

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 2332  
BEVERLEY GARDENS**

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Held on Wednesday, July 30, 2008  
Within #PH13

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<b>COUNCIL IN ATTENDANCE:</b>	Mike Vizsolyi Kim Abrams Dorothy McKim Carol Cremin	President Treasurer
<b>REGRETS:</b>	Brent White Kelsey Kozoriz Sandra Hermiston	Vice-President
<b>PROPERTY MANAGER:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The Council President Mike Vizsolyi called the meeting to order at 6:35pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

There being no errors or omissions on the minutes of June 25, 2008, it was moved/seconded to approve the minutes as distributed. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

- a) Draft Budget - The Strata Council reviewed the 2<sup>nd</sup> draft budget for 2008/2009. Additional changes were recommended and the final draft will be presented to the ownership at the Annual General Meeting. An increase in strata fees is being implemented in order to keep up with the rising costs of utilities and fixed expenditures such as gas, electricity, etc.

The Strata Council also reviewed the proposed resolutions and, after discussion, the following will be presented to the owners to vote on, in person or by proxy.

- (i) Bylaw amendment for Renovations/Alterations
- (ii) A Special Levy will be presented to the owners to paint the buildings exterior wall and metal components

Please be reminded that owners are not entitled to vote at the Annual General Meeting unless all strata fees have been paid in full. Strata fees in arrears can be paid by cheque on the day of the meeting.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

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**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Pressure Washing – A second pressure washing of the underground parking (commercial and residential sections) is scheduled for August 11<sup>th</sup>. In order that we can fully clean the parking area, all vehicles must be removed no later than 9:00 AM.
- 2) Painting Deficiencies – The Strata Council did a walk throughout the complex and prepared a list of deficiencies which the painters will be addressing shortly. Two suite doors remain unpainted and arrangements will be made with the owners to have them painted.
- 3) Bikes – The Strata Council thanks residents for their help with the bike audit. Unclaimed bikes (bikes not tagged) will be removed from the bike storage room. Unclaimed bikes will be removed by August 18<sup>th</sup>, 2008. Residents can remove their bike tags any time after this date.

**CORRESPONDENCE**

The Strata Council reviewed items of correspondence received from or sent to the date of the meeting. The Property Manager was instructed by Council to send out the appropriate responses.

**NEW BUSINESS**

- 1) Security – A back up of the system was completed by Casi Installations. The same company will be contacted to quote on regular maintenance of the security system.
- 2) Parkade Door – The new door has been installed.
- 3) Carpet Cleaning – The cleaning is scheduled for August 8<sup>th</sup>.
- 4) BC Building Science has completed the moisture test and will be submitting a report shortly.

**OTHER NEW BUSINESS**

The Property Manager was directed on the following:

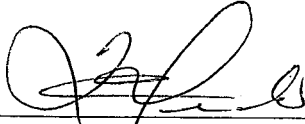
- Contact a company to check and repair the doors not shutting properly.
- Contact RC & T to bolt down the chain link fence in the underground parkade.
- Obtain surveillance and stop and wait signs.
- Order 10 yards of top soil.
- The Strata Council reviewed a new contract proposal from the current landscaping company for 2008/2009. Although the increase is reasonable, the Council would like to review additional quotes for the landscaping services.
- Contact Irrigation company and investigate the system/zone coverage; one of the two new trees that were installed at the back seating area is also showing signs of stress (some dried out leaves). The irrigation contractor may have to recommend some additional line and riser modifications, including the entrance beds.
- Schedule the hallway air duct cleaning.

Residents/Owners are welcome to phone, fax or mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829, e-mail [fmendo@crosbypm.com](mailto:fmendo@crosbypm.com) or call (604) 683-8900.

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There being no further business, the meeting was adjourned at 8:25 pm. The Annual General Meeting is scheduled for August 27, 2008 and will be held at the Holiday Inn, Vancouver.



