

MINUTES OF THE COUNCIL MEETING OF THE MADISON – STRATA PLAN LMS 3457

HELD: November 15th, 2007 at #211 – 2929 West 4th Avenue, Vancouver, B.C.

PRESENT: Elizabeth Fujii, Todd Simon, Narinder Gill, Jonathan Sayson

AGENT: Dali Janic - *York West Asset Management Group (BC) Inc*

1. CALL TO ORDER

As the quorum requirement of the *Strata Property Act* was met, the meeting was called to order at 7:10 p.m.

2. MINUTES

The Council reviewed the minutes of the September 20th, 2007 council meeting. As there were no errors and omissions, it was **MOVED** and **SECONDED** to approve the Minutes.

MOTION CARRIED

3. FINANCIAL STATEMENTS

The Treasurer advised that she had reviewed the financial statements and supporting documents up to and including the months of September 2007. Having found same to be in order, she recommended their adoption. It was therefore **moved** and **seconded** to approve the financial statements for September 2007, as circulated. The Strata Council approved payment of \$700.00 to York West for the administration fee for any large projects over \$25,000.00.

MOTION CARRIED

4. CONDOMINIUM FEE ARREARS

Strata Council reviewed the outstanding accounts and asked that warning letters be sent to all owners, who are substantially behind on their monthly maintenance fees and special assessment, stating that they risk having a lien registered against their strata title.

5. GENERAL MAINTENANCE

PAINTING UPDATE

The Strata Council was updated on the following regarding the painting. The east wall, some small areas on the roof will be the only remaining areas to do. It has been a tremendous challenge for the painting company to do any work due to the unstable weather that began in September.

CONCRETE CRACKS REPAIR

The Strata Council reviewed the quotes regarding the repair of the cracks in the underground parking. This work has been approved and work will be done on the wall by the parking stall numbers 28, 29, 30 and 31. The owners will be advised in advance.

REVIEW OF CARPET CLEANING PROPOSAL

The spot cleaning of the carpet in the common area hallways has been approved by the Strata Council. This item will be included in next year's budget.

GUTTERS AND WINDOW CLEANING

Provided for the Strata Council's information was a quote regarding the gutters and window cleaning. The 'Precision Gutters' will clean inside all perimeter deck gutters of debris and will ensure system is free flowing and functional. The owners will be advised in advance. The Strata Council requested that the Property Manager obtain more quotes for the window cleaning before the decisions are made.

HYDRO FLUSHING

The Strata Council advised that quote should be obtained for the flushing of all sanitary sewer lines.

6. CORRESPONDENCE

Correspondence was received from an owner requesting council permission to remove a non weight bearing wall. The wall is positioned in the kitchen attached to the bar and separates the kitchen from the hallway. The Strata Council advised that before any work is started in unit the owner needs to obtain City permits. Also, council advised that the owner will be responsible if any damage occurs to the neighboring unit or common area.

All residents are reminded that any installed improvements are not covered by the strata corporation's insurance. The owner is solely responsible to ensure they have sufficient coverage through their home owner insurance policy.

7. NEW BUSINESS

The Strata Council advised that the City of Vancouver recycling bins are not labeled. The agent will contact City regarding the issue.

Residents are reminded to place recyclables in the correct bin. The City will not take the bin if the materials are mixed.

8. NEXT MEETING DATE

The next Strata Council meeting will be held on Thursday, January 24th, 2008.

9. ADJOURNMENT

As there was no further business to discuss, the meeting adjourned at 8:15 p.m.

#430 – 1200 West 73rd Avenue
Vancouver, BC, V6P 6G5

TEL: (604) 267-6399 FAX: (604) 267-6397

YORK WEST ASSET MANAGEMENT GROUP (BC) INC.

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Permania Management Inc.*

MINUTES OF THE COUNCIL MEETING OF THE MADISON – STRATA PLAN LMS 3457

HELD: September 20, 2007 at #211 – 2929 West 4th Avenue, Vancouver, B.C.

PRESENT: Elizabeth Fujii, Todd Simon, Narinder Gill, Pamela Allen

AGENT: Dali Janic - *York West Asset Management Group (BC) Inc*

1. CALL TO ORDER

As the quorum requirement of the *Strata Property Act* was met, the meeting was called to order at 7:10 p.m.

2. ELECTION OF OFFICERS

The following members were elected as Officers of the Strata Council:

President & Treasurer: Elizabeth Fujii
Vice President: Todd Simon

3. APPROVAL OF LAST COUNCIL MINUTES

MOVED, SECONDED AND CARRIED, TO approve the Council Meeting Minutes of May 17, 2007.

