

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 380 HELD THURSDAY, FEBRUARY 12<sup>th</sup>, 2015 IN SUITE #413-1066 EAST 8<sup>th</sup> AVENUE, VANCOUVER, BC.**

The meeting was called to order at 7:00pm.

**Council Present:** Christine Jones Kemp Edmonds  
Carol Piotrowski Greg Moore  
Gary Poole Lori Hanson  
Gloria Botelho

**Guest:** Elise Blair & Adam

Condex Property Management Ltd. Colby Johannson, Property Manager

**New Property Manager**

Michael Van Lane introduced Colby Johannson as the new Property Manager for VR 380. Mr. Van Lane will remain hands on through the transition period to make sure there are no disruptions to service. Colby comes to Condex with 5 years of Strata Management and customer oriented experience. He can be reached through the Condex office at **604-682-5611** or by email at [Colby@condex.ca](mailto:Colby@condex.ca) if you should require any service.

**1. Guest:**

A ground floor owner brought up concerns that the work performed by Silex on their patio has not been completed to their satisfaction. It was understood that the patios and surrounding landscaping would be brought to their original state and this has not been the case.

Council discussed the options available and decided the best course of action would be to tour all ground floor patios with a qualified trade to quote on the outstanding work. Once the quotes are received and approved, work would be expedited on all patios.

**2. Previous Minutes:**

It was **MOVED AND SECONDED** to approve the minutes to the September 17<sup>th</sup>, and November 5<sup>th</sup>, 2014 Council meetings as circulated. **CARRIED**

**3. Financial Statement:**

It was **MOVED AND SECONDED** to accept the financial statements to December 31<sup>st</sup>, 2014. **CARRIED**

**Phelps Signing Bonus**

Council requested the Property Manager to follow up with Phelps on the securing of the signing bonus that VR380 is entitled to.

**BUSINESS ARISING:**

**a. Ground Floor Patios**

All ground floor patio owners who have not had their patios completed will be contacted to

arrange access for Council and a Contractor to assess the necessary scope of work for completion.

b. **Leaking Windows**

It was noted that two (2) units reported that windows were leaking in their units. The windows in question were inspected by a BC Building Science Engineer and it was determined that there were no concerns about the window installation and function and that the windows were not in fact leaking. The situation will be monitored by the affected Unit Owners.

c. **Gate Installation**

Council brought up the concern that a ground floor unit owner had Silex install a gate without the authority of the Property Manager, Council, or Strata Corporation.

It was **MOVED/SECONDED** to have the gate removed. **CARRIED**

Council also requested that Management send a letter to the Unit owner explaining what the steps will be for the removal of the gate as this is a security concern for the building.

d. **East Side Gate**

A Council Member is concerned that the east side gate is not closing properly due to damage it sustained from attempted break-ins and questioned why the mesh has not been installed across the entire fence area. It was requested that Management solicit a quote for the fabrication and installation of a new and more robust gate on the east side.

**West Side Gate**

e. It was further discussed that a light should be replaced at the exterior of the west side gate (above the garage door), as it's quite dark when exiting at night. Management will solicit a quote for this installation.

f. **Laundry Room**

i. **Front Load Machines**

It was noted that the front loading washing machines require an excessive amount of maintenance.

It was **MOVED/SECONDED** to replace the front loading machines with more top load machines. **CARRIED**

ii. **Pet Hair**

**It has been reported that pet hair and dirt has been accumulating in the laundry machines making it difficult for other owners to clean their clothes properly. Please be considerate and shake out blankets, sheets, and etc. used by your pet(s) before putting these articles in the washing machines and clean out the machines after use.**

**g. Construction Project**

**i. Completion**

Council wanted to discuss the next steps involved in completing the exterior remediation project. The Property Manager noted that there are a few steps involved to complete the project, including but not excluded to: requesting Silex to remove all debris and materials from the property, schedule a tour with BC Building Sciences to complete a deficiency report, have Silex complete the deficiencies as per their contract, and request Premium Fence to complete the installation of the fences (where Silex still has access).

**ii. Capital Expenditures**

Council required explanation in relation to what seems like an extra charge in the Engineering line item. The Property Manager will follow up with BC Building Sciences. It was also noted that the \$12,000 in fence repairs should be reallocated to the CRF as this was voted on at a previous AGM.

**iii. Landscaping Plan**

The Property Manager suggested that the original building plans be referenced in order to begin the landscaping plan. Once a plan has been finalized and a budget is produced, a tendering process will be initiated with a few landscaping contractors. On the alternative, if owners would like to take the initiative of their own landscaping, funds will be allocated to each ground floor area for their own use within the established budget.

