

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-1720

GALLERIA II

HELD:

On Tuesday, June 10, 2008 at 6:30 p.m. in the Gymnasium at 1236 West 8th Avenue, Vancouver, B.C.

PRESENT:

Janice Langmuir	(Co-President)	#313
Matthew Speier	(Co-President)	#411
Denien Ford	(Treasurer)	#114
Jan West		#204
Peg Mercer		#109
Rafael Arce		#306

REGRETS:

Jennifer Cowie	#318
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STRATA AGENT: Irina Kuleshova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of May 13, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** The agent distributed to council the May, 2008 financial statement. Formal review and adoption will take place at the next strata council meeting. Any owner wishing a copy of the strata corporation's financial statements may contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 2nd month ending May 31, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$227,044 (including CRF Balance)
 - CRF Balance \$120,951 (Contingency Reserve Fund)
3. Laundry Income: The laundry income was in the amount of \$70.00.
4. Arrears: The agent reported that one unit is in arrears of over \$1,000 for non-payment of the special levy and strata fees. The strata council instructed the agent to contact the owner and advise them of the outstanding balance.
5. Invoices: The following invoices were reviewed and approved for payment:
 - Irwin Projects: \$10,500 for the 3rd draw on the roof deck replacement project.
 - Koala-T Mechanical \$94.50 for drain cleaning on the roof patio.

BUSINESS ARISING

1. Lobby Upgrades: The strata council discussed scheduling the lobby upgrades with S1 Renovations. It was noted that the project will take about four weeks to complete and notices will be distributed to all owners prior to the start date to advise them of the work taking place. One of the strata council members noted that, with the application of a new paint to the walls and the door trim, the current flooring in both lobbies will stand out and negatively affect the overall appearance of the lobby. It was agreed to obtain a quotation from Sierra Stone to apply the stone coating to the flooring of both lobbies to upgrade the lobbies completely. The strata council will also obtain a quotation from the tiling company to see if retiling is an option for this project. The agent will contact Sierra Stone for a quotation for lobby flooring and the strata council will schedule with S1 Restorations for the rest of the remedial work.
2. Deck Repairs: Irwin Projects completed the deck repairs at the Galleria II. The strata council authorized the agent to release the third draw for this project as per the payment schedule.
3. Fence: Irwin Projects completed the installation of the security fence on the west side of the building. The strata council discussed painting the fence as well as other areas around the building, including the bottom of the building concrete to remove staining. The strata council will continue to discuss various painting projects on the property throughout the year.

4. Dryer Vent Cleaning: The strata agent advised council that National Air Technologies will be on site on Saturday, June 14th to clean all the dryer vents from the inside and will come back the following week to do the cleaning from the outside.
5. Caulking of the Building and Canopies: The strata agent advised council that PBEM has supplied a quotation in the amount of \$7,000 plus GST to provide the annual building envelope maintenance at Galleria II. The strata council approved this quotation and instructed the agent to schedule the work. Furthermore, the agent advised that Restoratech will address the caulking of the awning, as per the previously submitted quote.
6. Window Washing and Pressure Washing: The strata council was in receipt of another quotation from Allstar Holdings for window cleaning in the amount of \$2,280 plus GST and pressure cleaning of the building to remove algae in the amount of \$6,440 plus GST. Following discussion, it was moved, seconded and carried to schedule the window washing with Allstar at the quoted cost. It was agreed to postpone the pressure cleaning of the building at this time, based on the visual inspection of the building.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Correspondence was received from an owner expressing dissatisfaction with the amount of the move in and move out fees at the Galleria II. The strata council inquired with the strata agent about the average move in and move out fees in Vancouver. The agent advised that most buildings have a move in and move out fee in the amount of at least \$100. The strata council instructed the agent to advise the owner accordingly.
2. Correspondence was received from an owner who was previously fined for past bylaw violations by her tenants. The owner has paid the fine and the strata council has acknowledged receipt of this correspondence.
3. Correspondence was received from an owner requesting permission for non-structural renovations in the owner's bathroom. The strata council reviewed and approved this renovation provided the owner uses Koala-T Mechanical for any common area plumbing in the unit. Furthermore, the owner requested permission to tile their deck flooring in order to level it properly and avoid water pooling. The strata council instructed the agent to advise the owner that permanent flooring is not allowed on the deck membrane. Furthermore, it was noted that some pooling is common on all areas throughout the building since the building has settled. The owner should mop up any excess water during heavy rains. The owner also has an option of installing non-permanent flooring and may write to the strata council for permission to do so.

4. Correspondence was received from an owner requesting permission for kitchen renovations. The strata council approved this request provided that the owner involves Koala-T Mechanical for any plumbing work in the unit.
5. Correspondence was received from an owner requesting the strata council to replace a stained glass partition on the owner's deck. The strata council instructed the agent to advise the owner that the owner should obtain cost quotations for this work and forward it to council for review.

