townhouse windows not being done. Job completed July 30th, 2008.*

Carpet Cleaning

- *August 8th, 2008, 12th to 24th floors of the tower were cleaned. Completed all the other floors August 15th, 2008.*

Landscape Irrigation

- *July 23rd, 2008, University Sprinklers repaired sprinklers in rooftop garden areas on the 23rd floor.*

Parkade Lights

- *Ballast located between Stalls #220 and #221 no longer works.*

Relief Manager / Building Manager on Vacation

- *Wilf Turcotte (weekend emergency relief person) to cover while I am on vacation; notice to Residents posted August 27th, 2008.*

Council discussed the report. The following points were noted:

- *The building's regular plumbing contractor and mechanical contractor were unable to determine the source of a slow, intermittent leak into a 2nd floor unit. A 4th floor unit also appears to be affected by this leak. A Council member suggested a possible cause for the leak. This will be investigated.*
- *Repairs to inspection holes cut in three areas of the common area hallways were ordered some time ago. Management continues to follow up with the contractor.*
- *Construction work next door has resulted in dirty windows at some of the townhouses. This issue will be brought to the attention of the Council of the building next door.*

- There have been issues with water delivery in some of the units. This may relate to some work recently done by Latham's. Management will contact Latham's to address this issue.
- Council discussed the problem of abandoned items in lockers and locker rooms. The Resident Manager will be instructed to retain moving deposits for Residents who do not clean out their lockers when they move out.

4. **PRESIDENT'S REPORT**

A letter has been sent to the developer outlining costs to the Strata Corporation for various construction related issues. Negotiations on compensation for these deficiencies are progressing.

5. **MINUTES OF THE PREVIOUS MEETINGS**

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

It was **MOVED / SECONDED** to approve the Minutes of the July 17th, 2008 Council meeting, with the following amendments:

Item 2B, second "bullet" should read: "Mobilization is expected to take 6-8 weeks."

Under Item 7, item C should be added, as follows:

C. Parking on Quebec Street & Milross Avenue

Management will send a letter to the City of Vancouver, requesting two hour parking on Quebec Street and Milross Avenue, in front of the buildings.

CARRIED. (Unanimous)

6. **FINANCIAL REPORT**

A. Operating Statements

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

- Gas consumption was down for one month, but is still 15%-20% over budget, year-to-date.
- There are still significant budget issues and significant receivables. A meeting has been scheduled with the Council President, Treasurer, President of The Wynford Group, Controller of The Wynford Group and the Property Manager, to discuss ideas for improving the finances.
- It is likely that a Special Levy will be proposed at the upcoming Annual General Meeting. The total of the levy to be proposed has not yet been determined.
- A separate meeting will be held Monday, September 29th, 2008, to discuss the proposed Operating Budget for 2009.

B. Receivables

Council discussed the most recent receivables report. It was suggested and agreed to post the names, unit numbers and amounts outstanding for those Owners who are in arrears to the Strata Corporation for Strata Fees. This will be done shortly. Owners who are unsure if they have a balance owing to the Strata Corporation should contact the Accounts Receivables Department of The Wynford Group, immediately.

C. Audit Signatures

The Treasurer signed off on the final audit for 2007.

7. BUSINESS ARISING

A. Working Days / Hours for Site Staff

It was suggested and agreed to change the working days for the janitor to cover weekends. The janitor would then have two days off during the week. The Resident Manager would be required to do the janitorial work on these two days. The janitor would be asked to do "before and after" move inspections on weekends. This will be arranged.

B. Walkaround With Latham's

Council discussed a report prepared by W. Lowe, subsequent to a recent walkaround with G. Mellis from Latham's. It was suggested and agreed to order the following work:

- Pilot strainers for pressure reducing valves number 1 and 2 require replacement. Load balancing of the system will be required.
- Storm pump P18 will be pulled out and examined. It may be necessary to repair or replace this pump, depending on what the technicians find upon removal of the pump.
- A pulley will be changed on a fan in the electrical vault.
- Combustion analysis and balancing will be done for the hot surface igniter on boiler B2.
- Two other items suggested by Latham's were deferred for the time being.

C. Treadmill Repair

Council considered a quote for repair of a treadmill in the gym.

It was **MOVED / SECONDED** to proceed with the work, as required. **CARRIED.** (Unanimous)

8. NEW BUSINESS

A. Dog Complaint

Complaints have been received regarding a new dog in the building. Management was instructed to advise the Owner this dog must be muzzled at all times while on common property.

B. Plaster Surface of Pool / Salt Water Chlorination System

Meetings have been held with the developer, the pool maintenance company and the pool construction company. It has been determined that the black spots in the pool are copper deposits. A second pool construction company has been contacted to provide an opinion on the condition of the plaster surface of the pool. A second light acid wash and buffing will be ordered to address the black spots. The direction of water flow through the heat exchangers and chlorinators will be checked. The pool deck will be power washed and the pool refilled and chemically balanced. Water samples will be tested on a regular basis for chlorine PH and mineral content.

Council has determined that it is not financially feasible to switch to a salt water chlorination system at this time.

C. "No Access" Units

Several Residents did not provide access to the fire control contractor during the recent annual fire inspection and follow up work. As per the Bylaws, 48 hour notices will be posted then units will be entered by the contractor for the required testing.

D. Slip & Fall by Resident Manager

Council was provided with a copy of a letter from the Resident Manager regarding a slip and fall incident. No action was requested.

E. Notice to Cancel Locker Rentals or Parking Stall Rentals

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

Thirty days notice is required to cancel rental of a locker or parking stall. Rentals of lockers and parking stalls are based on the calendar month.

CARRIED. (Unanimous)

F. Opening of Strata Mail

Owners: For you information, all mail placed in the Strata mailbox is opened by the Resident Manager unless marked "Private & Confidential."

G. Inspection of Plumbing Connections

It was suggested and agreed that quotes be obtained from plumbing contractors to inspect all of the plumbing connections in all units.

H. Report from Pest Control

There was a note on the recent pest control report advising that soil is too damp in a couple of areas. University Sprinklers will be asked to check the operation of the sprinklers in these areas when they do their fall shut down.

I. Manually Adding Chlorine to Pool

It has been suggested that the Resident Manager be trained to manually add chlorine to the pool for occasions when the pool chlorinator requires maintenance or repairs. This item will be discussed further, once the pool is up and running.

J. Quotes for Three-year Property Appraisal Program

Council considered quotes for the next three-year property appraisal program, required for insurance purposes.

It was **MOVED / SECONDED** to approve the quote from Suncorp Valuations. **CARRIED.** (Unanimous)

K. Pool Motor Replacement

Council considered a quote for replacement of the pool motor, as suggested by Brite Pools. It was noted that the spa motor has already been replaced.

It was **MOVED / SECONDED** to proceed with the required replacement of the pool motor. **CARRIED.** (Unanimous)

L. Camera System Repairs

Council considered a quote from Vidtech Services for camera system repairs. Clarification is required. A Council member volunteered to obtain more information.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent to Owners regarding Bylaw infractions, as required. Towing signs will be obtained for the front of the building on Milross Avenue to stop motorcyclists from parking their motorcycles in this area.