**iv. Project Management Fees**

The Property Manager stated that Condex Management is willing to reimburse up to two months of Project Management Fees for the construction project. Council asked for some time to review their proposal.

**h. Landscaping**

It was reported that a tree has been illegally removed from a ground floor unit. The neighboring unit has inquired with Council to plant something in their yard to replace the privacy that they once had. This will be included in the landscape plan.

A tree that was illegally removed from a ground floor unit patio/deck will be replaced as part of the landscape plan in order to provide shade and replace the privacy that the owners in the affected units once had.

**i. Capital Asset List**

The Property Manager assured Council that an asset list would be compiled and delivered before the AGM for their review.

**j. Misc.**

i. Washer/Dryer Permits

It was requested by Council that the Property Manager follow up with two (2) unit's in obtaining permits for the installation of their Washing Machines.

ii. Carpet Stains

It was noted that an Owner has caused damage to the common hall carpets during the renovation of their unit. The Property Manager will work with Council on developing a system to ensure that any Unit performing a renovation will be held responsible for reimbursing the strata for damage to common property.

Additionally, owners are reminded that when removing garbage from the building, to double bag any garbage bags that are leaking to avoid leaving stains on carpets in the hallways and elevator.

iii. Lock Box

The Property Manager will work with a Council Member on installing a lock box in the building for management of common area keys.

iv. Annual General Meeting

The AGM will be scheduled for Thursday, March 26<sup>th</sup> – official notices will be distributed prior to the meeting.

## NEW BUSINESS

a. Rekeying Building

Council discussed the opportunity to rekey the building and issue new garage fobs to all owners. The Property Manager will solicit quotes for updating the locks with a more secure key that cannot be duplicated. This project and its funding will be discussed at the upcoming AGM.

## CORRESPONDENCE

a. Noise Complaint

There is an ongoing noise issue with a unit that installed hardwood floors. It was requested of this owner to install area rugs to dampen the noise but no action, up to this point, has been taken.

It was **MOVED/SECONDED** to fine the Owner \$50 for the ongoing contravention of bylaw 35. **CARRIED**

b. Patio Redesign

An owner submitted a request to redesign their patio. The request has been denied as the existing design is based on facilitating the proper drainage around that building.

**SPECIAL NOTICE**

**Items in Storage Corridor**

Please be advised that there are items being stored in the corridor of the storage locker area. All items in the storage area must be in lockers as per the bylaws and the **Vancouver Fire Code**.

Any item left on common property will be considered abandoned. Please remove any items from the corridor by **Friday, March 6<sup>th</sup>, 2015** or Council will have them permanently disposed of.

**Garbage Removal**

Please be advised that there have been reports of owners tracking dripping garbage bags through the common halls creating an extensive mess. Please be considerate to the other owners in the building and either double bag your garbage or find another means of disposing of your refuse without messing the common halls.

We trust in your understanding in this matter and appreciate your cooperation.

There being no further new business the meeting adjourned at 9:00 pm.

**The next Meeting is TBD**



Colby Johannson  
Property Manager

**Condex Property Management Ltd.  
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Vancouver, BC V6H 3H4  
Tel: 604-682-5611**

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 380,  
HELD ON WEDNESDAY, NOVEMBER 5<sup>th</sup>, 2014 IN SUITE 413 1066 EAST 8<sup>th</sup> AVENUE,  
VANCOUVER, BC**

Council members present:                      Christine Jones                      Kemp Edmonds  
   Carol Piotrowski                      Greg Moore  
   Gary Poole                              Lori Hanson  
   Gloria Botelho

Condex Property Management LTD Michael Van Lane , Strata Property Manager

Called to Order at 7:00pm

**1. Previous Minutes**

The approval of the minutes for the September 17<sup>th</sup>, 2014 meeting was deferred to the next meeting.

**2. Financial Statements:**

It was **MOVED AND SECONDED** to approve the financial statements September 30<sup>th</sup>, 2014.

Phelps Laundry promised money to upgrade the laundry rooms as a signing incentive to renew the contract for the rental (and profit sharing) of the laundry machines. Council requested an update on the delivery of the signing bonus (i.e., has it been paid).

**3. BUSINESS ARISING**

**A) Powerline:**

Powerline and the owners of Landmark Caprice reached a settlement over the disputed amounts owed for services rendered, both parties have signed mutual releases and Powerline has agreed to remove the builder's lien and the matter is now closed.

**B) Construction Update**

Correcting the deficiencies for the building project are on-going; please complete your Deficiency Survey and send it to [administration@bcbs.ca](mailto:administration@bcbs.ca) if you have not already.

The engineers responded to a complaint that a window leaked water and determined that the window is operationally water-tight and the water ingress into the suite was from a combination of rain water splashing into the scaffolding and bouncing through the open window.