Fernanda Mendo  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 2332  
BEVERLEY GARDENS**

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Held on Wednesday, June 25, 2008  
Within #PH13

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<b>COUNCIL IN ATTENDANCE:</b>	Mike Vizsolyi Kim Abrams Dorothy McKim Kelsey Kozoriz Carol Cremin Sandra Hermiston	President Treasurer
<b>REGRETS:</b>	Brent White	Vice-President
<b>PROPERTY MANAGER:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The Council President Mike Vizsolyi called the meeting to order at 6:35pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

There being no errors or omissions on the minutes of May 14, 2008, it was moved/seconded to approve the minutes as distributed. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Kim Abrams introduced the financial statements for April and May 2008. Ms. Abrams recommended acceptance of the April 2008 financials. All agreed to approve the financials for May 2008 once the Treasurer has reviewed copies of the paid invoices.

It was moved/seconded to accept the April 2008 financial statements as recommended and approve the May financials via e-mail. CARRIED.

- a) Arrears Review – The Strata Council reviewed the accounts receivable list.
- b) Draft Budget - The Strata Council was provided with the draft budgets for review. Some changes were recommended and the final drafts will be presented to the ownership at the Annual General Meeting. The Property Manager noted that there is expected increase in costs for Insurance, Gas and electricity. The Strata Council is proposing a modest increase in fees for the fiscal year 2008/2009.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

### **REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Window Cleaning – Cleaning is scheduled for July 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>. All of the upper windows will be done by tucker pole; the retail section by hand cleaning. Notices have been posted and delivered. Please ensure that screens are removed, your windows are closed and, for privacy, blinds are closed. The Strata Council inquired what the cost would be to include the ground floor windows; the Property Manager will contact Sea to Sky Window Cleaning.
- 2) Pressure Washing – Most of pressure washing has now been completed. There are a number of deficiencies, especially in the underground parking; the company will be asked to come back and clean the deficient areas.
- 3) Bikes – As previously mentioned a number of old unused bikes and parts are taking up a lot of the space in the bike storage room. Your Strata Council has requested an audit of all bikes. All bikes must be tagged by the end of July 2008; unclaimed bikes will be removed. For your convenience the Strata has supplied tags, which are located in the bike storage area and the lobby. Please place a tag on your bike identified by the suite number.

### **COMMITTEES** (Carol Cremin and Kim Abrams)

- 1) Landscaping – Carol Cremin informed that summer annuals have been planted, the benches painted, the trellis and concrete pots will be painted of the same colour; Ms. Cremin noted that a section of the irrigation system may not be working. The Property Manager will contact University Sprinklers to repair.
- 2) Painting – The interior hallway painting is in progress; currently dealing with the noted deficient items.

### **CORRESPONDENCE**

The Strata Council reviewed items of correspondence received from or sent to the date of the meeting. The Property Manager was instructed by Council to send out the appropriate responses.

### **NEW BUSINESS**

- 1) Parkade Door – The locksmith has advised that this door is beyond repair and needs to be replaced. The cost to replace the door is approximately \$1,000.00. The Council President suggested that we install a door without the lower glass window.

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- 2) PML/quote – A quotation was reviewed to replace the damaged seismic cable located at Tag #65; the cost \$414.00 plus GST. Approved by the Strata Council and the Property Manager will make the arrangements for immediate repairs.
- 3) PML/quote – During the maintenance revision the technician noticed that the domestic hot water piping is leaking, that supplies the hot water tanks (Tag #'s 171, 180 and 181 located on the west side). Repair is required by isolating the pipe leak, cutting the pipe and installing a coupling. The cost to supply labour and materials for this repair is \$487.00 plus GST. The Strata Council agreed the quotation was in order and at an acceptable rate and approved this repair.
- 4) Exterior Painting Quotes – Two companies have submitted quotes (Vanguard Painting and ProStar Painting and Restoration); one other quote is expected before a decision is made.
- 5) Annual Management Review – The Council President informed that the Addendum (contract document) had already been signed by two Council members and returned to Les Porter, the company's Vice-President.
- 6) Gwenewegen Waterproofing has excavated and drained the planter. He found the slab drain not functioning. Repairs are in progress; the area was flooded and no apparent leaks visible, the trade to come back, detail it and complete the work.