B. Correspondence

Council considered twenty-seven items of correspondence. The following items required a decision or response:

- A letter was received from an Owner with questions regarding the finances of the Strata Corporation. Management was instructed on a response.
- A letter was received from an Owner regarding the length of time it has taken to repair an inspection hole cut in their unit. A response letter has been sent.
- Letters were received from two Owners regarding cleaning in the building. Response letters have been sent.
- A letter was received from an Owner with a suggestion for Council regarding the nuisance of marijuana smoke. This issue can be dealt with under the existing Bylaws.

C. Items in Progress

1. W. Lowe to look at tractor re: headlight out and problem with gears.

D. Deferred

1. Considering increased moving charges for weekend moves.

E. Completed Items

1. Arranged weekend emergency coverage with Wilf Turcotte.
2. Ordered new garage gates for parkade entrance (Creative Door).
3. Cleaned carpet on two floors – charged costs to individual Owners.
4. Contacted Latham's re: sump pump alarm going off and water coming through P2 ceiling near stall #140.
5. Contacted Strata insurance company re: broken canopy glass.
6. Updated BCS 966 Rules to include new Garbage / Recycling Rule.
7. Arranged meeting with Latham's to discuss efficiency of mechanical equipment.
8. Asked Latham's to reduce the temperature of the hot water.
9. Ordered towing signs for front of building.
10. Cancelled weekend emergency call out service with Cleantech Janitorial.
11. Ordered draining and acid washing of pool.
12. Arranged meeting to discuss options for the pool.
13. Prepared notice for posting regarding the pool.
14. Provided copy of last site inspection report to Resident Manager for follow up on maintenance items.
15. Updated BCS 966 Rules with new Uninsured Vehicles Rule.
16. Arranged Relief Caretaker for Resident Manager's vacation time.
17. Followed up with Jim Saxon of Edenvale Restorations re: interior repairs in a 2nd floor unit and a 4th floor unit, and common hallways.
18. Contacted Owner of a 12th floor unit re: Strata finances.
19. Addressed e-mail from Resident Manager re: items in locker rooms.

20. Sent "Notice of Public Hearing" to Resident Manager to post.
21. Ordered replacement of underwater pool light (Imperial Paddock Pools).
22. Vidtech called in re: alarm in telephone room.
23. Ordered repairs to booster pump tagged "P3" and "P4" (Latham's).
24. Contacted Resident Manager re: employment issues.
25. Forwarded information to payroll re: overtime hours for Resident Manager.
26. Ordered repairs to make up air unit in P1 locker area.
27. Changed night security guard service hours, as directed by Council.
28. Arranged repairs to CO detection equipment, as required.
29. Continued investigation into leak showing up in a 2nd floor and a 4th floor unit (Lambert Plumbing and Latham's were unable to determine source of leak).
30. Arranged repair of solder joint on 4" water supply pipe outside a 1st floor unit.
31. Arranged transfer of \$2,123.65 from Contingency to Operating account re: invoice deemed emergency by Council.
32. Posted notice re: follow up work from annual fire inspection.
33. Ordered pump replacement for pool.
34. Borrowed \$50,000 from Contingency for Cash Flow.

10. **TERMINATION**

There being no further business, the meeting was terminated at 8:40 p.m.

The next meeting is scheduled for **Wednesday, October 15th, 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: _____



**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 WEDNESDAY, SEPTEMBER 17th, 2008, AT 3:00 P.M., IN THE
2nd FLOOR MEETING ROOM, 120 MILROSS 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 ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Council in attendance:

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

President }
Vice-President } attended in person
Treasurer }
}
} participated by telephone
}

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

William van Oers

Privacy Officer

1. CALL TO ORDER

The meeting was called to order at 3:04 p.m.

2. TERMINATION OF EMPLOYMENT – RESIDENT MANAGER

Council discussed various issues with the employment of the Resident Manager and a letter received from the Resident Manager, suggesting terms for the termination of her employment. Council discussed the suggested terms and the logistics of terminating the Resident Manager's employment, hiring an interim Caretaker and hiring a replacement Resident Manager.

It was **MOVED / SECONDED** to accept the terms of employment termination proposed by the Resident Manager, with certain stipulations. **CARRIED.** (Unanimous)

It was noted that it may be necessary to deem the expense of severance an emergency to be paid from the Contingency Reserve Fund. This will be discussed further at a future Council meeting.

3. TERMINATION

There being no further business, the meeting was terminated at 3:25 p.m.

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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____



**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 MONDAY, SEPTEMBER 29th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

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알려드립니다 이것을 번역해 주십시오

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Council in attendance:

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

President
Vice-President
Treasurer
Privacy Officer

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

Warren Lowe

1. CALL TO ORDER

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

2. PROPOSED 2009 OPERATING BUDGET

Council discussed the Proposed 2009 Operating Budget, prepared by the Property Manager. The following points were noted:

- Insurance costs are expected to increase between 5% and 10%.
- The wages Caretaker budget category requires increasing to allow for overtime hours.
- Journal entries are required to reallocate mis-postings for security costs relating to moves in and out of the building.
- Increases have been allowed for electricity, gas, garbage collection, and water and sewer budget categories.
- A building envelope review will be conducted in 2009 for warranty purposes. This is expected to cost approximately \$5,000.
- Funds are being allowed in the general repairs and maintenance budget category for checking of all the plumbing fittings and dryer vent cleaning.
- Council discussed the possibility of having shrubs planted in the courtyard area to keep the general public off the courtyard lawn areas. It was suggested that this item be presented to the Owners as a Resolution at the upcoming Annual General Meeting.
- It was also suggested that a Special Levy be proposed to replenish the Contingency Reserve Fund.

- A meeting is scheduled for October 6th, 2008, with E. Martin of Bosa Development, to negotiate final settlement of monies owed to the Strata Corporation.
- The proposed budget is approximately 6.5% higher than the estimated year-end figures for 2008.

It was suggested and agreed to update the budget with changes in various categories, as suggested by Council, then to finalize the budget at the next Council meeting.

3. **TERMINATION**

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

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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 966,
THE BRIGHTON, HELD ON WEDNESDAY, OCTOBER 15th, 2008, AT 6:30 P.M., IN THE
2nd FLOOR MEETING ROOM, 120 MILROSS AVENUE, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

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Council in attendance:

Jeff Hewitt

Ed Gramauskas

Murray Wilks

Warren Lowe

Don Gagan

Shawn Ling

President

Vice-President

Treasurer

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

William van Oers

Privacy Officer

1. CALL TO ORDER

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

2. GUEST BUSINESS

Two Owners attended the Council meeting to present suggestions for control of the garbage and recycling areas. The system suggested is being used at a neighbouring building with success. Clipboards would be placed in garbage recycling (and possibly locker rooms) areas. Anyone using these areas would mark down the time the area was checked and whether everything was in order. If abandoned items show up, it will be easier to narrow down the timeframe in which they appeared and check the camera systems to determine who left the items. A large note will be posted on the abandoned item(s), advising which unit left the item(s). The Owner would be fined and a note would be placed under their door advising that the item(s) must be removed immediately.

Council members agreed with the suggestions for control of the garbage and recycling areas and, possibly, the locker room areas. Once the new Resident Manager starts work, the new system will be implemented.

The Owners then left the meeting.

3. **COMMITTEE REPORTS**

A. Block Watch

There was recently an attempted break in at the front door of one of the town house units. The thief tried to pry open the door hardware, but was unsuccessful. A reminder to Owners – check your door hardware regularly to make sure it is secure.