NEW BUSINESS

1. Building Security: The strata council would like to remind all owners to be vigilant about building security now that the summer months are here and many people leave for vacation as well as leave their windows and patio doors opened. Owners should be aware of their surroundings and ensure that no strangers follow them into the building or into the parkade.
2. Annual Fire Inspection: The agent advised council that the annual fire inspection for Galleria II will be scheduled in July.
3. Damage to the Garage Entry Way: The strata council noted that there is minor damage to the garage entry way. The agent was instructed to inquire with Milan, the caretaker, if he can fix the damage.
4. Roof Blisters: The strata council noted that there are a number of roof blisters that need to be addressed and instructed the agent to contact Advance Systems Roofing to quote on the work.
5. Leak Repairs on Unit #117: The strata agent advised council that the plumber will inspect the source of the small leak in unit #117. Upon completion of the plumbing repairs, the Restoration Shop will provide a quotation for the remedial work associated with the water damage in unit #117. Unit #117 is also seeking permission to renovate their kitchen cabinets, therefore, the strata council will reimburse the owner for the cost of repairs associated with the water leak and the owner will upgrade their cabinets and do any additional repairs at their own cost.
6. Junk Removal: The strata council is scheduling a junk removal service company to remove a number of items on the property, including items from parking stalls that do not belong there. The strata council will like to advise all residents that, if they wish to keep any items, they must store them properly in their storage lockers or in their units.

7. Gazebo: The strata council noted that one of the units has installed a gazebo on their rooftop deck. The strata council instructed the agent to advise the owner to remove the gazebo as no permanent structures are allowed to be erected on the rooftop decks at Galleria II.
8. Barbeque: The strata council would like to remind all owners to clean their barbeques before use to avoid excessive smoke, as well as ensure that barbeques are monitored during use to prevent fires, especially those over building overhangs.

There being no further business, the meeting was adjourned at 8:00 p.m. The next meeting will be held on Tuesday, July 15, 2008 at 6:30 p.m. in the Gymnasium at 1236 West 8th Avenue, Vancouver, B.C.

Irina Kuleshova
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C. V6E 3J7

Telephone: (604) 684-6291 (24 Hour Emergency Services)
Toll Free: 1-877-684-6291 / Fax: 604-684-1539

IK/af

WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE

1. You are on your own. Do not count on your strata council or management company for assistance.
2. There is not a supply of food, water, blankets or other survival provisions stored anywhere on the property. You are on your own.
3. If there is natural gas service to your strata corporation there is no plan for shutting off the gas supply.
4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.
5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.
6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.
7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (ie. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.
8. There is NO government plan or fund to assist either you or your strata corporation. You are on your own.

While it would be nice to hear that there are plans and that there is a safety net, your strata council and VCS bring you the above information in an effort to alert you to the reality of an earthquake scenario. Accordingly, you need to develop your own personal plans for survival. Like many people, you will not be adequately prepared and that is "human nature". Please remember, however, that "You are on your own" is the only rule that counts.

For further information, visit the following websites:

Ministry of Energy & Mines (Gov. of BC)

<http://www.em.gov.bc.ca/Mining/Geolsurv/Surficial/quake/>

Ministry of Public Safety & Solicitor General

http://www.pep.bc.ca/hazard_preparedness/earthquake_preparedness.html

City of Vancouver Emergency Preparedness

<http://www.city.vancouver.bc.ca/corpsvcs/emerg/prepyourself/earthquaketips.htm>

Neighbourhood Emergency Preparedness Program

<http://www.city.vancouver.bc.ca/corpsvcs/emerg/nepp/NEPPworkshops.htm>

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-1720

GALLERIA II

HELD: On Tuesday, July 15, 2008 at 6:30 p.m. in the Gymnasium, 1236 West 8th Avenue, Vancouver, B.C.

PRESENT:

Janice Langmuir	(Co-President)	#313
Matthew Speier	(Co-President)	#411
Denien Ford	(Treasurer)	#114
Jan West		#204
Peg Mercer		#109
Rafael Arce		#306
Jennifer Cowie		#318

GUESTS: Owners – Unit #405

STRATA AGENTS: Irina Kuleshova, Vancouver Condominium Services Ltd.
Jocelyn Fougere, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

GUEST BUSINESS

The owners of unit #405 attended the meeting to present to the strata council the alterations made to the gazebo. It was requested to be removed because it was visible from the outside. The owners explained that they have moved the gazebo further towards the patio entrance door to ensure that it is not visible from the outside. The gazebo is now only partially visible and the owner requested the strata council allow the gazebo to remain on the deck for the owners' use. The strata council reviewed this request and approved it for the time being. The agent will advise the owners accordingly.

MINUTES

It was moved, seconded and carried to adopt the minutes of the June 10, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: The strata council Treasurer, reported on her review of the May and June, 2008 financial statements. Following discussion, it was moved, seconded and carried to adopt the May and June, 2008 financial statements, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. Account Balances: The current balances for the 3rd month as at June 30, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$203,350 (including CRF Balance)
 - CRF Balance \$121,064 (Contingency Reserve Fund)
3. Laundry Income: The laundry income was in the amount of \$78.00.
4. Arrears: The agent reported that no owner is in significant arrears. The agent will continue to follow up with the owners who have outstanding balances on their accounts to request they bring their accounts up to date as soon as possible.
5. Invoices: The following invoices were reviewed and approved for payment:

i)	Cepic Renovations	\$1,460.95
ii)	National Air	\$1,822.80
iii)	Allstar	\$2,394.00
iv)	The Restoration Shop	\$ 199.47

BUSINESS ARISING

1. Lobby Upgrades: The strata council reported that S1 Restorations is in the process of performing lobby upgrades as per the previously provided quote. The strata council will inquire with S1 Restorations about the cost of doing some additional painting in the lobbies. Upon completion of the project the strata council will do a deficiencies walkthrough to ensure the work is done to council's satisfaction. Furthermore, the agent presented council with a quotation from Sierra Stone in the amount of \$6,791 to apply Sierra Stone coating in the two lobbies being renovated. The strata council will keep this quotation on file for future consideration.
2. Deck Repairs: Irwin Projects completed the deck repairs at the Galleria II. The strata council approved the release of the holdback in the amount of \$4,613.07.
3. Dryer Vent Cleaning: National Air Technologies completed the dryer vent cleaning at the Galleria II. The next dryer vent cleaning will be scheduled in the next fiscal year.