It was noted the contractors left a door open and created a security concern for the building. If any owners note that a door or gate is left open or sections of the fencing is not closed (especially after hours) please call the Condex Emergency Line at 604 790 2880 and the operator will have Silex return to the site to close or secure the area.

Council discussed the issue of the ground floor patios and remediation. The contract between

the owners and Silex calls for the complete rebuild of the patio at unit 205 and (as part of change order) the restoration of the patio of unit 102. Additionally the contract requires the replacement of all decking material within four feet of the building and the rebuilding of the retaining walls within four feet of the building. Council discussed several options about the rebuilding of the decks and requested an on-site meeting with the BC Building Science to look over each deck and determine the best course of action regarding the decks and retaining walls.

Council reiterated the need for Silex to provide 48 hours notice before getting access to suites. Several owners are frustrated on receiving less than 48 hours or notices on a Friday leaving them unavailable to arrange their work schedule for the Monday.

The Council, the engineering company and the property management company have been requesting, instructing, demanding that the debris around the property be cleaned up and removed from site to no avail. Council discussed the options of withholding money from Silex until the debris is cleaned up or hiring a third party and charging the cost back to Silex.

Council approved the replacement of the fencing at the rear of the building (quotes were received and Premium Fencing provided the best quality and price). The cost of the fence will be expensed to the Contingency Reserve Fund as per the owners direction at the May 7, 2013 Annual General Meeting.

Once the building project is complete and the site cleaned and Silex is fully demobilized the Council will obtain quotes to restore the landscaping.

The building project is nearing substantial completion (97% invoicing) but the Council requested that the engineer not issue the substantial completion certificate until certain frustrations are resolved (the removal of the scaffolding on areas where it is not needed and the removal of the debris from the site – both have been long standing areas of frustration).

Several owners have expressed concerns about the drainage around the perimeter of the building and the engineer has responded that the drainage system is improved over what it was originally and that no other changes to the drainage was contemplated under the terms of the contract. The engineers said that the testing that was done over the summer months indicated that the water drained within an acceptable time frame (measured in minutes).

#### **C) Changing/ Updating Radiators:**

The Council approved an owner's application to replace the heating radiators in her suite at her cost (the covers are old and tattered, the fins are bent or broken). The Council approved the cost of correcting the heating line into the building, which is a maintenance issue.

#### **D) Bylaw Enforcement:**

The Council discussed the proper procedures in enforcing the bylaws of the building. There have been noise complaints (construction noises on Sunday or statutory holidays), complaints about owners altering common property without permission or undertaking alterations of strata lots without getting permits from the City of Vancouver.

First, the Council is required to enforce the bylaws and can respond to a complaint by investigating the complaint, determining whether a bylaw has been contravened and taking various steps to enforce the bylaw, including warning letters, issuing fines, and, if the matter is significant enough, seeking an injunction from the Supreme Court of BC. Whether a bylaw has been contravened must be determined by Council and cannot be delegated to the property manager.

Council established a policy on how it will respond to complaints of bylaw contraventions.

#### **E) In-Suite Renovations.**

It has been noted on several occasions that renovations in one suite have been ongoing at hours beyond what is permitted under the City of Vancouver bylaws regarding construction noise. The City restricts construction noise between the hours of 8am – 8pm Monday to Fridays, 10am to 5pm on Saturdays; no construction is permitted on Sundays and statutory holidays. Construction noise has occurred outside of these hours and the Council directed that the owner be notified and fines levied as the owner has been advised previously regarding this issue.

#### **F) Proposed Bylaws**

The City of Vancouver already prohibits construction on Sundays or on statutory holidays and Council discussed bylaws further restricting the hours and days during which owners are able to undertake renovations of their suites. These bylaws must be approved by the owners at a general meeting before they would become enforceable.

#### **G) Asset List:**

Council requested an update on the asset audit list, reminding Condex of the January deadline they previously committed to. Condex informed Council that they would source quotes for Council's approval from qualified consultants who could provide one.

#### **4. Miscellaneous:**

Council requested that owners with dogs or cats not wash fur-covered items in the washing machines. Some owners are allergic to dogs or cats and do not appreciate finding animal hair on freshly washed clothes.

Unlicensed vehicles are not permitted in the parkade. All vehicles must be insured for road use or insured by ICBC for storage. Letters will be sent to owners who appear to have uninsured vehicles in the parkade.

Owners who have toilets that run constantly (the chain is broken or the plug is not seated properly) are required to have this properly fixed as this will lead to higher costs for all owners.