B. Security / Maintenance

A deficiency list has been prepared subsequent to the installation of the new garage doors. A technician is expected to be on site Friday (October 17th) to rectify the deficiencies. It will be necessary to install two additional electrical circuits.

It was **MOVED / SECONDED** to approve a quote, in the amount of \$930, from Power Pros Electrical Ltd. **CARRIED.** (Unanimous)

Two of the four bollards installed outside the new gates were supposed to be installed on the inside. This was pointed out to the installers while the work was in progress. W. Lowe will follow up with Creative Door on this item and the installation of a metal height restriction pipe, rather than an ABS pipe.

An astragal plate will be installed on the man door and the swipe reader that was installed on the back of the post needs to be relocated.

There is a problem with the exit door sticking half open when the entrance door is activated while the exit door is travelling down. This will be addressed by Creative Door.

Vidtech Services has been asked to proceed with replacement of a camera at the townhouse lobby area and installation of a new KVM switch, where required.

Council considered a quote for upgrade of the key scan system, since the existing software is no longer supported. Due to budget constraints, this item was deferred for future consideration.

Council discussed a quote from Latham's for rebuilding #P18 storm pump. A Council member volunteered to contact Latham's to discuss the price quoted.

It was **MOVED / SECONDED** to proceed with the rebuild of the pump, as required. **CARRIED.** (Unanimous)

C. Landscaping

Council considered a quote for installation of a barrier hedge in the courtyard area. The contractor has advised the price would be close to the same for larger plants, since fewer plants would be required. It is often more difficult, however, to find mature shrubs. It was suggested and agreed that a Resolution be included in the Annual General Meeting package for this proposed expenditure.

Council discussed suggestions for cutting costs in the landscaping maintenance budget category. It is not possible to reduce the scope of work in the contract, since the Strata Corporation is responsible to maintain all landscaped areas on BCS 966 property.

D. Pet Committee

Nothing to report.

4. **RESIDENT MANAGER'S REPORT**

As S. Hayden's employment has been terminated, there was no report. The new Resident Manager, Agzam Akhunov, will commence employment on Monday, October 20th, 2008. Council and Management are looking forward to working with Agzam. Please make Agzam and his family feel welcome.

5. **PRESIDENT'S REPORT**

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

- Imperial Paddock Pools can provide the training and certificate for operation of the pool and hot tub, to the new Resident Manager. They have also advised it is possible for the janitors to do the water testing over the weekend when the Resident Manager is off duty. The janitors would not require a pool ticket for the work they would be doing.
- The new Resident Manager will be asked to meet with a technician from Latham's to check all the pressure reducing valves in the building, then survey Residents on hot water delivery.
- Latham's has been given approval to proceed with a number of mechanical repairs. It is not clear if all of this work has been completed. The technician advised a Council member that he was not able to balance the water system while on site, as this must be done during a high usage period.
- The Council President had a further meeting with E. Martin of Bosa Development. The Strata Corporation's claim was clarified. E. Martin requested back up information on earlier charges to Bosa. A file of correspondence between the Strata Corporation and the developer was provided to the Council President for his review.

6. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the September 9th, 2008 Council meeting, as circulated. **CARRIED.** (Unanimous)

7. **FINANCIAL REPORT**

A. Operating Statements

Approval of the August 2008 operating statements was deferred to the next Council meeting.

B. Receivables

Council discussed the most recent receivables report. Collection processes were discussed. It was noted that a list of Owners owing monies to the Strata Corporation will be posted shortly.

If you are unsure of the status of your account for Strata Fees, please contact The Wynford Group Accounts Receivable Department immediately. A list of Owners in arrears will be posted in the building shortly.

C. Proposed 2009 Operating Budget

Council discussed the revised Proposed 2009 Operating Budget. Suggestions from the September 29th, 2008 budget meeting have now been incorporated. It was suggested and agreed to add \$5,000 to the budget for an engineered Capital Plan report. This will bring the proposed budget to approximately 7.6% over the estimated year-end figures and 14% over the 2008 budget.

It was **MOVED / SECONDED** to approve the revised 2009 Operating Budget for presentation to the Ownership at the Annual General Meeting. **CARRIED.** (Unanimous)

D. Special Levy for Annual General Meeting

Council discussed the proposed Special Levy to address prior years' operating deficits and monies borrowed from Contingency for cash flow. It was suggested and agreed that a Special Levy of \$150,000 be presented in the Annual General Meeting package. This would address the current and prior year's operating deficits, bringing the Contingency to a reasonable level. Council noted that several letters have been received from Owners suggesting a Special Levy for this purpose.

8. BUSINESS ARISING

A. Camera System Repairs

Repairs to the camera surveillance system have been ordered, as required.

9. NEW BUSINESS

A. Pool Training

Arrangements will be made with Imperial Paddock Pools to train and certify the new Resident Manager in pool maintenance.

B. Key scan Upgrade Quote

Council deferred considering upgrading the key scan software until the next fiscal year.

C. Proposed Bylaw Changes

Council reviewed a list of proposed Bylaw changes for consideration at the upcoming Annual General Meeting. The Strata Corporation's lawyer will be consulted regarding a proposed Rental Restriction Bylaw. Several other proposed Bylaw changes were approved by Council, to be included in the Annual General Meeting package.

10. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

The Property Manager has been on site numerous times in the last four weeks regarding issues with the pool and key scan system, and the changeover in Resident Managers.

B. Correspondence

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

- A letter was received from an Owner regarding noise from a neighbouring unit. A \$200 fine will be levied for the ongoing noise problem.
- A letter was received from an Owner regarding delays in the completion of work by contractors. Management was instructed on a response.
- A letter was received from an Owner regarding loud music from the unit above. The Owner has been contacted regarding the actions of their tenants.
- A letter was received from an Owner regarding the length of time the pool has been closed. Management was instructed on correspondence to the Owner of this unit.
- A letter was received from an Owner regarding articles stored in hallways of locker rooms. This is not permitted for fire / safety reasons.

C. Items in Progress

1. Follow up work from annual fire inspection.
2. Posting 48-hour notices for "No Access" units.
3. Obtaining quotes to check all plumbing fittings.

D. Deferred

1. Considering increased moving charges for weekend moves.

E. Completed Items

1. Installation of new garage doors.
2. Ordered installation of sprinkler head cages in a 2nd floor unit (test unit).
3. Ordered mechanical repairs (Latham's) as approved at last Council meeting.
4. Met on site with Vidtech re: key scan system.
5. Addressed termination of employment – S. Hayden.
6. Conducted inspection of Caretaker suite upon move out of Resident Manager.
7. Hired interim temporary Caretaker.
8. Collected and reviewed resumes for Resident Manager position.
9. Conducted interviews for Resident Manager position.
10. Arranged painting and carpet cleaning in Caretaker unit.
11. Arranged and attended meeting between recommended applicant and Council members.
12. Arranged building site visit for recommended applicant.
13. Hired Agzam Akhunov as Resident Manager, to start training the week of October 14th, 2008 and to move in October 18th, 2008.
14. Contacted Western Development re: dirt on townhouse windows from work at building next door.
15. Attended meeting with Council President, Treasurer, Wynford Controller and Wynford President re: finances and maintenance / capital planning.
16. Attended dedicated Budget meeting – September 29th, 2008.
17. Changed working days for Cleantech Janitorial. Days off are now Tuesdays and Wednesdays.
18. Ordered treadmill repair – Exertech Services.
19. Sent letter to Owner re: dog muzzling.
20. Ordered second cleaning of pool, buffing of copper deposit spots, cleaning of pool deck, replacement of pool motor, installation of liquid chlorinator, refilling of pool, balancing of chemicals and re-starting of pool heater.
21. Attended site to reprogram key scan system to allow residents access to pool area.
22. Prepared Notices and arranged posting "Pool is Now Open."
23. Revised BCS 966 Rules – added new parking stall rental / locker rental Rule, as approved at last Council meeting.
24. Contacted University Sprinklers regarding "over-watering" in some areas, as reported by pest control contractor.
25. Ordered next three-year property appraisal program from Suncorp Valuations Ltd.
26. W. Lowe arranged required repairs to tractor.
27. Submitted temporary Caretaker's hours to payroll.
28. Requested and received chemical balancing report from Imperial Paddock Pools.
29. Sent suggestions to new Resident Manager.
30. Sent permission letter to a 13th floor unit re: laminate floors.
31. Arranged final payouts to S. Hayden.
32. Prepared Notice re: status of pool.

