



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2972, THE VICEROY, HELD ON THURSDAY, JANUARY 18<sup>th</sup>, 2007, AT 5:00 P.M., IN THE MEETING ROOM, 1088 QUEBEC STREET, VANCOUVER, B.C.**

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**To all Owners: These Minutes are available in Chinese. Please contact Management to have your unit number added to the Chinese Minutes distribution list. If there are any discrepancies between the English and the Chinese versions, the English version shall be considered correct.**

Council in Attendance:	Lynn Guilbault	President
	Nyal Wilcox	Vice-President
	Donna Marie McIntyre	
	Peggy Craven	
	Carolyn Chandler (6:37pm)	
Property Manager	Sherry McCuaig	The Wynford Group
Regrets:	Nedra Dickinson	Treasurer
	Jack Wong	Privacy Officer

**1. CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

**2. CARETAKER'S REPORT**

The Caretaker provided the following written report:

1. Water leak reports were received on January 2 from a 6<sup>th</sup> floor resident (bedroom ceiling) and a 24<sup>th</sup> floor resident (dining room ceiling). Western Development found that the water proofing membranes on the above balcony deck and rooftop garden areas were worn out.
2. The Restoration Shop was called by ERP at around 6am on January 2 due to a water leak at the upper ground hallway leading to the fire exit to the garden. A faulty laundry washer hose was found leaking in a 6<sup>th</sup> floor unit.
3. The resident of the 18<sup>th</sup> floor informed the caretaker of a delivery of few boxes and Ikea furniture advising there was no need to hang the elevator pad. A report was received and video camera has confirmed that several boxes and large wooden bookcases were moved in for about an hour. The door at National Street lobby was even jammed opened for a period of time. (*Management was given instructions on correspondence to this Owner*).
4. A glass panel at parkade level 1 was found broken/smashed in the afternoon of January 8. Action Glass replaced the glass panel on the following day.
5. A Council member conducted an inspection on the balcony deck and rooftop garden areas where membranes have failed.
6. Elevator A was out of service on Tuesday January 16 due to faulty door controller relay. Otis Elevator replaced the defective part on the following day.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on December 14<sup>th</sup>, 2006, as circulated. **CARRIED.** (Unanimous)

In reference to Item 6A, it was noted that Nyal Wilcox will now be on the Balcony Membrane Committee with Glen Boodoosingh.

4. **APPOINTMENT OF COUNCIL MEMBER**

Council discussed a letter from Owner, C. Chandler, in reference to the invitation to join Council.

It was **MOVED / SECONDED** to appoint C. Chandler to Council. **CARRIED.** (Unanimous)

C. Chandler was then contacted by telephone and invited to join the meeting. She arrived partway through the meeting.

5. **COMMITTEE REPORTS**

**A. Security**

There was no report, as J. Wong was not in attendance. Council discussed problems with people jamming doors open and not waiting for the garage gate to close, etc. These items will be mentioned again in the next newsletter.

**B. Inter-Tower**

There has been no recent Inter-Tower meeting. It was suggested the Councils of the other Citygate Towers be asked if they would be interested in participating in a group Council meeting to discuss issues affecting all Citygate properties.

**C. Employment**

Nothing to report.

**D. Balcony Membrane**

N. Wilcox, who has recently formed the Membrane Committee to review the upkeep and regular replacement of balcony and planter deck membranes, provided a report to Council. He viewed balcony membranes associated with water issues in several units that had been identified in the Caretaker's Report (items 2.1, 2.5 of these Minutes) and provided Council with information on measures that could be taken to extend the life of these membranes (including improving/sealing vertical terminations and thoroughly caulking the concrete cold joints), and exploring other products for membranes that have a longer warranty and provide a better seal. While these other products are more expensive, it was suggested that they be used to replace balcony and planter membranes one at a time, as required as part of regular maintenance. Other solutions will continue to be explored.

Council discussed leaks into the parkade from the planter outside. While epoxy injection into the concrete is a temporary solution, a longer-term solution is to dig up the planter, inspect the membrane to replace if necessary, and improve the drainage to better protect the building. Original warranties will be reviewed.

6. **BUSINESS ARISING FROM THE MINUTES**

**A. Parking on National Street**

P. Craven provided a report. The City of Vancouver has responded to her correspondence, advising they are looking into the issue. More information should be available at the next Council meeting.



### **B. Legal Opinions**

Council discussed legal opinions, provided by the Strata Corporation's lawyer, in response to a request for her opinion on three items. The first item involves problems with a Resident in the pool area. Management was instructed to prepare a letter to the Owner of the unit in question, outlining the concerns. The second issue related to liability for Strata employees. Management will provide written instructions in accordance with the opinion provided.

C. Chandler arrived at 6:37 p.m.

The third item related to liability for the Strata Corporation should a dog bite someone while on the property. It was agreed to defer discussion on this issue until the next Council meeting, since two Council members were not in attendance.

### **C. Parkade Issues**

Council considered a quote from Western Development, for epoxy injection repair work, to address leaks into the parkade. Council would like to see a longer-term solution to this problem, but agreed something has to be done in the interim.

Accordingly, it was **MOVED / SECONDED** to approve of the work, as quoted. **CARRIED.** (Unanimous).

L. Guilbault will discuss this issue with an engineer.

## **7. NEW BUSINESS**

### **A. Lobby Plants Lease Buy Out**

Council considered an option to buy out the lease for the lobby plants from Carefree Greenery. It was felt the Strata Corporation would be better served by continuing the lease, which provides that the company will care for and replace the plants, as required.

### **B. 2007 Property Assessment**

Council reviewed the 2007 property assessment for the Strata Corporation-owned unit from the City of Vancouver. It was noted that the City now assesses all Strata Corporation-owned units at \$10,000, based on a new ruling on the definition of common property as encompassing the Strata Corporation-owned units.