4. Caulking of the Building & Canopy: PBEM completed the caulking of the building as per the previously submitted quotation. The agent was instructed to inquire with PBEM which wall was done during this year's envelope maintenance and what the strata council should budget for the next fiscal year. The strata council was also in receipt of a quotation from Restoratech in the amount of \$982 plus GST to supply and install caulking at the entrance awning. The strata council reviewed and approved this quotation. The agent was instructed to advise Restoratech to proceed with the work as soon as possible.
5. Window Washing: Allstar Window Cleaning completed the window washing at Galleria II. Some of the deficiencies have been reported to the Caretaker and addressed by Allstar. The strata council was generally satisfied with the quality of the work delivered by Allstar.
6. Annual Fire Inspection: The annual fire inspection for the Galleria II is scheduled for July 29th and July 30th. The in-suite testing will be done on July 29th from 8:30 a.m. to 12:00 p.m. Owners are reminded that access to their suites is mandatory for the testing of the in-suite equipment in accordance with the Fire Code regulations.
7. Damage to Garage Entryway: The agent reported that the building Caretaker has agreed to repair the minor damage to the garage entryway at a cost of \$300 on his own time. The strata council approved this expenditure and instructed the agent to advise the Caretaker to proceed.
8. Glass Damage: Owners who have previously written to the strata council of the damage to the glass on limited common property have submitted quotations for the strata council's review. The strata council approved the quotation in the amount of \$218 from Delta Glass to repair the damaged glass. The owner will schedule the work with Delta Glass as access to his suite is required to do the necessary repairs.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Correspondence was received from an owner requesting permission to leave the gazebo on his deck, provided the owner has made some modifications to its positioning. For further discussion on this item, please see Guest Business.

NEW BUSINESS

1. Garbage Bins: The strata council discussed the matter of locking the garbage bins on the property to prevent other people from dumping their garbage into the bins belonging to the Galleria II. The agent advised that locking the garbage bins sometimes warrants missed pick-ups as the drivers of the waste management companies do not always have the keys to all the bins. The strata council agreed to postpone this matter for now or for further discussion at a later point to determine if an alternative solution can be found for proper garbage maintenance.

2. Graffiti: The strata council discovered graffiti on the back of the building and instructed the agent to contact a graffiti removal company to remove the graffiti as soon as possible provided that the cost does not exceed \$1,000.
3. Glass Skylight: The strata council has requested the Caretaker obtain quotations for replacement of the cracked glass skylight in one of the lobbies in the building.
4. Real Estate Signage on the Property: The strata council noted that the real estate sign on the property has rotted and must be replaced immediately. The Caretaker has agreed to make up a new sign and secure it in the ground for a cost of materials only. The strata council approved this request and will advise the Caretaker to proceed.
5. Exterior Painting: The strata council discussed painting the bottom of the building concrete, remove staining. The agent will inquire with professional exterior painting company on the cost and the strata council obtain a quotation from S1 Restorations for the same work.
6. Sierra Stone Blister: The strata council noted that a blister in the Sierra Stone flooring in one of the lobbies. The Sierra Stone submitted a quotation in the amount of \$500 plus GST to do an exploratory cut to determine the cause of the blister. The agent was instructed to contact Sierra Stone and advise that the strata council is willing to pay for the exploratory work provided the cause of the blister is not the workmanship of Sierra Stone and does not fall under the warranty for this flooring.

There being no further business, the meeting was adjourned at 8:00 p.m. The next meeting is scheduled for Wednesday, August 13, 2008 at 6:30 p.m. at 1236 West 8th Avenue, Vancouver, B.C.

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IK/md

WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE

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4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.
5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.
6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.
7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (ie. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.
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For further information, visit the following websites:

Ministry of Energy & Mines (Gov. of BC)
<http://www.em.gov.bc.ca/Mining/Geosurv/Surficial/quake/>

Ministry of Public Safety & Solicitor General
http://www.pep.bc.ca/hazard_preparedness/earthquake_preparedness.html

City of Vancouver Emergency Preparedness
<http://www.city.vancouver.bc.ca/corpsvcs/emerg/prepyourself/earthquaketips.htm>

Neighbourhood Emergency Preparedness Program
<http://www.city.vancouver.bc.ca/corpsvcs/emerg/nepp/NEPPworkshops.htm>

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-1720

GALLERIA II

HELD: On Wednesday, August 13, 2008 at 6:30 p.m. in the Gymnasium, 1236 West 8th Avenue, Vancouver, B.C.

PRESENT:

Janice Langmuir	(Co-President)	#313
Matthew Speier	(Co-President)	#411
Denien Ford	(Treasurer)	#114
Rafael Arce		#306

REGRETS:

Peg Mercer	#109
Jennifer Cowie	#318

GUESTS:

Jim Elliott	#314
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STRATA AGENT: Cory Pettersen, Vancouver Condominium Services Ltd.

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

COUNCIL MEMBER RESIGNATION

It was noted that council member, Jan West resigned her position from council as she has sold her unit. Council extended their thanks to Ms. West for her time and efforts on the strata corporation's behalf.