Interior Repairs/Updates: Condex has obtained quotes to refresh and repair the building's interior. The quotes include painting, new carpets, doors and locks. Council discussed obtaining quotes for other building items such as front door graphics, bench in the lobby, etc. Any interior upgrades will be brought forward to the Owners to vote on at an SGM.



Renovation Request: Unit #311 made a request to renovate their suite. Part of the request was to install in-suite laundry. The owner supplied product data about the washing machine, but it is not clear if the washer's water flow meets the bylaw. Condex will follow-up with the owner on this issue. With the exception of the in-suite laundry, Council approved the proposed renovations.

Rental Exemptions: An owner who received a one-year rental exemption that was to end two months after the end of construction (substantial completion) has requested an extension. Council did not extend the rental exemption.

Bikes & Storage Clean Up: Bicycles are not to be chained/locked to any railings within the building and underground parking garage. Two (2) bicycle racks have been provided for owners in the underground parking garage. Condex will put up notices informing owners not to attach bicycles to railings in the underground parking garage.

Hot Water: an owner reported they had no hot water and also had a water leak in their ceiling. Condex to look into the issue and report back to council.

Exterior Lighting: An owner has reported that the light on his patio does not work. Condex to inform Silex.

There being no further new business the meeting adjourned at 9:00 pm.

**Condex Property Management Ltd.**  
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the by-laws.

**E) Building Security:**

It was discussed to have the building re keyed as well as the garage door fobs re-programmed, Condex to follow-up on timing and pricing. A reminder is to be given to Silex Restorations to ensure building security during the day, with extra attention to ensure that all points of entry are locked or buttoned up at the end of each day.

**F) Bicycle Rack Clean up:**

It was noted that bicycle storage is at a premium and more space may be necessary, Kemp volunteered to check all bikes not in racks and if not tagged or locked have them removed.

**G) Asset List:**

It was discussed to have some kind of list or report completed to assess the components of the building. Condex to get some quotes on having an asset audit report commissioned.

**H) Owners List:**

Condex to provide new updated owners list to council.

**I) Laundry Contract:**

Condex confirmed that the laundry contract has been signed with Phelps, and laundry revenues are being paid on a quarterly basis. Condex to follow up on the signing bonus.

**J) Lock Box:**

Council requests that lock box options be found to store building keys in an accessible location for ease of access.

**K) Site Cleanup:**

Council has directed Condex to arrange to have a garbage removal day for residents to be able to throw away any unwanted items in order to discourage owners from randomly placing items next to the garbage bins which results in extra costs overall for owners. It was suggested to wait till all exterior building repairs are completed, and is recommended to be a once/year occurrence.

**L) Building Project:**

Budget update to be forwarded to council. It was reported by Condex that the project is on time with an end date of October 31 and is coming in just under budget. Quotes for the exterior repairs to the patios, retaining walls and south fencing to be forwarded to council as soon as received from BC Building Science & Silex. As there have been some concerns raised over the design of the windows BC Building Science has contacted the supplier to follow-up on these concerns to determine solutions to the concerns and problems. Silex to be directed to have the construction debris removed from the perimeter of the building as quickly as possible. Council requests Condex compile a list of concerns and complaints that owners have raised over the length of the building project, and forward to council once complete.

**M) Rental Exemption Suites:**

Condex reviewed the terms of the suites that are renting their suites under s. 144 of the Strata Property Act (“Exemption from rental restriction bylaw”). The terms are until substantial completion of the construction project, plus two months. After that time the suite must be owner occupied.

There being no further new business the meeting adjourned at 9:00 pm.

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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 380, HELD ON WEDNESDAY, JULY 2, 2014 IN SUITE 413 1066 EAST 8<sup>th</sup> AVENUE, VANCOUVER, BC**

Council members present:           Christine Jones                   Kemp Edmonds  
  Carol Piotrowski               Greg Moore  
  Gary Poole                       Lori Hansen  
  Gloria Botelho

Condex Property Management LTD   Michael Van Lane, Strata Property Manager

Called to Order at 7:00pm

**1. Previous Minutes**

It was **MOVED AND SECONDED** to approve the minutes to the Council meeting held April 23, 2014 as circulated.

**CARRIED**

**2. Financial Statements:**

The Council deferred approving the statements to a later date.

The Council received an update of the arrears for the Special Levies.

Council requested an update on the increased costs of water & sewage from last year as was requested by an owner at the AGM (a City of Vancouver invoice and service); Council wanted an update for the laundry money deposits.

The Council approved the terms of the loan provided by City1 Financial and directed the property manager to sign the agreement.

**BUSINESS ARISING**

**3. Powerline**

A disagreement over the amount of money owed to Powerline for its services is being resolved. The Council directed the property manager to get advice from the Strata lawyer on how best to proceed.