### **C. Fire Department & Lockbox**

Council was provided with information on a possible breach of security of the fire department lockbox systems. As recommended, keys have been removed from the lockboxes.

### **D. Carpet Cleaning Price Increase**

Council reviewed a letter from the carpet cleaning contractor regarding a 6% price increase. It was noted there has been no increase from this contractor in recent years.

A separate contractor has been asked to do a test strip cleaning of the dark edges of carpet in one of the common areas. They advised this work must be done by hand and that the dark areas are likely to reappear in a relatively short period of time. Council will decide on further action once this test strip has been completed.

**E. Fire Control Equipment Repairs**

Council reviewed a quote from Edwards Fire for the fire control equipment repairs, deemed necessary, subsequent to the annual fire inspection. It was noted the costs were significant and, in some cases, not quantified, as only an hourly rate was given. Another fire control contractor will be asked to provide a quote on the required work.

**F. Bottle Donation Bins**

Council considered a letter from the Developmental Disabilities Association, requesting permission to place a bottle donation bin in the garbage room. Approval was granted on a trial basis. Pickups must be coordinated with the Caretaker.

**G. Dryer Vent Problem**

Council considered a quote from Western Development for installation of a booster fan and ceiling repairs in a unit with a problem dryer vent. Installation of booster fans is an individual Owner's expense. The Strata Corporation will arrange for the interior repairs once the booster fan has been installed.

**H. Caulking around Vent of a 9<sup>th</sup> Floor Unit**

Council considered a quote from Western Development to do caulking work around a vent of a 9<sup>th</sup> floor unit. It was noted that similar work is required on an 11<sup>th</sup> floor unit on the same side of the building.

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

**I. Leak above Window – 25<sup>th</sup> Floor Unit**

Council considered a quote from Western Development to repair cracks in the concrete above a window of a 25<sup>th</sup> floor unit.

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

**J. Mechanical Maintenance**

Council considered a quote from Milani Plumbing & Heating for work suggested subsequent to the last quarterly maintenance visit.

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

**K. Purchase of Exercise Ball**

An Owner has requested that the Strata Corporation supply an exercise ball for the gym. This will be arranged.

8. **FINANCIAL REPORT**

**A. Operating Statements**

Consideration of the November 2006 operating statements was deferred, as the Treasurer was not in attendance.

**B. Receivables Report**

Council discussed the most recent receivables report. It was noted that receivables are in good shape. No action was requested.



9. **PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council members were provided with a copy of the most recent site inspection report. The Caretaker has provided feedback on maintenance items, which are being addressed. Letters will be sent to Owners regarding items in parking stalls, as required.

**B. Correspondence**

Council considered eleven items of correspondence.

- A letter was received from a 24<sup>th</sup> floor Owner regarding a leak into their unit. Work has been ordered to the membrane above.
- A letter was received from a 25<sup>th</sup> floor Owner regarding a mouldy smell. It is expected the membrane repair work will address this issue.
- A letter was received from an 11<sup>th</sup> floor Owner regarding some exterior maintenance work required at the Owner's unit. This work has been ordered.
- A letter was received from an Owner regarding the ongoing problem of dog feces in the courtyard. Council discussed possible solutions to the problem, including installation of glass railings. Plans will be reviewed to determine the requirements of rights of way / easements over the property.
- A letter was received from an Owner regarding a plumbing problem in the unit. The Caretaker has determined that it is a localized problem. The Owner has been advised to contact a plumber.
- Three letters were received from an Owner regarding condensation, the dangers of exiting the driveway and cigarette ash on their balcony. Management was instructed on a response.
- A letter was received from an Owner requesting installation of a flap over their fireplace vent. Western Development will be asked to assess.
- A letter was received from an Owner requesting maintenance on the 2<sup>nd</sup> floor rooftop garden area, requesting permission to install bars on their windows and requesting assistance regarding a plumbing issue. Garden maintenance work will be ordered. More information is required on style and colour of window bars before permission can be granted. Management was instructed on a response regarding the plumbing question.
- A letter was received from an Owner regarding the 25<sup>th</sup> floor rooftop garden area. Some work has been ordered. The Owner's questions will be referred at the Balcony Membrane Committee for their review and consideration.

**C. Items in Progress**

1. 2010 Banner Project (waiting for further information).
2. Obtaining quotes for building envelope work, restorative carpet cleaning, and a chain link enclosure outside the meeting room.

**D. Completed Items**

1. Ordered leak repair on 25<sup>th</sup> floor membrane.
2. Had Western Development adjust a window in a 17<sup>th</sup> floor Unit.
3. Received Quarterly Mechanical Maintenance Report from Milani Plumbing & Heating.
4. Arranged repairs to 7<sup>th</sup> floor planters.
5. Action Glass replaced broken glass panel with wire mesh on P1.
6. Had after-hours emergency call from a 3<sup>rd</sup> floor resident re: soapy water on bathroom floor.
7. Arranged window repair at a 9<sup>th</sup> floor Unit. (Western Development).
8. Borrowed \$35,000 from Contingency for cash flow, as approved by Council.

10. **TERMINATION**

There being no further business, the meeting was terminated at 7:45 p.m.

The next meeting is scheduled for **Thursday, February 15<sup>th</sup>, 2007.**

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

**ATTENTION**

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

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

APPROVED \_\_\_\_\_  
BY  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

(01/22/07) (MIN-01.18.2972)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2972,  
THE VICEROY, HELD ON THURSDAY, FEBRUARY 15<sup>th</sup>, 2007, AT 5:00 P.M., IN THE  
MEETING ROOM, 1088 QUEBEC STREET, VANCOUVER, B.C.**

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Council in Attendance:	Lynn Guilbault	President
	Nyal Wilcox	Vice-President
	Nedra Dickinson	Treasurer
	Jack Wong	Privacy Officer
	Donna Marie McIntyre	
	Peggy Craven	
	Carolyn Chandler	
Property Manager	Sherry McCuaig	The Wynford Group

**1. CALL TO ORDER**

The meeting was called to order at 5:04 p.m.