**OTHER NEW BUSINESS**

The Property Manager was directed on the following:

- Several of the doors are not shutting properly and require adjustment.
- Contact the City of Vancouver to inquire if the trees at the front of the building could be pruned.
- Obtain quotes for carpet cleaning.
- Correspondence to SNC Lavalin regarding the Strata's position in reference to the parkade cracks.
- Contact the pressure washing company regarding deficiencies in the parkade cleaning.
- Obtain quotes for kick plates.

**NOTE:**

The Strata Council advises that due to the large increase of hardwood flooring installation, flooring is to be installed with a sound insulating underlay product or acoustically engineered to minimize any potential noise nuisance. Flooring to be installed with a minimum 3.5 millimetre insulating foam, cork soundproof barrier or insulation class (IIC) 72/STC 73 or higher.

If any complaints are received with respect to increased noise transference, the owner will be responsible to take appropriate and reasonable actions by placing area rugs over the hardwood flooring to rectify the cause of the complaint.

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There being no further business, the meeting was adjourned at 8:25 pm. After the meeting the Strata Council and the Property Manager did a walkabout the building. The next meeting is the Annual General Meeting tentatively scheduled for mid August.



Fernanda Mendo  
Property Manager  
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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 2332  
BEVERLEY GARDENS**

---

Held on Wednesday, May 14, 2008  
Within #PH13

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<b>COUNCIL IN ATTENDANCE:</b>	Mike Vizsolyi	President
	Brent White	Vice-President
	Kim Abrams	Treasurer
	Dorothy McKim	
	Kelsey Kozoriz	
	Carol Cremin	
	Sandra Hermiston	
<b>PROPERTY MANAGER:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The Council President Mike Vizsolyi called the meeting to order at 6:35pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

Discussion ensued in regards to the minutes of November 13, 2007, under New Business item 4) - delete the last two sentences. It was then moved/seconded to amend the minutes of November 13, 2007. CARRIED.

There being no errors or omissions on the minutes of March 13, 2008, it was moved/seconded to approve the minutes as distributed. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Kim Abrams introduced the financial statements for February and March 2008. She then presented a question regarding the amount of \$1,191.23. The Property Manager will find out what this payment is for and advise via e-mail. Miss Abrams recommended acceptance of the financial statements.

It was moved/seconded to accept the February and March 2008 financial statements as recommended. CARRIED.

- a) Arrears Review – The Strata Council reviewed the accounts receivable list. One account is significantly in arrears. The owner of the strata lot will be sent correspondence requesting payment of the arrears.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.



### **REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Directives - The Strata Council reviewed a list of directives from the previous meeting concluding that some of the items will remain outstanding as they require follow up with trades or work in progress.
- 2) Suite Inspection - BC Building Science completed inspection in several suites and a report is expected shortly.
- 3) Parkade Stairwell and Storage Room - Grantson Construction has now completed the repairs on the ingress areas at the parkade stairwell and wall in the storage locker room.
- 4) Interior Hallway Painting - The contract has been awarded to RC & T. The quote includes painting of the outside planters, benches, and there is an additional cost of \$1,500.00 to paint the central stairwell. The same company to provide a quote to paint the trellis and back fence.
- 5) Recycle - The bins have been moved to the underground parking garage.
- 6) Parkade - A meeting to review the underground parking cracks took place with SNC Lavalin, the company responsible for the Canada Line Rapid Transit. After reading their response the Strata Council would like to obtain a preliminary opinion and a separate report from BC Building Science. A response will then be sent to SNC Lavalin.
- 7) North Side Planter - The scope of work is to excavate and drain the planter, lift pavers and expose the drain in the walkway to determine the condition of the membrane and drainage at slab and clear all of the drains throughout the courtyard. The work is being done by Gwenewegen Waterproofing.
- 8) Garage Remotes - The Strata Council has completed the audit of the garage and front entry remotes.
- 9) Lights - The electrician was called to replace the ballast on the light on the South East side.
- 10) Graffiti - Goodbye Graffiti attended to remove graffiti from the outside wall. More graffiti has now appeared and the same company will be called to remove it.