**4. Hoarding**

The City of Vancouver and the Vancouver Fire Department (Hoarding Action Response Team) attended a site in which there had been a suggestion that the owner was hoarding. (Hoarding is defined as “the extreme collection of possessions that seem unusable or of limited value to others, such as old newspapers, clothes, and broken or old gadgets. Living spaces so cluttered they are no longer functional.”) Hoarding is viewed as a health hazard and a fire hazard.

The City did not find the suite fit their definition of hoarding although they did advise the owner to ensure that a one meter wide pathway be kept at all times in the suite.

**5. Rental Exemption Suites**

The Council reviewed the terms of the suites that are renting their suites under s. 144 of the Strata Property Act (“Exemption from rental restriction bylaw”). The terms are until substantial completion of the construction project, plus two months. After that time the suite must be owner occupied.

## **6. Storage**

The Council inquired that all owners renting additional locker spaces are fully paid.

## **7. Request for new radiator**

An owner requested to have her radiator replaced. The existing radiator is old, has required maintenance every year, and malfunctioned this year and damaged her flooring as well as the ceiling on the suite below. The Council requested that she research the possible radiators with Ray Davies Plumbing and provide Council with the options to review.

## **8. Request for a replacement lock on a storage area**

An owner requested that a lock be fixed or replaced on a storage area. Council directed that the property manager arrange the replacement or repair with trades.

## **9. Unwanted Mail**

Canada Post no longer collects undeliverable mail (Moved, Address Unknown, etc). If any owner receives unwanted mail addressed to occupants who no longer live in your suite you must mark it and put the mail into a postal box.

## **10. Tagging Bikes**

All owners will receive a notice advising them to tag or mark their bikes with their suite number. Untagged or unmarked bikes left in the bike storage area will be removed and disposed of. Council suspects that several bikes are actually abandoned.

## **11. Lockbox**

A lockbox will be placed on site for Council to be able to access service keys.

## **12. Building Project**

Council will request an update from Silex advising owners when the balconies will be in service (when the rails will be replaced, screen installed). Council will obtain a quote for the replacement of the rear fence from Silex and another service provider.

## **NEW BUSINESS**

### **13. Garbage Bin Lock**

Council received a complaint regarding binners (people who climb into the garbage bin to sort through looking for items to take) going through the bins and being aggressive. There is a request that the bins be locked. Council will monitor the situation.

There being no further new business the meeting adjourned at 8:15 pm.

**Condex Property Management Ltd.**

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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 380, HELD ON THURSDAY, MARCH 13<sup>th</sup>, 2014 IN SUITE 413, 1066 EAST 8<sup>th</sup> AVENUE, VANCOUVER, BC**

Council members present:                   Christine Jones       Gloria Botelho  
  Kemp Edmonds       Kelly Quinlan

Condex Property Management LTD   Michael Van Lane, Strata Property Manager

Called to Order at 7:00pm

**1. Previous Minutes:**

It was **MOVED AND SECONDED** to approve the minutes to the January 8<sup>th</sup>, 2014 Strata Council meeting.  
**CARRIED**

**2. Financial Statements**

The Council considered the financial statements for the months of January and February 2014. The Council questioned three invoices: an apparent double payment of an invoice from Silverback Landscaping, an invoice regarding a leak from a suite's toilet, and a surcharge on the invoice from the caretaker. The property manager will obtain answers to these questions and advise Council.

It was **MOVED AND SECONDED** to approve the financial statements for January and February 2014.  
**CARRIED**

Kemp Edmonds volunteered to step in as Finance member for the remainder of the year; the property manager will review invoices from October to December 2013 with Kemp.

The Council was updated on several suites that have either gone into bankruptcy or into bank foreclosure.

**3. Building / Silex**

The Council approved the charcoal flashing at the brick interface.

Council provided the property manager with three examples of light fixtures; these will be passed along to Silex who will obtain prices, availability, and comments for commercial grade light fixtures based on the styles provided by Council.

The Council was advised that an owner of a suite may be hoarding; the property manager has contacted the City of Vancouver and the Vancouver Fire Department to arrange a visit by a Hoarding Task Force. Hoarding can be a fire hazard.

**4. Security**

Owners are reminded to secure each suite as if it were on the ground floor; access to the suites via the scaffolding is possible.

Owners are reminded not to let anyone not known to them into the building, including persons posing as trades or contractors. **ALL LEGITIMATE TRADES WEAR A SECURITY BADGE.** Do not let anyone into the building who is not wearing a security badge. Please report any attempts to enter the building or any person on or around the scaffolding not wearing a security badge.