4. FINANCIAL STATEMENTS

4.1. FINANCIAL STATEMENTS

The Treasurer advised that she had reviewed the financial statements and supporting documents up to and including the months of May, June, July and August 2007. Having found same to be in order, she recommended their adoption. It was therefore **moved** and **seconded** to approve the financial statements up to August 2007, as circulated.

MOTION CARRIED

4.1.2. CONDOMINIUM FEE ARREARS

Strata Council reviewed the outstanding accounts and asked that warning letters be sent to all owners, who are substantially behind on their monthly maintenance fees and special assessment, stating that they risk having a lien registered against their strata title.

It was **moved** and **seconded** to do a title search for the unit that account is in arrears and over \$500.00. If an owner fails to pay strata fees at the required time the strata corporation may charge a fine of \$50.00 for every month the strata fees remain in arrears. If an owner fails to pay a special levy at the required time he may be fined \$50.00 for each month the special levy remains unpaid.

MOTION CARRIED

5. GENERAL MAINTENANCE

5.1.1. GARBAGE

Smithrite is picking up the recyclable items. Please remember to break down any cardboard boxes and place in the recycling bin.

York West is to obtain new quotes for the garbage pickup contract and also receive a new quote from Smithrite.

5.1.2. REPAIR TO P1 CONCRETE SLABS

The repairs have been completed and appear to be satisfactory.

5.1.3. CARPET CLEANING

It has been decided that spot cleaning of the carpets is to take place on a monthly basis.

5.1.4. HOT WATER TANK

The hot water tank has been replaced by Latham's. There is a question concerning the temperature of the hot water and what is actually safe.

5.1.5. MAILBOXES

It was noted that the owners are responsible for their mailboxes.

6. CORRESPONDENCE

5.1 PARKING SPOT & TOWING

A note was left on one vehicle informing the resident that they are parking in the incorrect parking spot and that the vehicle will be towed. The Strata Corporation and York West only have the right to tow any vehicles that are parked incorrectly. If a resident calls the towing company then that person is responsible for the results and any possible damages.

5.2 BARKING DOGS

A letter is to be sent to one unit regarding undue noise from dogs barking and being left unattended.

7. NEW BUSINESS

1.1. COMMUNICATION BETWEEN STRATA AGENT AND OWNERS

All landlords are required by the Strata Property Act to provide a *Form K* to the management office upon any change of tenancy. Also, landlords need to be aware that Strata Council members are not building managers. If your tenant requires additional services, then York West must be contacted. The Strata Council reminds all owners that Strata Corporation policy requires all communication to the Strata Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Agent and the Strata Council.

Motion was made to charge residents \$200.00 for after hours utility call-out. Residents can contact the Strata Council Monday through Friday 9:00am to 6:00pm, and no Saturdays and Sundays

MOTION CARRIED

1.2. MOVING IN/OUT

Please take note that when moving in or out and keying off the elevator, please release the elevator between loads. There are residents with handicaps living in the building and elevator access is vital.

1.3. SECURITY

Please ensure that when entering or exiting the garage, you wait until the garage door closes before driving away.

1.4. HARD SURFACE FLOORS

All owners must first ask in writing for permission to change their unit flooring to hard surface floors. Failure to do so may result in the floors being changed back to carpeted flooring at the owner's expense.

8. NEXT MEETING DATE

The next Strata Council meeting will be held on Thursday, November 15, 2007.

9. ADJOURNMENT

As there was no further business to discuss, the meeting adjourned at 8:10 p.m.

#430 – 1200 West 73rd Avenue
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MINUTES OF THE ANNUAL GENERAL MEETING OF STRATA PLAN LMS 3457 – THE MADISON

HELD: July 12, 2007 at 7:00 pm. at 3214 West 10th Avenue, Vancouver, BC

PRESENT: 25 owners in person or by proxy, as per the registration sheet.

Dali Janic and Mike Henson of York West Asset Management Group (BC) Inc.

QUORUM REPORT

As the quorum requirement of the *Strata Property Act* was met, the meeting was called to order at 7:10 pm, at which time fifteen (15) owners were present in person and ten (10) owners was represented by proxy.

MOTION CARRIED

The Strata Council President Elizabeth Fujii chaired the meeting and welcomed the owners.