### **COMMITTEES** (Carol Cremin and Kim Abrams)

- 1) Landscaping - The landscaping work is being done gradually. A combination of impatiens and coleus has been planted. Additional species of evergreens and strong head leaf will be planted mid to end of May. The newly planted verix plants on the front of the building are looking well.

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**Held on May 14, 2008**

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- 2) Painting - The Property Manager informed that exterior painting quotes are expected within the next couple of weeks. The companies to quote are Vanguard Painting, Bramy Brothers and RC & T.

The painters will be on site as of May 20<sup>th</sup> to start prepping the walls for the interior hallway painting. A notice is being distributed and owners are asked to choose their preference of colour and submit their choice inside the Strata Council mail box.

**CORRESPONDENCE**

The Strata Council reviewed items of correspondence received from or sent to the date of the meeting and the Property Manager was instructed by Council to send out the appropriate responses.

Several owners have reported that homeless people and drunks are gathering at the east end of the complex on the corner retail space. The Strata Council is kindly asking residents to please call the police.

**NEW BUSINESS**

- 1) Pressure Washing – A quotation was reviewed to pressure wash and degrease the underground parkade, front entrance, entrance way, all of the courtyard and stairs. After discussion, it was agreed that the building landings on each floor and the front patios require washing.
- 2) Window Cleaning – Sea to Sky Window Cleaning submitted a quote for the following:
- Clean all of the exterior inaccessible windows and the top of the glass canopy over the front entrance by tucker pole.
  - Clean the exterior of the balcony railing glass also by tucker pole.
  - The tops of the glass canopies over the retail section.
  - Hand clean the exterior of the retail section windows.
  - The interior of the gutters on the second, third, and forth levels and unplug the drain spouts on the roof top.
  - Clean all of the exterior gutters; it may not be possible to completely remove the black drip lines and they have worked their way into the painted wall surface.
- 3) Para Space - A pricing was reviewed to upgrade the courtyard pots as follows:
- relocate some of the existing pots to other courtyard locations
  - plant 6 red fountain grass, 8 alyssum and 18 mixed petunias
- 4) Bikes - The current situation with the bike storage was discussed. It appears that a number of old unused bikes and parts are taking up a lot of the space. ***All bikes must be tagged by the end of July 2008. Unclaimed bikes will be removed. Bike tags will be available shortly and can be picked up from the bulletin board by the mailboxes. Place the tag on your bike identified by your suite #.***

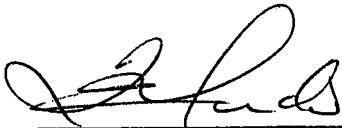
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- 5) Carol Cremin advised that she recently joined the City of Vancouver Block Watch Program. Other members of the Strata Council will attend a session and brief orientation with respect to tips on crime prevention. Please watch out for information posted on the bulletin board.

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There being no further business, the meeting was adjourned at 8:15 pm. The next meeting is scheduled for Wednesday, June 25, 2008 at 6:30 pm.



Fernanda Mendo  
Property Manager  
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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 2332  
BEVERLEY GARDENS**

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Held on Thursday, March 13, 2008  
Within #302

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<b>COUNCIL IN ATTENDANCE:</b>	Mike Vizsolyi Brent White Kim Abrams Dorothy McKim Kelsey Kozoriz Carol Cremin Sandra Hermiston	President Vice-President Treasurer
<b>PROPERTY MANAGER:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The Property Manager called the meeting to order at 6:45 pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

There being no errors or omissions, it was moved/seconded to approve the Minutes of the Council Meeting held on January 31, 2008 as circulated. **CARRIED.**

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Kim Abrams introduced the financial statements for January 2008 advising that all accounts were in order and recommended acceptance.