**5. East Side Gate**

There has been several attempts to break and enter the building through the east side gate on Glen St. The trades have recommended that this gate be upgraded to one with thicker gauge bars. Quotes will be



provided. This gate will need to be removed and replaced anyway during the course of the building exterior repair.

#### **6. Roof**

The roof is inspected every year. Design Roof will coordinate access to the roof top to inspect and maintain the roof (cleaning, patching, caulking).

#### **7. Storage**

The Council has observed that several owners seem to be storing items in common area closets, nooks, and spaces. While Council understands that there is pressure on owners for space due to the building exterior work it cannot allow owners to just place stuff anywhere. Owners who need space for storage are to contact Condex Property Management LTD.

Council has directed that a notice be distributed to all owners advising them to remove any items being stored without Council's authorization by March 30, 2014. After this date these items may be removed without further notice.

Council permitted an owner who is occupying a common area closet to continue to occupy it on the proviso that he pay a monthly fee of \$60.00 (effective beginning April 1, 2014) and with the understanding that the permission may be revoked for any reason with reasonable notice (as per s. 76 (4) of the Strata Property Act).

Owners who are locking their bikes to the railing will be directed to remove them immediately; bicycles must be stored in the bike room.

Council has directed that the bike room be given a 'spring clean out'; all owners will be issued with tags to attach to their bikes; all untagged bikes will be removed from the bike room and disposed of.

#### **8. Annual General Meeting**

Council will review a proposed operating budget to present the owners at the upcoming Annual General Meeting (AGM). Council approved putting a resolution on the agenda at the Annual General Meeting to waive the depreciation report. Council approved April 23, 2014 at 7pm as the date and time for the AGM. Notice will be distributed to all owners.

#### **9. Miscellaneous**

Owners are requested not to leave 'donations' in the laundry room. Please make other arrangements to donate the items to a local charity.

#### **10. Correspondence**

Council gave permission to an owner to install a washer /dryer.

There being no further new business the meeting adjourned at 8:30 pm.

**Condex Property Management Ltd.  
210-2695 Granville Street  
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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 380, HELD ON WEDNESDAY, JANUARY 8<sup>th</sup>, 2014 IN SUITE 305, 1066 EAST 8<sup>th</sup> AVENUE, VANCOUVER, BC**

Council members present: Gloria Botelho Kemp Edmonds (via speaker phone)

Christine Jones Kimberly Barwich  
Kelly

Condex Property Management LTD Michael Van Lane, Strata Property Manager  
Silex Restoration Grant Sutherland

Called to Order at 7:05pm

**1. Construction Project:**

Council met with Grant Sutherland regarding the construction project and reviewed various components of the construction project.

**WINDOWS**

The Council confirmed a custom colour for the windows (black).

The Council confirmed the window opening style (casement).

The Council confirmed the type of handles for the window casement openers (roto).

**RAILING & BALCONY**

The Council confirmed the railing profile (flat top/square post).

The Council confirmed the balcony glass (satin etch).

**DESIGN FINISH**

The Council confirmed the cladding colour, trim colour, with the exception of the red which doesn't match. Grant Sutherland will source a colonial red that is consistent with the trim colour.

The Council approved the vinyl as a soffit material.

The Council approved the "Bronze" decking sample.

**PERMIT**

The Development Permit has been approved by the City of Vancouver and BC Building Science and Silex are working on getting the Building Permit finalized with the City. It is anticipated this will be completed within the next two (2) weeks.

**ESTIMATED COSTS**

Council has advised Condex to follow-up with both BC Building Science and Silex for further details on the costs associated with the Demolition of Balcony Soffits.

**ASBESTOS TESTING**

The exterior stucco has tested negative for asbestos which reduces the cost of the disposal and a savings to the construction project.

The interior drywall has tested positive and negative for asbestos. A third test will establish a pattern and is scheduled for Sunday January 12, 2014 at 11am. If the third test results are negative it will likely reduce the construction costs for the project.

### **TREE REMOVAL**

Two trees need to be removed: a maple tree located at the north east corner of the property and a pyramid cedar tree located at the east side of the property and several trees need to be trimmed back in order for the construction project to proceed and BC Building Sciences has been given the go-ahead to hire Silverback Treeworks to obtain the necessary permits from the City of Vancouver and remove the trees and prune others.

### **LIGHT FIXTURES**

Council has been advised that the choice for a light fixture for the balcony lights should be a commercial grade product. Kemp Edmonds volunteered to take photos of fixtures available at supply shops in order to facilitate decisions about style.

### **FENCING & GANGWAYS**

Replacing gangways and the first fence post are part of the base work.  
Council has requested an estimate from Silex to replace the south fence.  
Council has requested an estimate from Silex to add gates at the end of the gangways.