**2. CARETAKER'S REPORT**

The Caretaker provided the following written report:

1. Noise complaints were received from two units regarding loud music and partying from another unit during the night and early morning of January 20<sup>th</sup> – 21<sup>st</sup>, 2007. Written reports have been submitted to Management.
2. Reports were received that the security video surveillance camera in the building was not working in the in-suite television on January 30<sup>th</sup>, 2007. Vidtech came and recommended to replace the defective quad video monitoring unit. The Caretaker was able to make it operational by replacing the 12-volt power adaptor to the quad unit.
3. Western Development has started the restoration of water damage ceiling and walls of a 23<sup>rd</sup> floor unit and a 20<sup>th</sup> floor unit on February 12<sup>th</sup>, 2007.
4. The ERP has repaired the uneven pavers at the courtyard and sidewalks.
5. It was noted that it is difficult to see the person at the Quebec Street enterphone at night, due to the lighting in the area. The Caretaker will ask Vidtech for their recommendations.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on January 18<sup>th</sup>, 2007, as circulated. **CARRIED.** (Unanimous)



4. **COMMITTEE REPORTS**

**A. Security**

J. Wong provided a report. The following points were noted:

- The Committee would like to improve security at the front door. It was noted that the position of the mirror on the wall in the lobby allows people coming through the front door to see if someone is following them. Residents are reminded not to let anyone follow them into the building.
- Letters of complaint were received regarding postings in the elevator on security. The Committee will be preparing a separate memo with more sensitive security information to be translated and put under each door for Residents.
- P. Craven is still trying to obtain more information on Block Watch. A captain and co-captain are required, as well as a certain amount of Resident participation. Block Watch signs would be posted, etc. It was pointed out that police respond more quickly to buildings that are part of Block Watch. It was suggested a Block Watch meeting might be coordinated with the next social event to help people get to know their neighbours.
- J. Wong contacted a door company to find out what options are available for improving doors and door frames. There were many different options and prices for various types of doors. Individual Owners can upgrade their doors, as long as the style, colour and hardware look the same as original. Information will be provided at the next social event.
- It was also noted that reinforcing the door jamb would be beneficial. More information will be in the next newsletter.

Four lights are out in the courtyard area. The old fixtures are no longer available. New fixtures of the same size and similar style are very expensive. Also, two of the light stanchions for the walkway are no longer working. An electrician will be consulted.

The camera in the pool room still requires repositioning. The Caretaker will be asked to discuss this with Vidtech.

Some of the pavers at the National Street entrance are uneven and require re-levelling. This will be arranged.

**B. Inter-Tower**

At the last Inter-Tower meeting, Block Watch was discussed. A Resident of the Viceroy made a presentation on noise from skateboarders.

Residents, some potentially from a neighbouring building, have been using the courtyard to allow their dogs to defecate and urinate, and, in many cases, are not picking up after their dogs. It was suggested that a wide hedge and railing be installed to keep people and their pets off the grass areas. This will be discussed further at the next meeting. Viceroy Residents are asked to submit any other suggestions for addressing this issue in the Viceroy Strata mailbox.

**C. Employment**

Nothing to report.

**D. Balcony Membrane**

Nothing to report.

**E. Social**

The Social Committee is looking at organizing an event, possibly for March 2007, to be coordinated with information about possible security upgrades and measures.



5. **BUSINESS ARISING FROM THE MINUTES**

**A. Parking on National Street**

The City of Vancouver has advised they have referred the matter to their engineering department. P. Craven found a similarly dangerous driveway at another building and took pictures of the set up and their signage. This will be forwarded to the City.

**B. Legal Opinion – Dog Bite**

This issue was discussed at the last Council meeting but deferred, as some Council members were not in attendance.

Muzzling of dogs was suggested. It was noted that this would be very difficult with certain types of dogs, such as pugs, and is not necessary for most dogs.

It was **MOVED / SECONDED** to approve a new Rule, stating that Council may require any “dog of concern” to be muzzled while on common property. **CARRIED.** (Unanimous)

**C. Parkade Issues**

This item was deferred for discussion at the next Council meeting.

**D. Carpet Cleaning**

Management is still waiting for the carpet cleaning contractor to do a test strip.

6. **NEW BUSINESS**

J. Brown has advised she will no longer be able to do elevator postings. Anyone interested in taking over this position is asked to contact Council or Management.

7. **FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer provided a report on the November and December 2006 operating statements. There were a couple of anomalies in the November statement, but no mistakes were noted. There were no concerns regarding the December statements.

It was **MOVED / SECONDED** to approve the November and December 2006 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

**B. Receivables Report**

Council discussed the most recent receivables report. The receivables are in good shape. No action was requested.

8. **PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

The site inspection report will be e-mailed to Council for their review. Council requested that the inspection report be forwarded to Council at the Council meetings in future.

**B. Correspondence**

Council considered eleven items of correspondence.

- A letter was received from an Owner regarding the 2010 Olympics Banner Project. The Owner asked about the size and area of the proposed banner. Council's understanding is that it would be

for the west side of the building, but there have been no approvals by the City or the Strata Corporation. If THE city approves the banner project, the matter would then require approval of the Viceroy Ownership at a General Meeting.