GUEST BUSINESS

Mr. Jim Elliott of unit #314 attended the meeting to discuss with council his thoughts on the lobby upgrade project. Following this item on the agenda, council thanked Mr. Elliott for his time and he departed the meeting at 6:55 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 15, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** Council Treasurer, Denien Ford advised she had reviewed the July 2008 invoices and financial statement and found them to be in order. Following discussion, it was moved, seconded and carried to adopt the July 2008 financial statement, as presented.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 4th month as at July 31, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$196,015 (including CRF Balance)
 - CRF Balance \$122,033 (Contingency Reserve Fund)
3. Laundry Income: Council provided the agent with the laundry income in the amount of \$76.
4. Arrears: The agent updated council as to the status of the accounts receivables where there remain a few owners with outstanding Roof Deck Replacement levies. Following discussion, council agreed that correspondence be sent to those owners with outstanding levies advising that \$100 fines per month (3 month instalment plan) will be applied to their accounts (as detailed in the approved resolution) and requesting that payment be made immediately to bring their accounts up-to-date.
5. Invoices: The following invoices were reviewed and approved for payment:
 - (a) SD Building Maintenance \$ 315.00
 - (b) Alpha Glass \$ 299.37
 - (c) Levitt Safety (Fire Inspection) \$1,311.35
 - (d) Koala-T Mechanical \$ 204.75

BUSINESS ARISING

1. Lobby Upgrades: Council member Raphael Arce reported that a walk-through was performed with S1 Restorations two weeks ago to identify several deficiencies. Some of the deficiencies were attended to on the day of the walk-through but none have been completed since. It was therefore agreed that payment would be held until all deficiencies have been fully addressed or attended to. It is expected that another walk-through will take place towards the end of the week and Mr. Arce will meet with the contractor and review the outstanding deficiencies again. The agent was instructed to hold payment of the invoice (yet to be received) until council authorizes release.

Following discussion, it was agreed that a budget of \$400 would be approved for the purchase of pictures and/or mirrors for installation in both lobbies. Council members agreed to get together in the next week or so to source these items.

2. Deck Repairs: The agent confirmed that the hold-back in the amount of \$4,613.07 was released to Irwin Projects on July 29, 2008.
3. Caulking at Entrance Awning: Council was advised that Restoratech have been scheduled to attend to the installation of caulking at the entrance awning during the second week of August. With respect to the work performed by PBEM during this year's envelope maintenance, council confirmed receipt of a break-down of all work performed.
4. Annual Fire Inspection: As noted above, council approved payment for the invoice received from Levitt Safety for performing the annual fire inspection. The agent provided copies of the annual fire inspection report to council, as well as a quote in the amount of \$1,932.66 to address the outstanding deficiencies. This includes replacement of a number of batteries, as well as the attempted re-inspection of 10 units missed during the annual inspection. Council agreed they would review the outstanding deficiencies with the caretaker first to determine if there are items included that can be addressed and the quote therefore reduced. It was agreed that the caretaker would coordinate the outstanding deficiencies and re-inspection of the ten units following this review.
5. Graffiti: The agent noted that Goodbye Graffiti have attended to the removal of the graffiti on the back of the building. Council noted that an excellent job was performed by the contractor.
6. Lobby Glass Skylight: Council reviewed quotations for repairs to the lobby glass skylight at the 1236 West 8th Avenue building, as follows:
 - (a) Alpha Glass \$ 868.00
 - (b) Super Glass \$ 945.00

While a third quote was requested, council noted the contractors stated they were too busy. Following discussion, it was moved, seconded and carried to approve the quote provided by Alpha Glass and the agent will arrange for the replacement as soon as possible.

7. Exterior Painting: Council reviewed the following quotations for the pressure washing and painting of the lower concrete retaining walls (stucco walls not included) to the existing colour, as follows:
 - (a) S1 Restoration \$4,925.50
 - (b) Remdal Painting \$4,827.58

Following discussion, council instructed the agent to contact Remdal Painting and request a walk-through with council and the caretaker to discuss this project. Assuming a successful walk-through, council unanimously agreed that this work should proceed as soon as possible.

8. Sierra Stone Blister: Council noted that Sierra Stone is currently investigating the delamination of the product underneath the surface which has caused it to raise up and form a bubble or "blister" of the material at the site of the expansion joint. A representative from Sierra Stone is to attend this week to further the investigation with the caretaker. Council member Matthew Speier advised he would attend if available.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. #316 Bathroom Reno Request: Council acknowledged receipt of correspondence from the owner of the noted unit requesting approval to proceed with renovations to their bathroom during the month of August. Following discussion, council approved the request and the owner will be advised as such and that they will be responsible for:
- removing debris from the site
 - utilizing the strata corporation's plumber (Koala-T Mechanical) for any plumbing needs
 - notifying their surrounding neighbours, and
 - will be reminded of the allowable hours for renovations to take place (8:00 a.m. to 5:00 p.m. Monday to Friday and 10:00 a.m. to 5:00 p.m. on the weekend).
2. #315 Kitchen Renovation Request: Council acknowledged receipt of correspondence from the owner of the noted unit requesting approval to re-tile their kitchen some time in August. Following discussion, council approved the request with the same conditions as noted above and the agent will advise the owner accordingly.