It was moved/seconded to accept the January 2008 financial statements as recommended. **CARRIED.**

- a) Arrears Review – The Strata Council reviewed the accounts receivable list. The Property Manager will continue to use due diligence by sending out correspondence to those in arrears.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) BC Science – In-suite testing was originally scheduled to take place on March 11<sup>th</sup>. Unfortunately, the engineer could not access all of the suites and will be rescheduling. Owners will be contacted well in advance by phone call and a notice.
- 2) Stairs – Grantson Construction advised that they have applied 5 coats at the areas of ingress at the stairwell, parkade wall and the wall of the storage locker room. This process takes multiple trips and checking the area during heavy rain fall. The entire area will require one more coat as well as applying a urethane membrane coating to the stairwell when the weather is warmer. The work should be completed before the end of March. Owners will then be able to gain the use of the storage lockers.
- 3) Emergency Battery Packs – Fire Code Plus has replaced the six emergency battery packs.
- 4) Forms – Once again we remind residents of the importance of having the two forms filled out (pet registry and emergency information). Several residents have not returned these forms. Having up-to-date contact numbers will assist the Council in reducing damage and costs in the event of a flood, fire and car theft, etc. If you have not yet submitted these forms we urge you to do so immediately. Please slide the completed form underneath the door of suite #202 or send it by fax or mail to Crosby Property Management. Your cooperation is greatly appreciated and thank you to those owners who have submitted their forms.

**COMMITTEES**

- 1) Landscaping – Representatives from the Landscaping Committee met with Para Space to discuss various options to upgrade the main entrance and courtyard. The quotation submitted is as follows:
  - A combination of removal, disposal and transplanting of existing ground cover (dense grass like plant) from the western bed to a small portion of the eastern bed.
  - One weak Viburnum tinus to be dug out and disposed of.
  - Supply and install various broadleaf evergreen shrubs (year round).
  - Supply and install perennials and edges.
  - Supply and install summer annuals (removed late October).

The submitted quote to install permanent shrub planting and annual flower accent is \$1,526.00 plus GST. After some discussion, the Council agreed to transfer \$800.00 from the Building Inspection Reserve to cover some of the costs.

It was moves/seconded to transfer the \$800.00 from the Building Inspection Reserve for landscaping use. CARRIED.

- 2) Common Area Painting – A spreadsheet was prepared and presented to the Strata Council with information of costs and materials used from the four painting companies. After review, the Strata Council would like some clarification on the quote received from RC & T. Once this information is

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**The Owners Strata Plan LMS 2332**  
**Held on March 13, 2008**

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provided, the Strata Council will make their decision. The Property Manager will attempt to again contact a consultant from two painting supply companies to prepare a colour board. A choice of colours will be presented to the owners shortly. We anticipated that the painting project will start at the end of April.

**CORRESPONDENCE**

The Strata Council reviewed items of correspondence received from or sent to the date of the meeting and the Property Manager was instructed by Council to send out the appropriate responses.

**NEW BUSINESS**

- 1) Break In – On March 4<sup>th</sup> several vehicles were broken into. The person who broke into the vehicles spent at least 30 minutes in the underground parking. The Strata Council is asking for your cooperation in ensuring that residents do not allow anyone into the building they do not recognize. Every resident needs to use their own fob to access the garage and building entrances. When entering the underground parking you **MUST** stop and wait for the gate to close before proceeding (this applies to both gates). Every resident is responsible for ensuring that Beverley Gardens is safe and secure.
- 2) Irrigation Start Up – A reminder notice was received from Para Space on the importance of having the irrigation system checked and started up in late March to early April. University Sprinkler sets up the irrigation system each year. This work involves turning on the water and checking the system.
- 3) Exit Signs – The Property Manager provided the Council with costs pertaining to LED lights. The cost per bulb is \$17.50; BC Hydro's rebate is approximately \$2.50. Existing bulbs that burn out will be replaced with LED bulbs.
- 4) Underground Leak – Progressive Plumbing has repaired the leaking pipe.