33. Arranged 7-day/week pool service with Bright Pools on a temporary basis (until new Resident Manager is trained).
34. Sent information to Council President and Eric Martin of Bosa Development regarding old receivables from developer.
35. W. Lowe obtained tools for use by temporary Caretaker, then new Resident Manager.
36. Addressed Fire Department Violation Notice.
37. New cleaners, Cindy and Jose Ortega, started Thursday, September 25th, 2008.
38. Arranged posting of Notice re: insulation and ceiling tiles banned from garbage.
39. Arranged temporary guard service while new garage doors were installed.
40. Cancelled recurring payable of \$60/month to S. Hayden for use of cell phone.
41. Contacted E. Martin of Bosa re: lack of holes in "eyebrows."
42. Attended emergency meeting September 17th, 2008 re: Resident Manager.
43. Ordered winterisation of irrigation sprinkler system.
44. Ordering camera system repairs.

10. **TERMINATION**

There being no further business, the meeting was terminated at 8:52 p.m.

The next meeting is scheduled for **Tuesday, November 18th, 2008.**

The Annual General Meeting is scheduled for **Wednesday, November 26th, 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.

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PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 19 th	At 12:00 Noon (Staff Function)
Wednesday, December 24 th	At 2:00 p.m.
Thursday, December 25 th	All Day (Statutory Holiday)
Friday, December 26 th	All Day (Statutory Holiday)
Wednesday, December 31 st	At 2:00 p.m.
Thursday, January 1 st , 2009	All Day (Statutory Holiday)

24-hour emergency services is provided via 604-261-0285

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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

(S:\AA-SHERRY\BCS 966\MINUTES\2008\MIN-10.15.966.doc)

Attachment: Seasonal Reminders



**The
Wynford
Group**

Airport Square, #815 - 1200 W. 73rd Avenue, Vancouver, BC, Canada V6P 6G5 ♦ (604) 261-0285 ♦ FAX (604) 261-9279
PROPERTY MANAGEMENT SERVICES

A SEASONAL MESSAGE FROM THE WYNFORD GROUP



It's that time of year again when the weather turns cooler and we all prepare our "nests" for the winter. As an Owner it is important to take an active role in maintaining your Strata Lot to help prevent damage during the winter months.

With this in mind we thought the following information would be helpful.

Balconies

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

BC Hydro

BC Hydro offers the following general information on energy consumption:

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

Condensation (oh! those wet walls and windows)

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

Exterior Taps (hosebibs) - Winterizing

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



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

Fireplaces - Gas

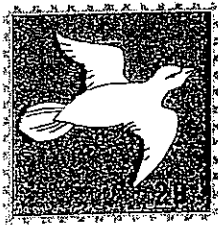
Have your fireplace serviced and ensure the pilot light is set at the right pressure to save on natural gas consumption. If you want your fireplace serviced, call a certified fireplace technician (look under Fireplace Equipment-Retail in the Yellow pages).

Fireplaces - Wood

If your Strata Corporation does not inspect chimneys on an annual basis, make sure you have it done. Birds may have nested in your chimney during the warmer months (and how will Santa get down the chimney?).

Leaks - YIKES!

With the 'leaky condo crisis' facing many Owners, it is essential that you report any water ingress to your property manager immediately.



Snow Birds

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

Check your Homeowner Insurance policy before you go to find out how often your unit should be checked while you are away.

REMEMBER - YOU MAY BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO YOUR UNIT AND/OR OTHER UNITS.

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

Snow Removal - Apartments

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

Snow Removal - Townhouses

If it snows, carefully shake excess snow off shrubs adjacent to your Strata Lot; the weight of the snow can be too heavy for bushes. Keep your own sidewalks cleared and free of ice and snow (your strata corporation may or may not do snow removal of the common roadways and sidewalks).



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



**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, NOVEMBER 18th, 2008, AT 6:30 P.M., IN THE 2nd
FLOOR MEETING ROOM, 120 MILROSS 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

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Council in attendance:

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

President
Vice-President
Treasurer

Property Manager:

Sherry McCuaig

The Wynford Group

Regrets:

William van Oers

Privacy Officer

1. CALL TO ORDER

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

2. GUEST BUSINESS

An Owner attended the meeting to discuss the fact that the vehicle of a visitor to her unit was towed. Circumstances were described. The issue seemed to be that the wrong type of parking pass was being used. Council members asked questions. The Owner then left the meeting.

3. COMMITTEE REPORTS

A. Block Watch

Council was updated with the most recent Block Watch report. Management was instructed to send letters to two Owners.

B. Security / Maintenance

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

- The Strata Corporation has received a cheque for the scrap metal from the old garage door.
- There are still a couple of deficiencies outstanding for the new garage doors. One of the cables is frayed. Creative Door is arranging for the required repair.
- Brackets will be installed for a new height restriction pipe to be placed outside the entry door.

- Two of the bollards in the driveway will be relocated inside the gates.
- A sheet metal enclosure will be installed around the counter weights.
- The location of the proximity sensor has been changed. W. Lowe and the Resident Manager will adjust it, as required.
- In the New Year, the fob reader will be disconnected. Access through the gates will be by swipe only.
- The man door at the garage entrance will be painted in the spring. An astragal plate will be installed on this door.
- The entry doors to the pool area are misaligned. This will be repaired shortly.
- Signs will be ordered from Buster's for the front sidewalk area.
- Upgrades have been ordered for the security / access control system that have not yet been completed by the contractor. W. Lowe will follow up, as required.
- Council discussed the implementation of the monitoring system for the garbage room. Some work will be required on the camera system for maximum effectiveness. The Resident Manager was instructed to put a lock on the cardboard bin and a notice in the elevator, and sheets for notes and signing in the elevator room.

Reminder to Owners / Residents

**Disposal of prohibited items, as posted in the garbage room, will result in fines.
Your cooperation is appreciated.**

C. Landscaping

Nothing to report.

D. Pet Committee

Nothing to report.

4. RESIDENT MANAGER'S REPORT

The Resident Manager provided a written report. An abbreviated version is attached.