- Letters were received from three Owners complaining about noise from a neighbouring unit. Management was instructed on correspondence to the Owner of that unit.
- An anonymous letter was received regarding security issues. Council cannot address anonymous correspondence.
- A letter was received from an Owner regarding the posting of security tips. The input is appreciated and the notice has since been removed. Information will be provided in a more discreet way.
- A letter was received from an Owner regarding a leak in their unit. Western Development has been asked to assess.
- A letter was received from an Owner expressing his opinion that the 2010 Banner Project should not proceed. The input is appreciated; however, nothing will proceed without a vote of the Ownership regardless.
- A letter was received from an Owner regarding a leak through their kitchen ceiling from their dryer vent. The Owner will be advised it is their responsibility to install a booster fan. Once this is done, the Strata Corporation will repair the ceiling damage.

It was suggested the Minutes contain information regarding which channel is the security channel for various cable and satellite providers. The information is as attached.

An Owner attended the Council meeting to discuss logistics of repairs to their balcony membrane. The contractor involved was also in attendance to answer questions. Since the unit is tenanted, there are logistics issues for the Owner. The Owner will first check with his tenant regarding scheduling then Management will follow up with a response.

## 9. TERMINATION

There being no further business, the meeting was terminated at 7:02 p.m.

The next meeting is scheduled for **Thursday, March 15<sup>th</sup>, 2007.**

Do you have a question regarding payment of your account?  
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### ATTENTION

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APPROVED \_\_\_\_\_  
BY  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_  
(02/20/07) (MIN-02.15.2972)





*The VICEROY at CityGate*

101 - 1088 Quebec Street, Vancouver, BC, V6A 4H2

*A Strata Corporation*

*Telephone 604-669-2410*

January 21, 2005

## **NOTICE**

### **RE: Security video channel 59**

Shaw Cable has made some revision on security video channel that will take effect immediately.

- Security Video Channel 59 will now be channel **116**  
**for regular subscription**
- Security Video Channel 59 will now be channel **399**  
**for digital subscription**
- Channel 59 will now be French TV5
- Bell express Vu- Channel 3

Please bear with us the inconvenience of the short notice.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2972,  
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	Peggy Craven	
	Carolyn Chandler	
Property Manager	Sherry McCuaig	The Wynford Group

**1. CALL TO ORDER**

The meeting was called to order at 5:07 p.m.

**2. CARETAKER'S REPORT**

The Caretaker gave the following written report:

1. Elevator A was out of service for four days, from February 27<sup>th</sup> to March 2<sup>nd</sup>, 2007, due to a defective door controller electronic board. Otis Elevator replaced the defective part on March 2<sup>nd</sup>, 2007.
2. Residents' vehicles were towed from visitor parking on February 21<sup>st</sup> and March 1<sup>st</sup>, 2007. Both vehicles were parked in the visitor parking area without the Viceroy visitor's pass.
3. A 6<sup>th</sup> floor Resident reported a water stain on their dining room ceiling and living room ceiling. Western Development inspected it on March 14<sup>th</sup>, 2007, and found that the dining room ceiling water stain came from the clothes dryer duct and the living room water stain would be coming from the above balcony. Investigation is required at the balcony above.
4. Vidtech inspected the issue of lighting at the Quebec Street enterphone and provided the following options:
  - (a) Installation of additional external lighting fixture to illuminate the area.
  - (b) Replace the existing pin light camera in the enterphone panel, with surface-mounted camera with LED lights around it.

Issues with this type of installation were explained.

Council discussed various options for lighting at the Quebec Street enterphone. The Caretaker will experiment with the surface-mounted lights.



Council discussed the positioning of the pool area camera. It was suggested that another camera in this area might be beneficial. Vidtech will be asked to provide a quote.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on February 15<sup>th</sup>, 2007, as circulated. **CARRIED**. (Unanimous)

4. **COMMITTEE REPORTS**

**A. Security**

J. Wong provided Council with copies of translated security notices for posting and separate notices for delivering under each unit door. Both notices will be e-mailed to all Council members with the English version, prior to delivery. Information about the upcoming wine and cheese party, on March 29<sup>th</sup>, 2007, will be in the notice, as well.

**B. Inter-Tower**

There has not been an Inter-Tower meeting since the last Council meeting, but there has been a newsletter with information regarding a biomass energy plant, suggested for the local area. The plant would burn wood pellets. Smoke is a concern. An open house was happening at the same time as this Council meeting at Science World, to discuss the issue.

Council members of other Citygate Towers will be encouraged to attend the next Inter-Tower meeting, to discuss issues that affect all Towers.

**C. Employment**

Nothing to report.

**D. Balcony Membrane**

Nothing to report.

**E. Social**

There will be a wine and cheese party in the lobby on Thursday, March 29<sup>th</sup>, 2007, at 7:00 p.m. Notices will be posted.

P. Craven advised she had e-mailed City Hall again about the National Street parking issue. At the time of the Council meeting, she was still waiting for a response. Subsequent to the Council meeting, a response was received. It appears unlikely that the City will make any changes to the existing parking arrangements at the driveway on National Street. The City has confirmed that it will not make any changes to the existing setback for on-street parking east of the driveway on National Street. Council is considering alternative measures to improve sight distance for exiting from the Viceroy driveway.

**F. 2010 Banner Project**

Council has received a few letters from Owners who are not in agreement with the 2010 Banner Project idea. Some other Owners have indicated strong support for the idea. The Strata Corporation's lawyer will be consulted as to whether a unanimous, or 3/4 Vote would be required to proceed with this project.

5. **BUSINESS ARISING FROM THE MINUTES**

**A. Enclosure Around Gas Meters**

Council considered a quote from Western Development to install a chain link enclosure, with gate, around the gas meters outside the meeting room.