**PLEASE NOTE:** The Strata Council is informing all resident owners that effective **April 15<sup>th</sup>** the garage remotes for entry to common area and front entry door access will be deactivated. Separate fobs are available for these doors. If you require one, please contact the Property Manager. **Effectively, the garage remote will only work to access the underground parking.** We also advise that an audit of all fobs is being done and residents with more than two common area fobs and two garage remotes are asked to contact the Property Manager.

- 5) Garbage – We inform that the recycling blue bins will be moved to the underground parking area within the next couple of weeks. A notice will be posted informing the residents. Three additional blue bins will be ordered.

Once again, please be reminded that all household garbage must be put into the regular garbage container. Cardboard boxes must be flattened and put inside the appropriate recycling cardboard bin. All other recycling items need to be disposed of in the proper recycling blue container.

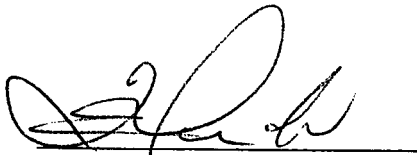
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Call the Recycling Council of BC (RCBC) or your municipality for options on recycling or safe disposal (604) 732-9253 or visit [rcbc.bc.ca](http://rcbc.bc.ca)

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There being no further business, the meeting was adjourned at 8:45 pm. The next meeting is scheduled for Wednesday, May 14, 2008 at 6:30 pm.



Fernanda Mendo  
Property Manager  
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OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 2332  
BEVERLEY GARDENS**

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Held on Thursday, January 31, 2008  
Within PH #13

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<b>COUNCIL IN ATTENDANCE:</b>	Mike Vizsolyi	President
	Brent White	Vice-President
	Kim Abrams	Treasurer
	Dorothy McKim	
	Kelsey Kozoriz	
	Carol Cremin	
<b>REGRETS:</b>	Sandra Hermiston	
	Ernesto Salcedo (Member at Large)	
<b>PROPERTY MANAGER:</b>	Fernanda Mendo	Crosby Property Management Ltd.

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The Property Manager called the meeting to order at 6:50 pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

There being no errors or omissions, it was moved/seconded to approve the Minutes of the Council Meeting held on November 13, 2007 as circulated. **CARRIED.**

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer, Kim Abrams introduced the financial statements for October, November and December 2007 advising that all accounts were in order and recommended acceptance.

It was moved/seconded to accept the October, November and December 2007 financial statements as recommended. **CARRIED.**

- a) Arrears Review – The Strata Council reviewed the accounts receivable list.
- b) General Ledger – Three separate general ledgers were presented in reference to payments made to Marine Roofing and PML for work completed.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.



**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Projects – The following is a list of ongoing or completed projects.
  - BC Science to complete the moisture test. The Engineer is in the process of wrapping up some other projects but has informed that within the next month the test should be completed. Greg Desoy has been assigned to this project. The Engineers will require access to a couple of suites and will advise a week before. As soon as a date is scheduled notices will be given to at least six different suites.
  - Grantson Construction is completing the repairs on the south side stairs and we expect the work to be completed within the next two to three weeks.
  - A door repair was completed on a Commercial Unit.
  - The locksmith was called on three separate occasions to inspect all doors; it appears that there is still a problem with the north east exit door not shutting.
  - Landscaping improvements in progress.
  - Three separate painting companies have submitted quotes for interior painting of common area hallways and doors; one more quote is expected before a decision is made. We anticipate that a Special General Meeting by proxy could be held in early to mid March to obtain the approval of the owners.
  - Mentioned in previous minutes, the Strata Council addressed the problems with the possible failure of the membrane. We were advised that clearing of the drains on the courtyard slab may relieve hydrostatic pressure build up in the courtyard walkways areas. Upon recommendation by another trade and after careful review, the Strata Council agreed to try a different approach by excavating the drain in the planter on the north side and lift the pavers to expose the drain in the walkway and look at the membrane and drainage at the slab. The drain pipes will be inspected and probed to determine their condition. The sidewalk covers to be lifted and interior inspected. This procedure will take approximately 8 hours to complete.