NEW BUSINESS

1. #201 Ceiling Leak: The agent discussed with council a leak from the ceiling of unit #201 occurring on Sunday, August 10th and attended to by Koala-T Mechanical. The agent and caretaker have discussed the matter with the owner who is in contact with their personal insurer. Due to the fact that the owner has some damage to the laminate flooring in the hallway below the leak and this is an upgrade (not covered by the Strata Corporation insurance) the owner will meet with their insurance adjuster and advise the caretaker and/or the agent how they wish to proceed. Council confirmed there was no damage to the commercial unit below and that The Restoration Shop will be attending to the associated ceiling repair in the affected unit.

The agent advised council that, due to the fact the caretaker attended the site on Sunday to assist with this matter, he has taken a half day on Wednesday, August 13th in lieu of overtime pay.

2. Exterior Hose Bib Quote: Council reviewed a quotation received from Koala-T Mechanical in the amount of \$1,350 plus GST for installation of two hose bibs as there is currently only one exterior tap on the inside of the centre fountain. The installation of the hose bibs will allow for soaker hoses to be installed for the cedar hedges. Following discussion, council unanimously agreed to proceed with this work and the agent will advise Koala-T Mechanical accordingly.
3. Bicycles: Council noted that it is an ongoing hassle getting bicycles in and out of the storage area and advised all residents that they should remove and/or sell bicycles that are not being used. The agent will liaise with the caretaker as to instituting a notice requesting that residents tag their bicycles so that those that have been left by previous owners or tenants can be removed to free up some room.
4. Caretaker Attendance at Council Meetings: Following discussion, council agreed to put forth the offer to Milan Kalaba to attend the September 16th council meeting and possibly every second council meeting thereafter or as required. The agent will follow up with the caretaker on this matter.
5. Drain Cleaning: Council requested the agent follow up with Koala-T Mechanical requesting a quotation for the parkade drains to be cleaned.
6. Roof: Council noted that there are a number of blisters that require repair on the roof and that Advanced Roofing has been contacted in the past and have yet to attend. The agent will follow up with the contractor on this matter and liaise with the caretaker to ensure that this work is done prior to the rainy season.

There being no further business, the meeting was adjourned at 7:45 p.m. The next council meeting is scheduled to be held on Tuesday, September 16, 2008 at 6:30 p.m. in the Gymnasium at 1236 West 8th Avenue, Vancouver, B.C.

Cory Pettersen
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C. V6E 3J7
Telephone: 604-684-6291 (24 Hour Emergency Services)
Toll free: 1-877-684-6291/ Fax: 604-684-1539

CP/ae

A WORD OF APPRECIATION

Many thanks to all owners who provide their monthly strata fees promptly and without problems - either by PAC or post-dated cheques. Your co-operation is most appreciated. Please remember if you write cheques, to make them payable to your strata plan and to identify your suite number or strata lot. Payments are due on the first of each month.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-1720

GALLERIA II

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PRESENT:

Janice Langmuir	(Co-President)	#313
Matthew Speier	(Co-President)	#411
Denien Ford	(Treasurer)	#114
Rafael Arce		#306
Peg Mercer		#109
Jennifer Cowie		#318

BUILDING CARETAKER:

Milan Kalaba

STRATA AGENT: Cory Pettersen, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

CARETAKER'S REPORT

Council welcomed building caretaker Milan Kalaba to the meeting to give him an opportunity to update the strata council as to the status of current projects and items that need to be addressed in the coming year. This report included the following items:

- **Carpet Cleaning:** It was noted that the carpets were cleaned approximately one year ago and cleaning is now due. Easy Care Carpet Cleaning will be contacted and asked to schedule this cleaning as soon as possible. It was further suggested that an additional cleaning be added on an annual basis and council will keep this in mind when budgeting for the next fiscal year.
- **Pool Painting:** It was noted that there are some areas that cannot be pressure washed due to the state of the paint and this is an item that the strata corporation may wish to address in the spring. Council noted that a quote is pending from Remdal Painting & Restoration for budgetary purposes only.

- Interior Painting: It was noted that the handrails, interior doors, and other interior areas require painting and council will take this matter under advisement when budgeting for next year.
- Roof: Mr. Kalaba and the agent have been in contact with Advance Systems Roofing to attend to a number of blisters that require repair on the roof. While the contractor is extremely busy, they advise that this is a three-day job and will endeavour to attend to the repairs toward the end of September.
- Front Entrance: It was reported that the caulking of the front entrance awning has been completed by Restoratech. Additionally, while Sierra Stone have attended to the bubble of the material at the side of the expansion joint, it was noted that more caulking is required to negate a possible tripping hazard. The agent will contact Sierra Stone and have them address this matter as soon as possible.
- Soaker Hoses: It was requested that funds be budgeted for the replacement of a number of soaker hoses that have deteriorated due to age.
- Drain Cleaning: Koala-T Mechanical have been requested to provide a quotation for the cleaning of the parkade drains. Once this work has been done, A & A Anderson Tank Services will be contacted to clean the sumps of the materials that have been washed out of the system.
- Garbage Removal: It was noted that a small amount of junk has accumulated in the parkade and council agreed that the caretaker should contact a junk removal company to dispose of it.
- Back Door Hardware: It was noted that there a number of door closers which require replacement and the caretaker agreed to contact Nikls Services to provide a unit cost for council's review. It is believed that the life span of this device is approximately ten years and they have not ever been replaced.