### **CONSTRUCTION SCHEDULE**

The end of the project is scheduled for October 31, 2014.

### **INSURANCE**

The Council considered a proposal from BC Building Science and Silex regarding obtaining Course of Construction insurance at a cost of \$10,000.00. The property manager had discussed this proposal with the Strata Corporation's lawyer (David McKenzie) and has made inquiries with the Strata Corporation's insurer (BFL Canada).

Council will decline coverage from Silex and obtain coverage from BFL Canada, if required.

### **COMMUNICATION TO OWNERS**

Condex will liaise with Silex and BC Building Science and issue an email communique to update once a week or in the event of a major event (the removal of a tree or the beginning of drilling). This communique will also be posted on the bulletin boards designated for the construction project.

### **2. Graffiti**

Graffiti on the fence at the East side of the property has returned after previously being painted over. This section of the fence is in the scope of work to be replaced at the end of the construction process. Kimberly Barwich has volunteered to paint the fence.

There being no further new business the meeting adjourned at 8:45 pm.

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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 380, HELD ON WEDNESDAY, NOVEMBER 6<sup>th</sup> 2013 IN SUITE 401, 1066 EAST 8<sup>th</sup> AVENUE, VANCOUVER, BC**

The meeting was called to order at 7:00 pm.

Council members present: Gloria Botelho Kemp Edmonds  
Christine Jones Jody Burton Kelly Quinlan

Condex Property Management Ltd. Michael Van Lane, Strata Property Manager

**1. Previous Minutes:**

It was **MOVED AND SECONDED** to approve the minutes August 12, 2013 Council meetings.  
**CARRIED**

**2. Financial Statements:**

As the finance member was not present the approval of the financial statements were tabled to a later date.

A suite in the building is being foreclosed by the bank. The Strata Corporation has updated its lien against the suite for arrears in maintenance fees and special levies. A lien by a Strata Corporation takes priority over a mortgage holder and typically the banks will pay out the arrears in order to maintain its priority.

The Council was updated on the number of owners who had paid the special levy and how many owners who would be participating in the strata loan.

**3. Construction Project:**

There are two colour schemes being considered for the exterior of the building. BC Building Sciences ("BSBSP") will provide colour and material boards so that Council can present to owners for review.

While the final specifications for the building are almost complete BSBSP requires some direction regarding railing styles and some other details before they can apply for the necessary permits from the City of Vancouver. A meeting is set up for November 14, 2013 with BSBSP and Silex to get all these last details sorted out.

**4. Rental Hardship**

Council established a protocol for any applications for exemptions to the rental restriction bylaws so that all applicants are treated equally and in a timely manner.

**5. Storage Lockers and Storage Room**

An owner who is renting a room for storage and who has been issued a notice by the Strata Corporation to vacate the locker (under the Strata Property Act a common property storage room can be provided to an owner for his or her exclusive use but the Act provides that the permission can be revoked with reasonable notice) requests permission to be granted a hearing to argue his case. Council will invite him to the November 14, 2013 meeting.

Council discussed the upcoming storage needs of owners in the building generally as the construction project is about to start. There are several small rooms that could be used temporarily for owners who will need to clear balconies, and patios, and interior areas due to the building repairs. Two members of Council will inspect these rooms to determine if they would be suitable.

**6. Cats**

An owner is allowing her cats to roam outside. The cats then enter the lobby or the underground parkade. The building bylaws prohibit an owner to allow a pet on the common property, except on a leash. The common

property includes the lobby and the parking garage.

The Council has addressed this directly with the owner (by bringing the cat back to the owner) and Council has knowledge of other owners advising the owner of the situation, but no action has been taken by the owner to correct the situation.

Apart from being a bylaw violation (allowing an animal to be off-leash on common property) Council also finds this behavior a nuisance and has directed that a letter be sent to the owner and a fine be imposed. If the behavior continues then fines will be issued each time it happens (there are currently over ten separate incidents reported). Fines of \$200.00 are possible for each instance.

#### **7. Moths**

An empty suite is infested with moths and possibly silverfish. A letter has been sent to the owner advising them that unless the pests are handled the Council will hire a locksmith and gain access to the suite to treat the pests.

#### **8. Dumping in the Back Alley**

Council have noted that items such as old TVs, mattresses, and etc. are being dumped in the back alley. Abandoned garbage causes health and environmental risks, encourages more illegal dumping, and sends a message that illegal activity is okay in your neighbourhood. A "No Dumping" sign will be obtained from the City of Vancouver and posted in the back alley.

#### **9. Graffiti**

Graffiti at the back fence has returned. Council decided to not repaint over the graffiti again as it is on the section of the fence that is to be replaced after the exterior repairs have been completed.