It was **MOVED / SECONDED** to approve the quote for the required work. **CARRIED.** (Unanimous)

**B. Letters from a 24<sup>th</sup> Floor Owner Regarding Various Issues**

Council discussed letters from a 24<sup>th</sup> floor Owner regarding several issues including condensation on a window, visitor parking infractions, and cigarette butts / ashes coming down on their balcony. Management was given instructions on a response.

6. **NEW BUSINESS**

**A. Landscaping Contract**

Council reviewed a quote for renewal of the landscaping contract.

It was **MOVED / SECONDED** to approve the renewal, as long as the price is within 5% of last year's pricing. **CARRIED.** (Unanimous)

The landscaping contractor will be asked to provide a quote to add topsoil, where there are tree roots showing, along the front of the building on the National Street side. It was also noted that some of the trees along the perimeter of the property are leaning. The landscaping contractor will be asked if any of the trees need tying up, or support stakes.

**B. Building Envelope Maintenance**

BEMCO did an inspection last year. They will be asked to update their quote for the required building envelope maintenance work, for consideration at the next Council meeting.

**C. Certification of Roof Anchors**

A quote will be obtained from the same company that certified the roof anchors last year. It will be sent to Council by e-mail.

**D. Window Washing**

It was **MOVED / SECONDED** to have All Star Window Washing clean all of the windows and the outside of the balcony railings, if their pricing is within 5% of their last invoice. **CARRIED.** (Unanimous)

**E. Exercise Equipment Service Rate Increase**

A letter was received from Exer-tech Services regarding a small increase in their quarterly maintenance contract. No action was requested.

It was pointed out that the blinds in the gym area require cleaning. Quotes will be obtained.



7. **FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer provided a report on the January 2007 operating statements. It was noted that a journal entry is required between the "Security Guard" and the "Relief Caretaker" budget categories. It was also noted that the "Elevator" category is over budget. One journal entry is required to recode some of the monies for the elevator category to the prior fiscal year, which is when the expenses were accrued.

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

**B. Receivables Report**

Council discussed the most recent receivables report. No action was requested.

8. **PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council reviewed the most recent site inspection report. A copy will be forwarded to the Caretaker for follow up on maintenance items.

**Note: Please check the condition of your front door and clean it, if required. Your cooperation is appreciated.**

A walk-around will be conducted to determine where letters need to be sent to Owners reminding them to clean their front doors.

Council discussed replacement of numbers on unit doors. It was noted that the original numbers are not likely to be available. One Owner has replaced their unit numbers with a similar-sized, brass-style number. Council members will view the numbers to determine if they are acceptable.

**B. Correspondence**

Council considered five items of correspondence.

- A letter was received from an Owner regarding a dog howling in another unit, which was not identified. Management was instructed on a response.
- Letters were received from two Owners voicing their concerns about the 2010 Olympic Banner Project. This prospect is in the very preliminary stages. Nothing will be agreed, or signed, without presenting the issue to the Ownership at large.
- A letter was received from an Owner regarding security issues. Management was given instructions.
- A letter was received from an Owner regarding a Resident continually parking in the visitor parking area on weekends. Management was given instructions.

**C. Items in Progress**

1. Having a carpet edge strip test cleaned to try to remove dark shadow effect.

**D. Completed Items**

1. Sent Notice of Public Hearing to site for posting
2. Updated Rules re: Dogs of Concern.

9. **TERMINATION**

There being no further business, the meeting was terminated at 6:48 p.m.

The next meeting is scheduled for **Thursday, April 19<sup>th</sup>, 2007.**

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

**ATTENTION**

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

**EASTER WEEKEND OFFICE CLOSURE**

The Wynford Group office will be closed on Good Friday, April 6<sup>th</sup> and Easter Monday, April 9<sup>th</sup>, 2007. If you have an emergency, please call 604-261-0285 and press "1" to be connected to the answering service.

**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: \_\_\_\_\_

(03/21/07) (MIN-03.15.2972)





**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2972,  
THE VICEROY, HELD ON WEDNESDAY, MAY 2<sup>nd</sup>, 2007, AT 5:00 P.M., IN THE  
MEETING ROOM, 1088 QUEBEC STREET, VANCOUVER, B.C.**

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**To all Owners: These Minutes are available in Chinese. Please contact Management to have your unit number added to the Chinese Minutes distribution list. If there are any discrepancies between the English and the Chinese versions, the English version shall be considered correct.**

Council in Attendance:	Lynn Guilbault	President
	Nyal Wilcox	Vice-President
	Nedra Dickinson	Treasurer
	Jack Wong	Privacy Officer
	Donna Marie McIntyre	
	Peggy Craven	
Property Manager	Sherry McCuaig	The Wynford Group
Regrets:	Carolyn Chandler	

**1. CALL TO ORDER**

The meeting was called to order at 5:08 p.m.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on March 15<sup>th</sup>, 2007, as circulated. **CARRIED.** (Unanimous)

**3. CARETAKER'S REPORT**

The Caretaker provided the following written report:

1. Milani Plumbing was called to pull out and service a leaking domestic water-circulating pump on March 16<sup>th</sup>, 2007. A quote to repair will be submitted to The Wynford Group.
2. Genesis Security reported 14 storage lockers were broken into on the evening of March 22<sup>nd</sup>, 2007. Affected Residents were informed of the incident. No one has reported items stolen.
3. University Sprinklers has conducted the spring check up of the garden irrigation system. The irrigation system at the 25<sup>th</sup> floor garden has been deactivated.
4. The swimming pool was closed and water was drained for cleaning when the pool was found polluted on April 14<sup>th</sup>, 2007.
5. Western Development started the repair of the worn out water proofing membrane at the 25<sup>th</sup> floor balcony garden area on April 23<sup>rd</sup>, 2007.
6. Lambert Plumbing was called to service the clogged main drainpipe at a 3<sup>rd</sup> floor unit.
7. A chain link, wire mesh enclosure and gate were installed to secure the main gas line and meter at the meeting room patio area on April 24<sup>th</sup>, 2007.
8. Power washing of the parkade started on April 18<sup>th</sup> and ended on May 2<sup>nd</sup>, 2007.
9. Residents of three upper level units reported their ducts were obstructed with birds' nests. These vents are not accessible from the unit.
10. Parascap Landscaping conducted the annual trimming and clean up of balcony garden areas on the 2<sup>nd</sup> and 7<sup>th</sup> floors on May 1<sup>st</sup>, 2007.