Council discussed the report. The following points were noted:

- During a recent inspection of the parkade, it was noted that there are four cars without insurance decals or liability insurance posted in the window. Letters will be sent, as required.
- Glass replacement is required in the townhouse stairwell and the front entrance canopy. W. Lowe and the Resident Manager will check the glass panels to determine whether replacement can be deferred until spring 2009.
- Latham's has repaired a plumbing problem in a 1st floor unit that was resulting in occasional leaks into the P1 locker room. The area where the leak had occurred is being monitored to ensure that the repair has solved the problem.
- Council discussed a letter received from the developer regarding final payment for deficiencies and repair of the townhouse stairwell. Management was instructed on return correspondence to the developer regarding the method of repair for the stairwell.
- Council discussed the maintenance of the pool. Imperial Paddock Pools will be asked to do an assessment of the pool chemicals and to start training of the Resident Manager.
- The screws for the newly installed pool light are rusting. The installation contractor will be contacted.

- A fob audit will be arranged for early in the New Year.
- Locker, parking, vehicle and residency information will be updated as part of the fob audit.
- BFI has been awarded the contract for garbage removal. They will be asked to provide bins with plastic sloping lids.
- Resumes are being collected for the janitorial position. The interview and hiring process was discussed.
- The Resident Manager has located a source for the wallpaper in the common areas. As this wallpaper is likely to be discontinued, he has recommended ordering a number of rolls. A quote will be obtained.
- The Resident Manager provided recommendations for easier maintenance of the walls and baseboards in the lobby. It was **MOVED / SECONDED** to approve painting of the baseboards in the lobby, with a colour similar to the existing stain. **CARRIED.** (Unanimous)
- The Resident Manager has recommended more bins for the recycling area. This will be reviewed once BFI has their new garbage bins in place.

5. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the meetings held September 17th, September 29th and October 15th, 2008, as circulated. **CARRIED.** (Unanimous)

6. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the August 2008 operating statements. The year-to-date figures are in line with what has been expected. The changeover to the new accounting software has resulted in balances forward being recorded in the August statements. Accordingly, the Treasurer noted that he is not able to report on August numbers, as they have been combined with the balance forward figures. September numbers are expected to be ready shortly.

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

B. Receivables

Council discussed the most recent receivables report. It was noted that there has been some improvement. \$5,000 was collected from one Owner in relation to an insurance deductible charge back.

7. **BUSINESS ARISING**

There was no business arising from the previous Minutes.

8. **NEW BUSINESS**

A. Hiring Employee (Janitorial)

This item was discussed under Item 3. Caretaker's Report.

B. Rebuild of Pressure Reducing Valve

Council considered a quote from Latham's for rebuilding of one of the pressure reducing valves. It was noted that the filters have already been changed. It was **MOVED / SECONDED** to proceed with the required work, as quoted by Latham's. **CARRIED.** (Unanimous)

C. Door Replacement – 12th Floor

Council reviewed an invoice for replacement of a door to a 12th floor unit. The contractor will be asked to provide a written explanation of the invoice, which seems high for the work done.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. A copy will be provided to the Resident Manager for his follow up. The landscapers will be contacted regarding landscaping items noted.

B. Correspondence

Council considered 44 items of correspondence. The following items required a decision or response:

- A letter was received from an Owner regarding the smell of marijuana smoke from a neighbouring unit. This same neighbouring unit has been the source of ongoing noise complaints. The complaint will be forwarded to the Strata Corporation's lawyer.
- A letter was received from an Owner regarding loud partying at one of the townhouse units. A letter will be sent to the unit Owner.
- A letter was received from an Owner with various questions relating to the upcoming General Meeting. Management was instructed on a response.
- A letter was received from an Owner regarding fireworks thrown from one of the upper townhouse units. A letter will be sent to this Owner.
- A letter was received from an Owner with questions regarding the general finances of the Strata Corporation. Management was instructed on a response.
- A letter was received from an Owner regarding hot water issues. This will be referred to Latham's for their action.
- A letter was received from the agent of an Owner regarding a noise complaint. The agent felt that the tenant in the unit had been incorrectly identified as the source of the noise. Management was given instructions on follow up.
- A letter was received from an Owner requesting permission to install security lights at the outside of their townhouse unit. Permission was granted, with certain stipulations.
- A letter was received from an Owner regarding the towing of their vehicle. This was discussed earlier in the meeting. Management was instructed on a response.

Note to All Owners / Residents

All visitors parked in the visitor parking area must have a hard plastic parking permit displayed on the dash of their car or the vehicles will be towed. Paper passes are only valid for the dates issued.

- A letter was received from an Owner requesting permission to rent their unit. It was noted that permission is not required at this point. Management was instructed on a response to the Owner.

Council discussed the opinion of Allyson Baker at Clark Wilson regarding grandfathering of original Owners from the proposed Rental Bylaw. Another lawyer, specializing in Strata law, has indicated a different opinion. This lawyer will be contacted for a written opinion prior to the Annual General Meeting.

C. Items in Progress

1. Obtaining quote from RDH Engineering Ltd. for Maintenance / Capital Plan.
2. Pool maintenance training for Resident Manager.
3. Obtaining “sprinkler report” for insurance company.
4. Obtaining quotes for renewal of Strata insurance policy.
5. Having Strata lawyer address ongoing noise issue in a 3rd floor unit.

D. Deferred

1. Keyscan upgrade.

E. Completed Items

1. Interviewed and hired new Resident Manager.
2. Ordered electrical work for new garage doors (Power Pros).
3. Rebuild of P18 storm pump.
4. Prepared and mailed out Annual General Meeting package.
5. Pressure reducing valves – cleaned, as required.
6. Obtained legal opinion re: “grandfathering” for proposed rental restriction Bylaws.
7. Addressed noise issue in a 7th floor unit.
8. Provided updated Owners’ list to Council.
9. Posted ad on Craigslist for janitor.
10. Discussed security coverage with Resident Manager.
11. Received property appraisal report (insurance purposes).
12. Provided an Owner with keyscan records re: lost keys.
13. Arranged payment to Wilf Turcotte, for Relief Caretaker work.
14. Received \$5,000 insurance deductible from a 21st floor unit.
15. Cell phone arranged for new Resident Manager.
16. Leak on 17th floor repaired by Latham’s.
17. Arranged cleaning of two pressure regulating valves on the 17th floor and in the lobby.
18. Tracked requests for changes to fobs for Vidtech and new Resident Manager.
19. Prepared / posted Notice re: October pre-authorized payments for Strata Fees.
20. Contacted Owner of TH 1050 re: information on attempted break in.
21. Ordered repair to metal strip around door at a townhouse.
22. Arranged posting of notice re: “Pool is Now Open.”

10. TERMINATION

There being no further business, the meeting was terminated at 10:00 p.m.

The next meeting is scheduled for **Monday, January 5th, 2009.**

<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>

<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.</p>
--

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.

PLEASE NOTE

HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 19 th	At 12:00 Noon (Staff Function)
Wednesday, December 24 th	At 2:00 p.m.
Thursday, December 25 th	All Day (Statutory Holiday)
Friday, December 26 th	All Day (Statutory Holiday)
Wednesday, December 31 st	At 2:00 p.m.
Thursday, January 1 st , 2009	All Day (Statutory Holiday)

24-hour emergency services is provided via 604-261-0285

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: _____

(S:\AA-SHERRY\BCS 966\MINUTES\2008\MIN-11.18.966.doc)

Attachment: Resident Manager's Report.