PROOF OF NOTICE

It was **moved (#SL 52)** and **seconded (#SL 48)** to confirm the roll call, confirm the certification of proxies and to accept the Notice, dated June 20, as proper notice for the July 12th, Annual General Meeting. A vote was taken, resulting in all owners being in favour of the motion.

MOTION CARRIED

APPROVAL OF AGM MINUTES

As no errors or omissions were noted, it was **moved (#SL 33)** and **seconded (#SL 12)** to adopt the Minutes of the Annual General Meeting dated June 26, 2006 as circulated. A vote was taken, resulting in all owners being in favour of the motion.

MOTION CARRIED

INSURANCE CERTIFICATE

The Property Manager advised that a copy of the current insurance certificate was included with the AGM package and that the building is insured to its appraised value, which is annually updated. The owners were advised to ensure that they had personal coverage for personal contents, personal liability and for all in-suite improvements and betterments.

PRESIDENTS REPORT

The Strata Council President gave a brief report on the highlights of the past year including;

- New heater component for the roof-top makeup air unit
- Garbage areas now completely enclosed
- Carpets cleaned – now scheduled for the cleaning on a regular basis
- Slow but stable year
- Window washing schedule for this year
- Brief discussion of exterior painting requirements

PROPOSED 2007/2008 BUDGET

The chair presented the budget to the owners. There was discussion on

- 5% monthly strata fee increase
- Increased gas and janitorial costs
- Capital budget to be updated

It was **moved (#SL 33)** and **seconded (#SL 51)** to approve the proposed budget as presented. A vote was taken passed unanimously.

MOTION CARRIED

RESOLUTION ‘#1’

It was **moved (#SL 56)** and **seconded (#SL 67)** to place Resolution ‘#1’ on the floor for discussion. The Chair read Resolution ‘#1’ to the owners as follows:

BE IT RESOLVED BY A $\frac{3}{4}$ VOTE OF OWNERS LMS 3457 THE MADISON THAT:

If, at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty (30) minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall at that time, constitute the required quorum.

It was **moved (#SL 56)** and **seconded (#SL 67)** to approve Resolution ‘#1’ as presented. A vote was taken, resulting in all owners being in favour of Resolution ‘#1’.

MOTION CARRIED

RESOLUTION ‘#2’

It was **moved (#SL 48)** and **seconded (#SL 51)** to place Resolution ‘#2’ on the floor for discussion. The Chair read Resolution ‘#2’ to the owners as follows:

Be it resolved, in compliance with section 105 (1) of the Strata Property Act, that a resolution be passed by way of a $\frac{3}{4}$ vote of a quorum of the Owners of Strata Plan LMS 3457, that the Owners authorize expenditure of \$ 55,000.00 for exterior painting and maintenance required for LMS 3457 as per the attached quote from MAP Painting. The amount will be raised by way of Special Levy and in accordance to the each owner’s unit entitlement. Each owner’s proportionate share payable in two (2) equal payments on August 1, 2007 and September 1, 2007. Should the surplus be greater or lesser than the amount indicated in this resolution, the greater or lesser amount will be transferred to/from the Contingency Reserve Fund.

The owners discussed – painting requirements

- timing
- obtaining additional quotes
- potential wood repairs/replacement

It was **moved (#SL 33)** and **seconded (#SL 48)** to approve Resolution ‘B’ as presented. A vote was taken passed by a majority vote. Two opposed.

MOTION CARRIED

NEW BUSINESS

1. Painting, power washing and interior painting of the building will be performed once quotes are in. Notices will be posted. Window washing and gutter cleaning will be done after painting.
2. Exhaust fan in the elevator will be replaced.
3. Residents are reminded that a Form K must be completed for all tenants and submitted to the Property Management Company. (attached)
4. Strata Council would like to remand all residents of the bylaws regarding pets;

(4) *An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:*

(a) a reasonable number of fish or other small aquarium animals;

(b) a reasonable number of small caged mammals;

(c) up to 2 caged birds;

(d) one dog or one cat.

5. Dog owners are requested to enter and exit by the rear stairwells when accompanied by their dog.
6. Strata Council will be enforcing rules and bylaws regarding storage in parking stalls and oil spills in parking stalls. Please keep your parking stall clean and free of oil or debris.
7. Owners are reminded not leave any garbage in the common hallways at any time.
8. Madison Rules and Guidelines are attached.
9. Discussion of more energy efficient lighting for the lobby and interior hallways. Strata Council will investigate options.
10. Discussion of drain sealing and concrete repairs.