**CORRESPONDENCE**

The Strata Council reviewed items of correspondence received from or sent to the date of the meeting and the Property Manager was instructed by Council to send out the appropriate responses.

The items of correspondence received made reference to the following:

Complaints regarding laundry being done until 2:00 am – Residents should consider their neighbors by avoiding running their washing machines and dryers after 10:00 pm.

Correspondence was received regarding dogs barking and running back and forth for over 45 minutes.

**NEW BUSINESS**

- 1) Revised Painting quote – The quote from Style Pro was discussed under Projects.
- 2) Leak – On December 12<sup>th</sup>, a leak was reported involving two suites – emergency clean up and repairs in the bathroom area were necessary due to a leak involving the hot water shut off pipe located on the west wall of the bathroom. The repairs are now completed and an insurance claim was filed.

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- 3) Leak – On January 27<sup>th</sup>, an owner reported water marks on the bedroom and closet ceiling. Upon inspection on the upper suite, we found a small pin hole leak which may have been ongoing unnoticed for some time. The plumber advised that the cause of the leak was due to the structure of the building putting pressure on the pipe and causing it to leak. *The Strata Council is kindly advising that if you hear any unusual sounds (hissing sound) coming from behind a wall especially in the bathroom or laundry area, please report it immediately to the Property Manager.*
- 4) Fire Code Plus – A quotation was reviewed to replace six emergency battery packs located on the 3<sup>rd</sup> & 2<sup>nd</sup> floor, electrical room and parkade. The Strata Council advised that the battery pack on the 4<sup>th</sup> floor is not working and should be replaced as well.

***Please Note regarding Power Outage** - The Strata Council would like to inform that Beverley Gardens emergency lights are generated by an emergency battery operated power pack. During a power outage, these packs will normally last up to one hour, and once the electricity power is back on, the emergency packs will recharge. The building key fob system operates in the same manner but will probably last up to four hours and again the battery will recharge once the electricity is running.*

- 5) Fire Safety Inspection – Fire Code Plus has completed the annual safety inspection and in-suite deficiencies. It was reported that the technicians were not provided access to four suites. These owners will be informed in writing. As discussed in previous minutes, all fire and safety devices must be tested annually.
- 6) New Garbage/Recycling Information - Please see attached important information regarding new waste disposal regulations.

Strata Corporation's Bylaw 42.2 - A resident must ensure that ordinary household refuse and garbage is securely wrapped and placed in the containers provided for that purpose, recyclable material is kept in designated areas and material other than recyclable or ordinary household refuse and garbage is removed appropriately.

- 7) Mechanical Maintenance Agreement Renewal – Professional Mechanical submitted two service agreement renewals i) Commercial and ii) Residential. Both were approved.
- 8) Forms – The Strata Council reviewed two separate forms a) pet registry and b) emergency information. We ask that residents fill out the pet registry if you have a pet and all residents are requested to fill out the resident emergency information form. Having contact numbers will assist the Council in reducing damage and costs in the event of a flood, fire and car theft, etc. Please slide the completed forms underneath the door of suite #202.
- 9) Insurance Appraisal – Suncorp Valuations completed an appraisal and submitted the updated summary of construction costs for Beverley Gardens. The building's total construction costs is at \$10,683,600.00; a considerable increase from last year.

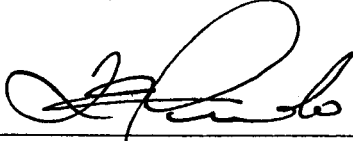
To better expedite acknowledgements and replies to queries, residents/owners are requested to submit their queries directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

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Residents/Owners are welcome to phone, fax or mail all correspondence directly to Fernanda Mendo, c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829, e-mail [fmendo@crobypm.com](mailto:fmendo@crobypm.com) or call (604) 683-8900.

There being no further business, the meeting was adjourned at 8:35 pm. The next meeting is scheduled for March 12, 2008 at 6:30 pm.



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Fernanda Mendo  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crobypm.com](http://www.crobypm.com)

<p><b>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</b></p>
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