Manager's Report
October 20 2008-November 2008

Moves

October - 2 Move ins and 5 Move outs
November- 4 Move ins and 5 Move outs

- **Pressure washing** was done in visitor parking, garbage, recycling and boiler room areas.
- **Stairways** were washed and vacuumed in the tower.
- **Bicycle room and locker room** – were mopped and vacuumed in the P1 area. This is a very time consuming work since there are no drains.
- **Parkade inspection** – All levels of parkade were inspected and notices were posted for 15 residents to clean up their stalls. Found 4 cars with no insurance posted.
- **Painting** – Painted some doors and frames in P1 area.
- **Door adjustments** – I managed to re-adjust most of the doors in the building. I will need to change few locks and door stoppers in the near future.
- **Wallpaper** – I found the ID number for our wallpaper and ordered a sample for a match. I will order 2 big rolls for future repairs.
- **Fluorescent lights** – Ordered a box of fluorescent lights from Commercial lighting.
- **Dog Waste bags** – More on order.
- **Emergency fire phones** Replaced a few glass covers over the emergency fire phones and noticed that some of them have clear glass instead of glass with written instructions on it.
- **Leak into P1 Locker room** – Western Development has installed a water diverter to direct the leak water away from locker 107. Latham's has now located and repaired the source of water leaking into the P1 locker room. The area is under observation to ensure there are no more leaks.
- **Damaged glass** – I found damaged glass in the townhouse stairway on level 3. Action Glass was called. They took measurements and will call with quote.
- **Exit sign** – There is a damaged exit sign in the townhouse stairway on level 3. A new sign has been installed.
- **Wallpaper** – Wallpaper repairs were done in the lobby, games room and level 2 hallway.
- **Elevator out of service** – The elevator was stuck at the 5th floor. I contacted Richmond Elevators. The Elevator got stuck again on November 17, 2008 on 22nd floor. Richmond Elevator was notified.
- **Leaky pipe – 17th Floor** – A leak was discovered on the 17th floor inside the hallway wall. Latham's will complete the required repair.
- **Front entrance door** – One of the lobby entrance doors was damaged on November 4th, 2008. Action Lock did not have the required part. It had to be ordered from Pacific Door Closer.
- **The Change room light** – The bulbs in men's change room keeping burning out. Mott Electric will rewire the fixture.
- **Paving stones** – There are some paving bricks near the townhouse entrance that are could be a tripping hazard. Temporary re-levelling has been done. A complete re-levelling of the area is required.
- **Exercise equipment** – One of the treadmills has been out of service for some time. I called Exer-Tech Services. The technician noted that our treadmills are not for commercial use.

- **Kanaf Security** – Scheduling of regular patrols has been done. The New Year patrol was also scheduled.
- **Swimming pool** – The temperature and humidity in the pool area is above the normal. The thermostat may require adjustment. I will work with Bright Pools on proper settings for thermostat. I will have to install a guard plate over the thermostat.
- **Sink in recycling room** – The sink in recycling room has been out of order for some time now. I took it apart, changed a few pipes and unclogged a pipe. An auger was purchased for this job. I noticed that there are copper pipes that have weak welds causing small leaks. I patched the pipes but it is a temporary fix. We will have to buy a better sink in the future. I can weld the pipes myself.
- **Water in townhouse stairways** –Rainwater has been collecting in stairways. A drainage system is required.



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN
BCS 966, THE BRIGHTON, HELD ON WEDNESDAY, NOVEMBER 26th, 2008, AT 7:00
P.M., IN THE TOWNHOUSE LOBBY, 1020 QUEBEC STREET, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

In Attendance: Thirty-seven Strata Lot Owners represented in person.
Eleven Strata Lots represented by Proxy.
Forty-eight Strata Lot Owners represented in total. Of 143 Owners, 133 were eligible to vote. Forty-five were required for a Quorum.

1. **CERTIFICATION OF PROXIES**

The Proxies were certified to be correct. There being a Quorum, the meeting was declared competent to proceed.

2. **CALL TO ORDER**

The Annual General Meeting was called to order at 7:01 p.m.

3. **ELECTION OF CHAIRPERSON**

An election of a Chairperson for the meeting was not necessary as the Council President, Jeff Hewitt, was present to Chair the meeting.

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 November 5th, 2008, in accordance with the requirements of the *Strata Property Act*.

5. **APPROVAL OF AGENDA**

It was **MOVED / SECONDED** (#1305 / L 301) to approve the Agenda for the Annual General Meeting. **CARRIED UNANIMOUSLY.**

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

It was **MOVED / SECONDED** (#2004 / #506) to approve the Minutes of the Annual General Meeting held on January 24th, 2008, as circulated. **CARRIED UNANIMOUSLY.**

7. **COUNCIL REPORTS**

Council reports were attached to the Annual General Meeting package. The floor was opened for questions. The following points were noted:

- Congratulations to the new Resident Manager, Agzam Akhunov. He is doing a great job.
- Council has negotiated a settlement with the developer regarding the outstanding deficiencies. Mechanical problems were the majority of the deficiencies. There were also some issues with water distribution and pumps. The Strata Corporation will be receiving approximately \$23,000, including the shortfall from the first year of operation. The developer has also committed to repair the back-sloped townhouse stairs.

One more Owner signed in, bringing the total number of votes to 49.

- Once the work done to correct the back sloped stairwell has been corrected and accepted by Council, the developer will forward the funds, as agreed, which will be deposited into the Contingency Reserve Fund.

Discussions were held regarding the following issues:

- The length of time the pool was shut down.
- The length of time it took to repair the common area walls.
- Alarms going off on the 1st floor.
- Problems with contractors.
- Budget constraints.
- Not enough information being provided to Residents.
- Responses to Owners' questions / concerns.
- Recruiting a direct employee for the janitorial position.
- Pre and post move inspections.
- Owners volunteering for various tasks around the building and the associated insurance / liability issues.
- Painting work being done by the Caretaker.
- Contracting a professional engineer or consultant for capital and budget planning.
- The new gates for the parkade.

8. APPROVAL OF MAJORITY VOTE RESOLUTIONS #1 - #5

APPROVAL OF MAJORITY VOTE RESOLUTION #1

It was **MOVED / SECONDED** (#1305 / #2004) to approve Majority Vote Resolution #1, as follows:

WHEREAS Council passed the following Rule at the June 12th, 2008 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 Strata Corporation Rules:

"AIR CONDITIONING UNITS

Compressor units must be the new Inverter technology.

Compressor units must have rubber-isolated feet.

Compressor unit noise level cannot exceed 55 dBa.

Compressor unit dimensions not to exceed 36"H, X 36"W X 16"D.

Compressor units must be located in designated locations as per unit type for both tower units and townhouses. (See the Resident Manager for drawings).

Refrigerant lines and power lines must NOT penetrate the building envelope through the concrete walls or columns. They must go through the glazing units in inconspicuous and weather-protected locations.

Coring of interior concrete shear walls and / or columns is not permitted.

Condensate drainage must be internal to the suite unless there is a balcony floor drain.

Installation of the units must be done by factory trained authorized dealers. No do it your self-installations.

Prior written permission must be obtained from the Strata Corporation. A letter of waiver of liability must be signed by the Owners; and all applicable permits must be obtained from the City hall."

The following points were noted:

- There are a couple of units that have air conditioning already, installed at the time the building was built. Those units would be grandfathered.
- E. Gramauskas did a lot of research before preparing the specifications.
- Compliance would be handled on a complaint basis.
- The air conditioning units would not penetrate the building membrane.