RESIGNATION AND ELECTION OF STRATA COUNCIL

The management company thanked the outgoing Council members for all their efforts and time spent on the affairs of the Strata Corporation over the past year. This was endorsed by a round of applause. One owner thanked the Strata Council President, Elizabeth Fujii, for many hours of hard work and diligence throughout the year. This was also confirmed by the owners with a warm round of applause. Nominations were then taken for the new Strata Council, resulting in the following nominees:

Elizabeth Fujii	#211	Mary Jo Oxtoby	#301
Narinder Gill	#111	Arda Akoglu	#313
Jonathan Sayson	#309	Todd Simon	#411
Pamela Allan	#102		

As there were no further nominees and all nominees agreed to stand, the above owners were elected by acclamation.

ADJOURNMENT

As there was no further business to discuss, the meeting was adjourned at 8:28p.m.

York West Asset Management Group (BC) Inc.

#430-1200 West 73rd, Avenue
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MINUTES OF THE COUNCIL MEETING OF THE MADISON – STRATA PLAN LMS 3457

HELD: May 17, 2007 at #211 – 2929 West 4th Avenue, Vancouver, B.C.

PRESENT: Elizabeth Fujii, John Sayson, Narinder Gill

AGENT: Julie Landicho - *York West Asset Management Group (BC) Inc*

1. CALL TO ORDER

As the quorum requirement of the *Strata Property Act* was met, the meeting was called to order at 7:15 p.m.

2. APPROVAL OF LAST COUNCIL MINUTES

There were no minutes to approve for January, 2007.

3. FINANCIAL STATEMENTS

3.1. FINANCIAL STATEMENTS

Council discussed and reviewed the Financial Statements for the month of February, March and April 2007. It was MOVED and SECONDED to approve the Financial Statements for the month of February, March and April 2007 as circulated.

3.2. OWNERS ARREARS

Council discussed and reviewed the Owners Receivable Report and reported that most strata lot owners are up to date with their obligations. A reminder letter will be sent to owners in arrears to bring their accounts up to date.

4. OLD BUSINESS

4.1. OUTSTANDING ITEMS

4.1.1. WATER DRIPPING

Water was dripping onto the ramp between P1 and P2 from the garbage area. A contractor will investigate the cause of the water leak to the P1 and P2 ramp.

4.1.2. STORING ITEMS – UNDERGROUND PARKING STALL

A memo to all residents will be sent to remove items from parking stalls as this is a fire hazard. Council discussed that some residents are storing items in the underground parking stalls. This is a fire hazard and against the City of Vancouver fire code.

4.1.3. ELEVATOR EXHAUST FAN

Council received a quote from the elevator company to replace the exhaust fan in the elevator. The quote was - \$600 - \$700.

4.1.4 SECURITY UPGRADE

Council discussed a security upgrade for The Madison. The Strata Manager will contact Action Lock to meet with Council to discuss the possibility of installing a double cylinder lock from the elevator door to the underground parking.

5. CORRESPONDENCE

5.1 BIKE ON BALCONY

Council discussed the matter of residents bringing in their bicycles and leaving tire marks on the hallway carpet. Council is requesting that residents carry their bikes into their unit.

5.2 PATIO AS A STORAGE LOCKER

Council reported that some residents are using their patio as a storage locker. Council is requesting that residents remove all stored items on their patio and store it properly. Please refer to LMS 3457 building rules and regulations and bylaws.

6. NEW BUSINESS

6.1. BUILDING MAINTENANCE

Council discussed outstanding building maintenance items. A quote was presented to Council and the cost will be discussed further and will be included in the upcoming Annual General Meeting.

6.2. CARPET CLEANING

The common carpet cleaning has been completed by Brisas Carpet Care.

6.3. INSTALLATION OF BIRD DETERRENT SPIKES

Council discussed installation of spikes similar to bird deterrent spikes on the fence in the alley way to prevent people jumping over the fence. The Strata Manager will research further and will report back to Council.

7. OTHER BUSINESS

7.1. PROPOSED BUDGET

A draft of the proposed budget was discussed. Council reviewed and approved the proposed budget to be present to the upcoming Annual General Meeting.

7.2. AGM DATE

The Annual General Meeting is scheduled on July 12th, 2007.

7.3 RULES AND REGULATION – LMS 3457

Council discussed the present rules and regulations of the building and will include in the upcoming Annual General Meeting.

8. **NEXT MEETING DATE**

The next meeting date will be the Annual General Meeting, July 12th, 2007.

9. **ADJOURNMENT**

As there was no further business to discuss, the meeting adjourned at 8:20 p.m.

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