Council thanked Mr. Kalaba for his time and he departed the meeting at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the August 13, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: Council Treasurer, Denien Ford advised she had reviewed the August 2008 invoices and financial statement and found them to be in order. Following discussion, it was moved, seconded and carried to adopt the August 2008 financial statement, as presented.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 5th month as at August 31, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$200,327 (including CRF Balance)
 - CRF Balance \$122,586 (Contingency Reserve Fund)
3. Laundry Income: Council provided the agent with the laundry income in the amount of \$82.
4. Arrears: The agent updated council regarding the status of the accounts receivables. It was noted that correspondence was forwarded to all owners with amounts outstanding and while a number of owners have made payment, there still remains one in arrears of the Roof Deck Replacement levy. Following discussion, council agreed that correspondence be sent to the owner with the outstanding levy advising that an additional \$100 fine will be added to their account and that a lien will be applied should payment not be received within 21 days of receipt of the letter.
5. Invoices: The following invoices were reviewed and approved for payment:
 - (a) Sierra Stone \$ 525.00
 - (b) The Restoration Shop \$ 564.80
 - (c) The Restoration Shop \$ 976.75
 - (d) Delta Glass \$ 333.27
 - (e) D. Ford (mirror reimburse) \$ 99.67

BUSINESS ARISING

1. Lobby Upgrades: Council extended their thanks to Denien Ford and Rafael Arce for their sourcing and purchasing of mirrors for the 1210 lobby. It was noted that another shipment of mirrors will be in next week and council will purchase similar mirrors for installation in the lobby of the 1236 lobby.

With respect to the outstanding deficiencies, S1 Restorations have requested that council do one final walkthrough and pencil mark any areas that require attention so that they can attend the site one final time and complete the project. Mr. Arce requested that the agent have the contractor contact him directly and he and another available council member will review the outstanding deficiencies with S1 Restorations and advise the agent thereafter when payment can be released.

2. Caulking at Entrance Awning: Restoratech has completed this item.
3. Annual Fire Inspection: The agent advised he has been in contact with Fire Code Plus and discussed their quotation for attending to the outstanding deficiencies. Due to the fact that a fire pump test is required in the parkade (which will require a number of stalls being vacated for the day), Fire Code Plus will be scheduling the inspection of the ten missed suites and addressing deficiencies along with doing the pump test towards the end of October.
4. Exterior Painting: Council discussed the walkthrough performed with Remdal Painting and reviewed the revised quotation for preparing and repainting the East, South, West sides of the building (retaining walls, fountain area and ground floor level), the repainting of the retaining walls in the two interior courtyards and other minor areas. Following discussion, council agreed that there are adequate funds in the operating budget under the Repairs & Maintenance line item and that it will be less expensive to proceed with this work now rather than next year. It was moved, seconded and carried to proceed with the above noted work at a cost of \$6,989.91 plus GST. The agent will advise Remdal accordingly and ensure that the work is scheduled prior to the rainy season. Council further requested the agent have Remdal provide the warranty information along with the contract for this work.
5. Sierra Stone Blister: As noted under the Caretaker's Report, Sierra Stone have returned and applied epoxy to the area under the blister which has solved the problem. The agent will have Sierra Stone return to further fill in the gap at the expansion joint and this item will then be completed.
6. Hose Bibs: It was noted that Koala-T Mechanical completed the installation of the two exterior hose bibs. The next time they are on site, the caretaker will have Koala-T install the requested drain valve in the parkade so that the hose bibs can be winterized properly.

7. Bicycles in Storage Area: The notices requesting that owners tag their bicycles in the storage area have been circulated. It was agreed that the bicycles not tagged after September 30th will be removed and stored for an additional month after which they will be donated or otherwise disposed of.
8. Parkade Drain Cleaning: This matter was discussed above under the Caretaker's Report and a quote from Koala-T Mechanical is currently pending.
9. Roof Blister Repairs: Again, as noted under the Caretaker's Report, Advance Roofing is trying to fit this work into their busy schedule towards the end of September.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Bad Odour Complaint: Council acknowledged receipt of correspondence from an owner advising of a neighbouring unit where there is tremendous pet odour emanating from the apartment. Correspondence has been sent to the offending unit advising the owner of the associated complaint, bylaw violations and requirement to take immediate action to eliminate this odour (the existence of which has been confirmed by council members, neighbours and the caretaker).
2. Renovation Bylaw Violation: The council acknowledged complaints received and correspondence forwarded to a unit owner who was utilizing the small balcony in the west courtyard as a work area for renovations which was making a huge mess. Council noted that this activity ceased following the correspondence being sent to the owner and, therefore, bylaw violation fines will not be in order.
3. Glass Panel Reimbursement: Council acknowledged correspondence from two unit owners providing their respective shares for the reimbursement of a glass panel repair expense. Council thanks both owners for their attention to this matter.
4. Cabinet Replacement: Council acknowledged receipt of correspondence from the owner of #117 – 1236 West 8th Avenue regarding their damaged cabinetry in the kitchen due to a previous water leak. The owners are requesting that they be provided the amount equal to a quote received to repair the cabinets so that they may utilize this money to upgrade the existing cabinetry so that they are not mismatched. The agent advised council that a quotation from The Restoration Shop has been received in the amount of \$964.31 to carry out repairs to the existing cabinetry and it was agreed that this amount would be provided to the owners and they would thereafter be responsible for their own repairs.

NEW BUSINESS

1. Caretaker Review: Council noted that they need to schedule the caretaker's review prior to the end of the fiscal year and discussion on this matter was deferred until a future council meeting.