There being no further questions, the vote was called. **CARRIED (47 in favour, 1 opposed, 1 abstention).**

APPROVAL OF MAJORITY VOTE RESOLUTION #2

It was **MOVED / SECONDED** (#2004 / #506) to approve Majority Vote Resolution #2, as follows:

WHEREAS Council passed the following Rule at the July 17th, 2008 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 Garbage Rules:

"Garbage must be placed in the garbage bin; recycling must be placed in the appropriate recycling containers."

The following points were noted:

- It would be helpful to educate new people moving into the building regarding the garbage and recycling area. It was suggested that a video be put together for new Residents.
- There are now stiff fines levied on garbage companies for incorrect disposal of various items. These fines are passed onto the client. If the Strata Corporation receives such fines, they would be charged back to the Owner who incorrectly disposed of items in the garbage / recycling area.
- Council is implementing a continuous checking system, as suggested by an Owner, which will include a form for signing on the wall, which will be used in conjunction with the camera system and fob readers, to identify Owners who are incorrectly disposing of items in the garbage / recycling area.

There being no further questions, the vote was called. **CARRIED (48 in favour, 1 opposed, 0 abstentions).**

APPROVAL OF MAJORITY VOTE RESOLUTION #3

It was **MOVED / SECONDED** (#2004 / #506) to approve Majority Vote Resolution #3, as follows:

WHEREAS Council passed the following Rule at the July 17th, 2008 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 Parking Stalls & Lockers Rule:

“Owners / Residents whose vehicles are not displaying a current insurance decal must have proof of liability insurance posted in or on the vehicle, with a copy provided to Management. Personal information should be blacked out. Failure to comply will result in vehicles being removed from the parkade, at the individual Owners’ expense.”

It was noted that there are currently three vehicles and two motorcycles in the parkade with no visible insurance displayed.

The vote was called. **CARRIED** (48 in favour, 1 opposed, 0 abstentions).

APPROVAL OF MAJORITY VOTE RESOLUTION #4

It was **MOVED / SECONDED** (#2004 / #401) to approve Majority Vote Resolution #4, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to restrict the finish time for move ins or outs of the building to no later than 4:00 p.m.;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to ratify a revision to the Moves Rules, so the fourth paragraph will read as follows:

“Moves will not be permitted unless the move has been confirmed by the Resident Manager. Only the booked elevator must be used to move household effects. Moves must not start before 8:00 a.m. or finish later than 4:00 p.m. Vehicles used in moves shall not be permitted to park and load or unload in or to block the garage driveway, on the sidewalk and areas at or near the entrance to building, and particularly not near or underneath the glass canopy.”

The following points were noted:

- Owners can be fined and charged for extra costs for moves that go over time.
- Problems are created with the security guards and the people who have to do the before and after move inspections when moves are late or run over time.

One more Owner signed in, bringing the total number of votes to 50.

- If we have a janitor who is an employee of the Strata Corporation, this person would work Saturdays and Sundays, so that there would always be site staff available to do moving inspections.
- Since it is only possible to do one move at a time, if the first move is late in finishing, the second move scheduled in a day would also be late. Council would have to take this into consideration when determining the levying of fines.
- When moves are booked, the Resident Manager will explain the process. Residents booking a move will have to sign off on each item, stating that they understand what is expected.

There being no further questions, the vote was called. **CARRIED** (48 in favour, 2 opposed, 0 abstentions).

APPROVAL OF MAJORITY VOTE RESOLUTION #5

It was **MOVED / SECONDED** (#2004 / #305) to approve Majority Vote Resolution #5, as follows:

WHEREAS Council passed the following Rule at the September 9th, 2008 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 Strata Corporation Rules, to read as:

"Thirty days notice is required to cancel rental of a locker or parking stall. Rentals of lockers and parking stalls are based on the calendar month."

There being no questions, the vote was called. **CARRIED (49 in favour, 1 opposed, 0 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:

- It is anticipated that there will be an increase in the insurance premium of approximately 15%.
- The water damage deductible is currently \$10,000.
- Residents need to be better educated on the sensitivity of the sprinkler heads.
- An Owner volunteered to put together an information sheet for Residents.
- The Strata Council is looking into installing cages around sprinkler heads. This has been ordered for the Caretaker's unit as a starting point.
- The Council is looking at preparing a manual for new Residents that would include information on garbage, parking, security and plumbing.
- It was suggested that Residents be advised to regularly use bathroom and kitchen exhaust fans to expel moisture from the units.
- Residents should also know how to turn off the water supply to their units.

10. PROPOSED 2009 OPERATING BUDGET

It was **MOVED / SECONDED** (#2004 / #506) to approve the Proposed 2009 Operating Budget.

The Council President and Treasurer provided an overview of the changes to the budget and the reasons for those changes. The following points were noted:

- Gas consumption has been high this year, which is likely due to colder weather.
- Individual gas meters have been considered, but found to be cost prohibitive.
- Council has found that there would be very little savings realised by having pilot lights turned off for the summer.
- There is a 14.4% increase in costs for the 2009 budget. The fee increase is 12% and is actually only 7% higher than the projected year-end figures for 2008. Council has researched fees being charged at other similar buildings and found that fees at The Brighton are consistent with other similar buildings.

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

11. APPROVAL OF 3/4 VOTE RESOLUTIONS #1 - #7

APPROVAL OF 3/4 VOTE RESOLUTION #1

It was **MOVED / SECONDED** (#2004 / #506) 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.

It was noted that there is a typographical error in the year noted in the Resolution.

It was **MOVED / SECONDED** (#2004 / #1205) to amend 3/4 Vote Resolution #1 to refer to the year ending December 31st, 2008, instead of 2007.

The vote was called on the amendment. **CARRIED UNANIMOUSLY.**

The vote was then called on the Resolution, as amended. **CARRIED (49 in favour, 1 opposed, 0 abstentions).**

APPROVAL OF 3/4 VOTE RESOLUTION #2

It was **MOVED / SECONDED** (#1305 / #1205) to approve 3/4 Vote Resolution #2, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to limit the number of fobs that can be assigned to each unit;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to revise Bylaw 10.03, to read as follows:

"Extra building access transmitters will be issued by the caretaker under the authority of the council at a cost to be determined from time to time by the council. The number of fobs to be assigned to each unit shall not exceed five (5)."

The following points were noted:

- There are currently 679 fobs assigned.
- A complete fob audit will be organized for early in the New Year.
- The Resident Manager is familiar with the procedures for disabling fobs and using the key scan system.

There being no further questions, the vote was called. **CARRIED (49 in favour, 1 opposed, 1 abstention).**

APPROVAL OF 3/4 VOTE RESOLUTION #3

It was **MOVED / SECONDED** (#1305 / #2004) to approve 3/4 Vote Resolution #3, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to clarify Bylaw 6.06 of the Vehicles & Parking section of the Bylaws;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to revise Bylaw 6.06, to read as follows:

"All vehicles found in areas not designated for parking will be removed at the vehicle owner's expense, included, but not limited to: cars, trucks, vans, motorcycles, mopeds, motorized scooters, and motorized bicycles, whether fuel powered or electric."