#### **10. Lobby Bench**

Council discussed that the bench in the lobby is dirty and stained with paint. The lobby bench will be steam cleaned.

#### **11. Mailbox in Lobby**

Council discussed the issue of misdelivered mail and that using the bulletin board to post the mail for the letter carrier to retrieve from is not the most efficient system. A separate mailbox will be installed in the lobby near the mailboxes for any mail that has the wrong address (misdelivered).

There being no further new business the meeting adjourned at 8:00 pm.

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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 380, HELD ON MONDAY, AUGUST 12<sup>TH</sup>, 2013 IN SUITE 105, 1066 EAST 8<sup>TH</sup> AVENUE, VANCOUVER, BC**

The meeting was called to order at 7:10 pm.

Council members present: Gloria Botelho Kemp Edmonds  
Christine Jones  
Terry Kennedy (via conference call)

Condex Property Management Ltd. Michael Van Lane, Strata Property Manager  
Warren Clare, Strata Manager

**1. Previous Minutes:**

Approval of the minutes to the July 3, 2013 meeting was postponed to a later meeting.

**2. Construction Project:**

The Council discussed two proposals for engineering services: BC Building Sciences and Spratt Emanuel Engineering.

Council directed the property manager to approach BC Building Sciences and negotiate a better price and to proceed with retaining their services.

BC Building Sciences had confirmed by telephone that the specifications would take as long as two months to be complete but that the project could proceed under the CCDC5 contract. Under this contract the project can proceed as the specifications for each component part is completed. The CCDC5 contract provides for a fixed price contract when all the specifications are known and the owners can then lock down a definite price.

Council discussed whether to engage Powerline for the construction management of the project and discussed the services provided by the engineers through the CCDC5 contract and other management services they might need.

Council advised the property manager to contact David McKenzie of Jenkins Marzban Logan LLP to review the contract with Powerline and advise Council.

David McKenzie to contact Grant Sutherland of Silex to advise him that the Council had agreed to hire BC Building Sciences.

**3. Rental Restriction:**

Council has agreed to formalize a policy to deal with the requests by owners who wish to be exempt from the rental restriction bylaw as per s. 144 of the Strata Property Act ("hardship"). Owners who apply for hardship will be provided a form to complete requesting detailed information regarding their finances and situation. Council wishes that all owners are treated equally in the application process.

**New Business:**

**1) Renovation in suite**

An owner is using the scaffolding as a work-place for renovations and will be asked to stop. The scaffolding is not to be accessed by owners or anyone other than the authorized trades.



## **7. Special General Meeting:**

It was agreed to proceed with Special general meeting on July 24, 2013 to address the new scope of work through options of a building loan or owners paying their portion of the scope of work.

Council was going to put together a pamphlet or hand out to be sent to all owners describing work to be done, finance options, with a FAQ portion and a field that owners could submit questions prior to SGM. It was suggested to hold 2 information meetings (July 14, and July 16) were dates talked about.

### **New Business:**

#### **1) Building: Roof**

It was agreed to have Design Roofing prioritize the quoted repairs/ maintenance of the roof before proceeding with any repairs at this time considering the new work to be done on the balance of the building.

#### **2) Correspondence:**

#### **3) Other business:**

It was discussed that some council meetings or portions of are in camera discussions and council needs to proceed accordingly.

Christine has volunteered a spot cleaner to be used on all small new stains on the carpets, it was agreed to ask Tom Martin if when he sees them to clean when and if the situation arises.

It was also talked about possibly a new vacuum for the caretaker.

Possibly having the west side exit doors altered to have the same Lexan applied to them as were done on the East doors.

There being no further new business the meeting adjourned at 9:00 pm.

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Council discussed the painting of the lobby and the process it had taken. Some members of Council felt that the decision to change the colour and paint the tiles was beyond what had been discussed and agreed on.

#### **5. Smoking**

Owners who smoke in their apartments are requested to place a door sweep to prevent the smell from entering into the common hallway and take other actions as necessary. Apparently, in some parts of the hallways it's pretty stinky.

#### **6. Correspondence**

An owner, whose parking stall has been appropriated for the construction project, requested that another stall be provided to her.

An owner, whose parking stall has been appropriated for the construction project, objected to having her car towed to another stall without her permission.

An owner was given permission to install a hard-surface floor provided that sound-dampening insulation was used and with the understanding that any consequent noise complaints would have to be dealt with by putting down area rugs or in extreme cases removing the flooring.

#### **7. Common Property**

Council discussed common property versus limited common property and was advised to consider changing the current status. Council asked property management to table this topic and provide more detailed information at a future Strata Council meeting.

There being no further new business the meeting adjourned at 9:00 pm.

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