There being no further business, the meeting was adjourned at 7:45 p.m. The next council meeting date has been re-scheduled to Wednesday, October 15, 2008 at 6:30 p.m. (due to the election on October 14th) in the Gymnasium at 1236 West 8th Avenue, Vancouver, B.C.

Cory Pettersen
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C. V6E 3J7

Telephone: (604) 684-6291 (24 Hour Emergency Services)
Toll Free: 1-877-684-6291 / Fax: 604-684-1539

CP/af

24-Hour Emergency Services

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-1720

GALLERIA II

HELD: On Wednesday, October 15, 2008 at 6:30 p.m. in the Gymnasium,
1236 W. 8th Avenue, Vancouver, B.C.

PRESENT:

Janice Langmuir	(Co-President)	#313
Matthew Speier	(Co-President)	#411
Denien Ford	(Treasurer)	#114
Rafael Arce		#306

REGRETS:

Peg Mercer	#109
Jennifer Cowie	#318

STRATA AGENTS: Cory Pettersen, Vancouver Condominium Services Ltd.
Jordan De Vuyst, Vancouver Condominium Services Ltd.

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

MINUTES

It was moved, seconded and carried to adopt the minutes of the September 16, 2008 council meeting with the following amendment:

Under Financial Report, 5. Invoices, regarding point (a) Sierra Stone, council agreed that the payment to Sierra Stone in the amount of \$525 would be withheld until they have completed the work. The agent confirmed that the invoice has not been paid and will not be until council has so authorized.

FINANCIAL REPORT

1. **Monthly Statement:** Council Treasurer, Denien Ford reviewed the September, 2008 invoices and financial statement and found it to be in order. Following discussion, it was moved, seconded and carried to adopt the September, 2008 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

Council noted that there are a number of funds where the amounts left over should be transferred to the Operating Fund as per the approved resolutions. Following discussion, it was moved, seconded and carried that the agent be directed to transfer the following fund monies to the Operating Fund as noted:

- Roof Deck Replacement Fund \$11,477.44
- Phase V Repair \$390.90

Council further requested that the agent apply the \$547.22 amount left over in the Awning Installation Fund to the invoice paid to Restoratech for the caulking of the entrance awning (as discussed in previous council meeting minutes).

2. Account Balances: The current balances for the 6th month as at September 30, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$198,843 (including CRF Balance)
 - CRF Balance \$122,586 (Contingency Reserve Fund)
3. Laundry Income: Council provided the agent with the laundry income in the amount of \$102.
4. Arrears: The agent updated council regarding the status of the accounts receivables. It was confirmed that correspondence was forwarded to all owners with amounts outstanding. In addition, as requested the agent forwarded correspondence to one owner advising that a lien will be filed on the title of their unit should payment for the Roof Deck Replacement levy not be made within 21 days of receipt of the letter.
5. Invoices: There were no invoices to review.

BUSINESS ARISING

1. Lobby Upgrades: Following a final site visit by S1 Restorations & Renovations Ltd. to address outstanding deficiencies, council authorized payment on October 3rd of the related invoice in the amount of \$7,297.50. On a related matter, it was noted that mirrors for the 1236 lobby will soon be purchased and installed.
2. Annual Fire Inspection: Council acknowledged that Fire Code Plus Engineering would be on site on Thursday, October 16th and Friday, October 17th to address both the annual fire pump test and the outstanding fire inspection deficiencies, including the inspection of ten units were missed during the first inspection. Notices have been posted and circulated.

3. Exterior Painting: Council acknowledged that the work contracted to Remdal for repairing and painting the areas detailed in the September, 2008 meeting minutes have been completed. Council was advised that the manager for Remdal would be on site Thursday to perform a deficiency walkthrough to ensure that the work performed is up to their standards. Council noted that the water was not turned off at the fountain so this area should likely receive another coat of paint. Additionally, there is an east side pillar which appears on the painting was not completed.
4. Sierra Stone Blister: As noted above under the Minutes approval, council have instructed the agent to hold payment to Sierra Stone until the additional caulking has been installed in the gap at the expansion joint. The agent has further requested that Sierra Stone provide an explanation as to their outstanding charges as they have invoiced both for the investigation of the blister as well as the required repair, each in the amount of \$525. Council believes that only one such invoice should be paid.
5. Parkade Drain Cleaning: The agent advised council he has received some information from Koala-T Mechanical System with respect to the cleaning of the horizontal and parkade drains. The agent will clarify the quoted amount with the contractor and advise council accordingly.
6. Roof Blister Repairs: The agent advised council that all roof contractors contacted are fully booked and are unable to attend the site to even provide an estimate at this time, let alone actually do the 2-3 days worth of work required. While Advanced Systems Roofing states that they will still try to have this work done in the coming weeks, the agent has continued to try and find another contractor to do the work. Roofix have advised that if they are provided pictures of the area in question, they may be able to forego the site inspection required to provide an estimate (approximately one month wait). Council member, Janice Langmuir stated she would try to make time in the next few days (weather permitting) to take pictures of the roof so that they may be provided to the contractor.
7. Carpet Cleaning: The agent advised council that EasyCare will be on site to clean the common area carpets on Tuesday, October 21st from 8:30 a.m. to 5:00 p.m. This work is being done at the same price as last year which was \$487.50.
8. Back Door Closers: Following review, council unanimously approved a quote in the amount of \$948 plus GST for the replacement of the door closers on the two alley exit doors with commercial grade door closers.
9. Caretaker Review: Council agreed that they would address this matter in the coming months.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Council acknowledged receipt of correspondence from the owners of unit #407 – 1210 requesting authorization to proceed with renovations to their main bath, to remove and replace existing floor tiling in the main foyer and entry area, and renovations to their kitchen. There are no structural changes to be made during the process and Koala-T Mechanical will be utilized to carry out plumbing upgrades. Following discussion, council unanimously agreed to approve the renovation request and the agent will forward correspondence advising of such.