The following points were noted:

- This Bylaw does not govern parking in the City street.
- A letter will be sent to the City requesting signs at the driveway entrance like those in front of the Creekside building across the street.
- If vehicles are parked too close to the driveway, Residents should call the parking enforcement department of the City of Vancouver. They will tow these vehicles.
- This proposed Bylaw would address the problem of motorcycles parking in front of the building.

There being no further questions, the vote was called. **CARRIED (49 in favour, 1 opposed, 0 abstentions).**

APPROVAL OF 3/4 VOTE RESOLUTION #4

It was **MOVED / SECONDED** (#2004 / #506) to approve 3/4 Vote Resolution #4, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to limit the times for moving in and out of the building to ensure all moves are completed by 4:00 p.m.;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to revise Bylaw 8.01 (a) (ii), to read as follows:

"Saturday, Sunday or statutory holidays 9:00 a.m. to 4:00 p.m."

The following points were noted:

- Normally, a four-hour time slot is allocated for moves. Delaying move start times on Saturdays, Sundays and holidays until 9:00 a.m. would make it impossible to complete two four-hour moves in one day.
- There have not been many back-to-back moves booked for the same day.

There being no further questions, the vote was called. **CARRIED (47 in favour, 2 opposed, 1 abstention).**

APPROVAL OF 3/4 VOTE RESOLUTION #5

Owners at the meeting were advised that the Strata Council is now in receipt of a second legal opinion, which suggests that the wording of the proposed Resolution should be revised. Accordingly, it was suggested and agreed to table this Resolution, with the understanding that a revised Resolution will be presented to the Ownership at the next General Meeting.

APPROVAL OF 3/4 VOTE RESOLUTION #6

It was **MOVED / SECONDED** (#2004 / #1305) to approve 3/4 Vote Resolution #6, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to repay monies borrowed from the Contingency Reserve Fund and increase the balance of the fund to an acceptable level;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 966, The Brighton, to approve a Special Levy of the Owners based on Unit Entitlement, in the amount of \$150,000, to be levied in accordance with the attached Schedule "A". Said funds will be deposited into the Contingency Reserve Fund. The \$60,000 loan from the Contingency Reserve Fund to the Operating Account will be forgiven.

(a) Each Strata Lot's share of the Special Levy is due and payable immediately on the date of passage of this Resolution. For convenience only, an Owner may pay instalments on **January 15th and March 15th, 2009**, as per the attached Unit Entitlement spreadsheet. The cheque must be for the amount shown opposite the Strata Lot on Schedule "A" attached hereto.

(b) In the event that a Strata Lot is sold or there are any changes to title, prior to the Special Levy being paid, the Special Levy must be paid in full before a "Form F – Certificate of Full Payment" can be used pursuant to Section 115 of the *Strata Property Act*.

(c) Late payment penalties, in accordance with the Bylaws will be assessed against the Strata Lot(s) when the Special Levy payments are not received on the above-noted dates.

The Property Manager explained that since the Resolution was drawn up, the Strata Corporation has been able to repay \$15,000 of the \$60,000 loan from Contingency to Operating; therefore, the Resolution should be amended to reflect this change.

It was **MOVED / SECONDED** (#1205 / #305) to amend 3/4 Vote Resolution #6 to reflect a \$45,000 loan from Contingency to Operating, instead of a \$60,000 loan.

The vote was called on the amendment. **CARRIED UNANIMOUSLY.**

Discussions resumed on the proposed Resolution, as amended. The following points were noted:

- Realtors now advertise Contingency balances as a marketing tool.
- As the building ages, there will be capital expenditures necessary to replace balcony and planter membranes, to paint the exterior of the building, to replace boilers or other mechanical equipment, to re-pipe the building, to update and renew common areas, etc.
- The Operating Budgets for the first couple of years were insufficient for running the building, resulting in significant deficits.
- This Resolution will repay the monies borrowed from the Contingency for cash flow, required for the regular maintenance of the building and establish a healthier balance for the Contingency Fund.
- There are still some issues with receivables. Liens have been placed against a number of Strata Lots. In a couple of cases where units are up for sale, Owners have stopped paying Strata Fees in anticipation of selling their units.

There being no further questions, the vote was called on 3/4 Vote Resolution #6, as amended. **CARRIED (47 in favour, 2 opposed, 1 abstention).**

APPROVAL OF 3/4 VOTE RESOLUTION #7

It was **MOVED / SECONDED** (#2004 / #1305) to approve 3/4 Vote Resolution #7, as follows:

WHEREAS the Owners, Strata Plan BCS 966, The Brighton, wish to install a barrier hedge in the courtyard area for security and protection of property;

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 \$5,000 from the Contingency Reserve Fund for the purpose of purchasing and planting shrubs in the courtyard area as a security barrier. The Strata Council shall have the authority to expend said funds, for the above noted purpose, as they deem appropriate.

The following points were noted:

- There have been a number of complaints regarding damage to lighting, glass and the landscaping in the courtyard area.
- Council considered installing a fence to protect the area from damage by local kids, dogs, soccer balls, etc., and to maintain the quality of the landscaping. Quotes received were in the neighbourhood of \$25,000, so Council decided to look at alternatives. The landscaping contractor provided a quote of \$3,500 to install a prickly hedge. Since the quote has expired, it did not include tax, and there may be other peripheral costs, Council decided to request approval of an expenditure of up to \$5,000 for this project.

There being no further questions, the vote was called. **CARRIED (43 in favour, 5 opposed, 2 abstentions).**

12. ELECTION OF COUNCIL

The following Owners accepted nominations to stand for the 2009 Strata Council:

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

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

It was noted that assistance of other Owners is very beneficial, in terms of serving on committees and task forces. An Owner volunteered for the position of communications liaison and to assist with the capital cost replacement schedule. Another Owner volunteered in assisting with the proposed Rental Bylaws.

13. NEW BUSINESS

The following items were discussed:

- Window washing was supposed to be done twice a year. This was discussed and agreed upon at the last Annual General Meeting. Council did not schedule the second cleaning for this year, due to budget and cash flow issues. Council asked for a general show of hands of those present to see if a majority of Owners wish to proceed with the second window cleaning, regardless of the operating deficit for 2008. The number of Owners in favour of a second window washing was approximately equal to the number of Owners opposed.
- An Owner suggested that window washing contractors be asked not to wear black-soled shoes, as they mark the exterior of the building.
- Last year, the window washer suggested the building should be power washed. The cost for this is approximately \$10,000.
- It was suggested that Owners have fans installed in their fireplaces for better efficiency of heat output. It may be possible to obtain a group discount for a number of Owners wishing to do this. The Strata Council will look into this.
- A light in the courtyard area has been smashed and requires replacement. The Resident Manager will address this.
- An Owner asked about the Olympic Banner Project. The Strata Council has received nothing substantial to consider in this regard.

- It was noted that there will be road closures throughout the local area when the Olympics are on in 2010.

14. **TERMINATION**

There being no further business, it was **MOVED** (#1305) to terminate the meeting at 9:07 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.

PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 19 th	At 12:00 Noon (Staff Function)
Wednesday, December 24 th	At 2:00 p.m.
Thursday, December 25 th	All Day (Statutory Holiday)
Friday, December 26 th	All Day (Statutory Holiday)
Wednesday, December 31 st	At 2:00 p.m.
Thursday, January 1 st , 2009	All Day (Statutory Holiday)

24-hour emergency services is provided via 604-261-0285

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: _____