Council discussed the Caretaker's report. Power Vac Services will be asked to remove the birds' nests and put proper vent covers where required.

It was **MOVED / SECONDED** to have Power Vac Services clean all of the dryer vents from the exterior. **CARRIED.** (Unanimous)

Notices will be posted so Residents have the option of having cleaning done from the inside, as well.

Council discussed the condition of the blinds in the gym and meeting room. It was suggested that plastic blinds be installed in place of the existing cloth vertical blinds. It was pointed out the plastic blinds can become damaged easily.

It was **MOVED / SECONDED** to approve a quote from a contractor for cleaning of existing blinds in the meeting room and gym areas. **CARRIED.** (Unanimous)

#### 4. COMMITTEE REPORTS

##### A. Security

Council discussed a quote from Vidtech for installation of another camera in the pool area.

It was **MOVED / SECONDED** to reposition one existing camera and install another camera, as quoted by Vidtech. **CARRIED.** (Unanimous)

Council provided instructions on the placement of the cameras.

##### B. Inter-Tower

The City has now decided against construction of a biomass woodchip-burning plant for the local area. There has been no recent Inter-Tower meeting.

##### C. Balcony Membrane

It was suggested and agreed that when balcony membranes require replacement, a better, more durable material will be used which should reduce the costs of maintenance and repairs associated with any localized membrane penetration issues. In some instances, only a portion of the membrane requires replacement. Since it is not possible to join the better materials with the existing materials, a decision would have to be made regarding how to handle situations where only a portion of the membrane requires replacement.

It was **MOVED / SECONDED** to provide instruction that when at least 30% of the membrane requires replacement, the whole membrane would be replaced with the new more durable material because of the potential long-term savings. **CARRIED.** (Unanimous)

Council discussed suggestions for the rooftop garden areas. It was felt that when membranes require replacement in these areas, the landscaping should not be reinstalled as is, due to the potential for future damage to the membranes. It was suggested that potted plants could be an alternative. Changes to the rooftop garden areas would require a vote at a general meeting of the Ownership. It was suggested that a survey be sent to Owners with various options for the rooftop garden areas, as well as associated costs. L. Gilbault and N. Wilcox will prepare a survey prior to the Annual General Meeting in November.



**D. Social**

Police did not attend the recent security / Block Watch meeting, as planned. There was low attendance by Residents, as well. It was suggested and agreed that a new Block Watch meeting be scheduled some time in the fall. P. Craven will post Block Watch brochures.

Traffic control for National Street is still being discussed. Speed bumps and mirrors are being considered, as well as curbs and line painting for traffic control.

**E. 2010 Banner Project**

Council discussed a recent e-mail from Cliff Chin of Tunnel Vision regarding the 2010 Banner Project. No action was requested at this time.

5. **BUSINESS ARISING FROM THE MINUTES**

**A. Landscaping Contract**

The landscaping maintenance contractor has requested a 6% increase in their contract fees.

It was **MOVED / SECONDED** to approve renewal of the contract with the requested 6% increase. **CARRIED.** (Unanimous)

Council discussed a quote from the landscaping contractor for supply and installation for cubic yards of topsoil.

It was **MOVED / SECONDED** to approve the quote from the landscaping contractor for topsoil. **CARRIED.** (Unanimous)

Council discussed a recommendation from the landscaping contractor that a leaning ornamental pear tree be removed. It was noted that a City permit would be required and the City may require replacement of the tree. The landscaping contractor will be asked to advise whether they feel the tree could be dangerous and if there are alternative measures that can be applied to save the existing tree.

**B. Building Envelope Maintenance**

Council discussed two quotes from BEMCO for building envelope maintenance work. It was noted that BEMCO did a full report on the building envelope last year. This report will be provided to Council members for discussion of this issue at the next Council meeting.

**C. Certification of Roof Anchors**

Council considered a quote from Suspended Stages for certification of the roof anchors, as required annually.

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

**D. Blinds in Gym**

This item was discussed under Caretaker's Report.

**E. Numbers on Unit Doors**

Council is still looking into specifications for new numbers on unit doors, since some of the numbers are starting to corrode and the original numbers are no-longer available. Please check with Council before you change the unit numbers on your door.

**F. Hedge in Courtyard**

Council discussed pros and cons of installing a hedge in the courtyard as a deterrent to keep people from allowing their dogs to urinate and defecate on the lawn areas. Other options were considered, such as railings and fences. It was suggested and agreed that signage be placed in the grass areas as a starting point. Management to arrange. P. Craven will contact the City to request that posts with garbage cans and dog bags be placed in the park across the street.

**6. NEW BUSINESS**

**A. Deep Root Feeding**

Council considered a quote from the landscaping contractor for deep root feeding. It was noted that this work was done last year. No action was requested.

**B. Rooftop Gardens**

Council discussed the maintenance of the rooftop garden areas. Some maintenance work has already been done. The landscaping contractor will be asked to proceed with weeding and maintenance of areas not yet done this year.

**C. Status List**

Council reviewed a list, prepared by Management, on the status of outstanding items. In addition to the list of items, the following points were noted:

- A letter needs to be sent to an Owner to schedule work required on the Owner's balcony. Management will send a letter.
- A question arose regarding the possibility of having a bottle donation charity bin in the garbage room. The charity requesting permission to have a bottle donation bin in the garbage room will be asked to contact the Caretaker.
- Council is still considering options for improving lighting at the Quebec Street enterphone. This item will be revisited in fall 2007.
- Follow up is required on the three legal opinions obtained from Clark Wilson. Management to arrange.
- A 6<sup>th</sup> floor unit was added to the list of units requiring interior repairs.

**7. FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer provided a report on the March 2007 operating statements. Two journal entries are still required. A question was raised regarding a 21<sup>st</sup> floor Owner. Management to follow up.

It was **MOVED / SECONDED** to approve the March 2007 financial statements, subject to the two requested journal entries. **CARRIED.** (Unanimous)

**B. Receivables Report**

Council discussed the most recent receivables report. It was noted that the receivables are in good shape. No action was required.



8. **PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council discussed the most recent site inspection report. A copy will be sent to the Caretaker for his review. The hallway to the Caretaker's office, the meeting room, and exercise room will be painted.

Someone's dog defecated by the elevators on the main level. Security tapes will be reviewed and the Owner will be fined.

**B. Correspondence**

Council considered six items of correspondence. Three items required a Council decision / responses.

- A letter was received from an Owner regarding the 2010 Banner Project. No action will be taken on this project without a vote at a general meeting.
- A letter was received from an Owner requesting permission to install a sunshade on their balcony. This would change the look of the exterior of the building and could be considered a liability if the shade were to come off in a high wind. Unfortunately, Council was unable to approve the request. Management was instructed on a letter response.
- A letter was received from an Owner regarding a dog howling in another unit. A letter will be sent to the Owner of the unit with the dog.

**C. Items in Progress**

1. Having a carpet cleaning company do a test strip on black edges.
2. Did journal entries as requested at last Council meeting.
3. Ordered replacement of impeller on domestic cold water booster pump (Milani).

**D. Completed Items**

1. Ordered installation of enclosure around gas meters outside meeting room (Western Development).
2. Confirmed Allstar Window Washing quote is within 5% of price paid last time windows were washed.
3. Ordered window washing.
4. Sent last site inspection report to Caretaker for his review.
5. Sent Notice of Public Hearing to site office for posting.

9. **TERMINATION**

There being no further business, the meeting was terminated at 7:15 p.m.

The next meeting is scheduled for **Tuesday, June 5<sup>th</sup>, 2007.**

**Owners are reminded that the deductible for grow ops is \$20,000. Owners are responsible to pay deductibles where damage occurs from a grow op in their unit. If you are renting out your unit, it is highly recommended that you check the suite regularly.**

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

**ATTENTION**

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

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

APPROVED \_\_\_\_\_  
BY  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

(05/02/07)

(MIN-05.22.2972)





**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2972,  
THE VICEROY, HELD ON TUESDAY, JUNE 5<sup>th</sup>, 2007, AT 5:00 P.M., IN THE MEETING  
ROOM, 1088 QUEBEC STREET, VANCOUVER, B.C.**

**To all Owners: These Minutes are available in Chinese. Please contact Management to have your unit number added to the Chinese Minutes distribution list. If there are any discrepancies between the English and the Chinese versions, the English version shall be considered correct.**

Council in Attendance:	Lynn Guilbault Nedra Dickinson Jack Wong Donna Marie McIntyre Peggy Craven	President Treasurer Privacy Officer
Property Manager	Sherry McCuaig	The Wynford Group
Regrets:	Nyal Wilcox Carolyn Chandler	Vice-President

**1. CALL TO ORDER**

The meeting was called to order at 5:08 p.m.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on May 2<sup>nd</sup>, 2007, as circulated. **CARRIED.** (Unanimous)

**3. CARETAKER'S REPORT**

The Caretaker provided the following written report:

1. The security guard found the P1 bike room door lock broken on May 3<sup>rd</sup>. No bicycles were reported stolen. The door lock was replaced immediately by Graph Lock & Key.
2. All Star Windows started washing the windows on May 4<sup>th</sup> and concluded on May 19<sup>th</sup>. Received reports that the window washer did a good job. Birds' nests in some of the dryer vents were pulled out and removed by the window washer.
3. The visitors' gate was found defective at noon on May 6<sup>th</sup>. The ERP was called and Precision Door repaired the gate without delay.
4. A 23<sup>rd</sup> floor Resident moved out on May 15<sup>th</sup> without informing the office (fine was levied).
5. The Caretaker repainted the elevator door jambs from P3 to the ground floor and the hallways towards the office on May 17<sup>th</sup>.
6. Western Development re-caulked the dryer duct vents on the exterior walls of two units.
7. Three storage lockers were broken into on May 27<sup>th</sup>, as reported by the security guard. The lock sets at the storage locker and the bike room doors at P3 were forcibly opened. No valuable items were reported stolen. The lock sets were replaced immediately and protective covering on the lock set levers were put into place on all bike rooms and storage locker rooms.
8. Western Development started repair and repainting of stains on the ceiling of two units on May 29<sup>th</sup>. Work is still required in one unit.

9. A couple of Owners from the 7<sup>th</sup> and 8<sup>th</sup> floors have reported not enough hot water between 6:00 a.m. and 7:00 a.m.
10. An unregistered Resident vehicle was towed on May 28<sup>th</sup> for illegal parking in an assigned parking stall in the Resident parking area. The Resident claimed that this parking stall was assigned to them when they moved in. A letter was received from them requesting reimbursement of towing charges. **Note: Please register your vehicles with the Caretaker.**

**Owners / Residents**

**Please be aware that the fine for un-booked moves is \$200. Your cooperation is appreciated.**

Council approved a request for vacation time for the Caretaker from July 2<sup>nd</sup> to July 9<sup>th</sup>, 2007. The ERP will be asked to fill in during this time.

4. **COMMITTEE REPORTS**

**A. Security**

Security was called to deal with noise from a 20<sup>th</sup> floor unit on June 4<sup>th</sup>, 2007. It was also reported that the tenants were throwing items off the balcony. Management was instructed on correspondence to the Owner.

**B. Inter-Tower**

Nothing to report.

**C. Social Committee**

P. Craven provided the following report:

- The City has advised that doggy-bag stations are only installed in "on leash" parks.
- Information has been obtained on replacement unit numbers for front doors. In this particular case, however, the numbers installed by a contractor cannot be ordered by individual Owners directly from the supplier. Owners would be required to place their order through a contractor. P. Craven will obtain the style or model number for Owners' reference.
- The Engineering Department, of the City of Vancouver, has advised it is not permissible for the Strata Corporation to install a mirror on the traffic island; and the City will not install the mirrors due to issues with glare of the sun, and liability. The City was asked about the possibility of installing speed bumps on National Street. They have advised that this is normally done around schools, but could possibly be handled as a neighbourhood request, if other neighbours were also in favour.
- It has been suggested that a social event take place, in conjunction with a Block Watch presentation, to install more secure hardware on the storage lockers for those owners that want to participate. This will be discussed further in August 2007."

5. **BUSINESS ARISING FROM THE MINUTES**

**A. Leaking Domestic Water Circulation Pump**

Repairs to the leaking domestic water circulation pump have been ordered. Work is in progress and should be complete by the end of the week.



**B. Leaning Tree**

Paraspace Landscaping has advised the leaning tree on the boulevard is not dangerous at present, but could become dangerous in future. They will be asked if it is possible to wire the tree up and cover the roots that are sticking out of the ground.

**C. Building Envelope Maintenance**

Council members have been provided with the most recent report from BEMCO. A quote has been requested from Pacific Building Envelope Maintenance. Once quotes are available from both companies, they will be e-mailed to Council for their review.

6. **NEW BUSINESS**

**A. Possible Grow Op**

Council discussed the possibility of obtaining information from B.C. Hydro when there is a suspected grow op.

**B. Mortgage Renewal**

Council discussed a proposal from the mortgage company regarding renewal of the mortgage on the Strata Corporation-owned unit. The Treasurer will check to see if a better rate is available.

**C. Fire Control Equipment Repairs**

Council reviewed quotes from Edwards Fire for repairs to fire control equipment. It was noted that some of the costs were quoted hourly, without an estimate as to how many hours would be required. It was suggested and agreed to obtain a quote from Bartec Fire Safety as soon as possible. Management to arrange.

**D. Replacement of P3 Storm Pump**

One quote has been received to replace the P3 storm pump and a second quote has been requested. It is expected the second quote will be received shortly. Once both quotes are available, they will be e-mailed to Council.

**E. 7<sup>th</sup> Floor Balcony Repairs**

Council considered a quote from Western Development to replace the membrane on a 7<sup>th</sup> floor balcony area. It was not clear from the quote how many square feet would be replaced and whether this would encompass the entire balcony. Management to follow up with the contractor.

**F. 25<sup>th</sup> Floor Planter Repairs**

Council considered an estimate from Western Development for repairs to the 25<sup>th</sup> floor planter. Management was provided with instructions on questions for the contractor regarding the required work.

**G. Moisture in Windows**

A letter was sent to an Owner regarding condensation after the Owner reported a problem with moisture on their windows. The Owner has since advised that the problem is not condensation, but failed seals in the windows. A contractor will be contacted.

**H. Door Frame Damage**

Western Development will be asked to address door frame damage reported by an Owner, subsequent to work done at the Owner's unit.



**I. 21<sup>st</sup> Floor Balcony Repairs**

A letter to an Owner has been prepared regarding repairs to their 21<sup>st</sup> floor balcony. The letter will be sent out as soon as possible.

**J. Courtyard Property**

A concern was raised regarding the fact that some local people consider the courtyard area to be public property. Management was instructed on ordering signage.

**7. FINANCIAL REPORT**

**A. Operating Statements**

Management provided an update on requested revisions to the operating statements. One journal entry is still required, plus follow up on an account receivable. The Treasurer requested a different version of the receivables statement. Management to arrange.

It was **MOVED / SECONDED** to approve the April 2007 operating statements, subject to the entries requested by the Treasurer. **CARRIED.** (Unanimous)

**B. Receivables Report**

Council discussed the most recent receivables report. It was noted that the receivables are generally in good shape. A lien letter will be sent to one Owner.

**8. PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council discussed the most recent site inspection report. Management was instructed on correspondence to various Owners regarding Bylaw infractions. A copy of the report will be provided to the Caretaker for his review.

**B. Correspondence**

Council considered 17 items of correspondence. The following items required a Council decision or response:

- A letter was received from a Resident regarding their vehicle being towed from the parkade. Management was instructed on a response.
- A letter was received from an Owner regarding dogs in the courtyard area. Management was instructed on a response.
- A letter was received from an Owner regarding a leak. A contractor has already been asked to address this problem.

**9. TERMINATION**

There being no further business, the meeting was terminated at 6:42 p.m.

The next meeting is scheduled for **Tuesday, July 17<sup>th</sup>, 2007.**

**Owners are reminded that the deductible for grow ops is \$20,000. Owners are responsible to pay deductibles where damage occurs from a grow op in their unit. If you are renting out your unit, it is highly recommended that you check the suite regularly.**

Do you have a question regarding payment of your account?  
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**ATTENTION**

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APPROVED \_\_\_\_\_  
BY  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

(06/18/07)

(MIN-06.05.2972)