NEW BUSINESS

1. Fire Sprinkler Winterization: While the winterization of the fire sprinkler system is due in November, the agent advised council he has directed Fire Code Plus Engineering to attend to this work when they are on site later this week.

There being no further business, the meeting was adjourned at 7:00 p.m. The next council meeting is scheduled to be held on Tuesday, November 18, 2008 at 6:30 p.m. in the Gymnasium at 1236 West 8th Avenue, Vancouver, B.C.

Cory Pettersen
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Strata Plan Number

Please note your strata plan number on the front of these minutes. It is very helpful (especially in emergency situations) if you can provide your strata plan number when calling our office as it allows for quick access to your file.

Selling Your Unit?

If you are planning to sell your unit, it is a good idea for your realtor to visit our website at www.vancondo.com. There, the realtor will find a link where they are able to order documents requested by potential purchasers such as minutes, bylaws, and engineer reports. Using this process rather than phoning our office may decrease the processing time. You can also find valuable tips on the *Strata Property Act* in the monthly bulletins distributed by our office.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-1720

GALLERIA II

HELD: On Tuesday, November 18, 2008 at 6:30 p.m. in the Gymnasium,
1236 West 8th Avenue, Vancouver, B.C.

PRESENT:

Janice Langmuir	(Co-President)	#313
Matthew Speier	(Co-President)	#411
Danien Ford	(Treasurer)	#114
Peg Mercer		#109
Rafael Arce		#306

REGRETS: Jennifer Cowie #318

STRATA AGENT: Cory Pettersen, Vancouver Condominium Services Ltd.
Jordan De Vuyst, Vancouver Condominium Services Ltd.

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

STRATA AGENT ASSIGNMENT:

Council was advised that Mr. Jordan De Vuyst will be assigned as the strata corporation's strata agent on a permanent basis effective December 1, 2008. Mr. Pettersen will continue to supervise the account and is available at any time should there be issues requiring his attention from either an owner or the strata council.

MINUTES

It was moved, seconded and carried to adopt the minutes of Wednesday, October 15, 2008, council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** Council Treasurer, Denien Ford, reviewed the October 2008 invoices and financial statement and found them to be in order. Mr. Pettersen answered questions with respect to invoices paid and, following discussion, it was moved, seconded and carried to adopt the October 2008 financial statement as presented.

Mr. Pettersen advised council that the Repairs and Maintenance line item is over budget for the year. It was suggested that, while the overall budget has a surplus of approximately \$7,000, spending on general repairs should be watched closely from now until the year end (March 2009).

2. Account Balances: The current balances for the 7th month as at October 31, 2008, in the appropriate funds, are as follows:

- Total Cash Balance \$193,717 (including CRF Balance)
- CRF Balance \$125,364 (Contingency Reserve Fund)

3. Laundry Income: Council provided the agent with the laundry income in the amount of \$182.

4. Arrears: The agent updated council regarding the status of the accounts receivables. The agent advised that statements have been sent to all owners in arrears and that a lien warning letter was sent to one owner advising that a lien will be filed on the title of their unit if payment for the Roof Deck Replacement levy is not made within twenty-one days of receipt of the letter (per council's direction). Payment has not yet been received and council asked that the agent attempt to contact the owner directly. Should payment not be received by the next council meeting, council will direct that a lien be filed on the owner's account.

5. Invoices: The following invoices were reviewed and approved for payment:

(a) Sierra Stone	\$ 125.00
(b) Remdal (painting)	\$7,339.41
(c) Remdal (ice melt)	\$ 119.96
(d) Bio Solutions	\$ 157.50
(e) Easy Care Carpet	\$ 635.25
(f) D. Ford	\$ 123.20

BUSINESS ARISING

1. Fire Inspection Deficiencies: Council acknowledged receipt of correspondence from Levitt Safety Fire Code Plus advising that the deficiencies had been completed from the annual inspection. It was noted that there was still no access provided to suite #s 102, 111, 219, 318 and 406. The agent agreed to forward correspondence to these units advising that they must contact Levitt Safety Fire Code Plus directly and have their fire devices inspected at their cost.
2. Exterior Painting: Council confirmed that a deficiency walk through was performed with a representative from Remdal Painting. Remdal agreed that the central fountain area and the top of the east pillar should receive an additional coat of paint and have agreed to address

this matter in the spring of 2009 when the weather and temperature permit. Council noted that they were very pleased with the job performed by Remdal and approved payment in the amount of \$7,339.41.

Remdal has agreed to provide quotations for budgeting purposes for the following:

- clean, prepare and paint the central fountain and pool area
 - paint all stucco areas of the building
3. Sierra Stone Blister: Council reviewed correspondence and back-up documentation from Sierra Stone with respect to their investigation and eventual repairs to the blister at the expansion joint. Following extensive discussion, council unanimously approved the invoices for the investigation of the blister, as well as the required repair, each in the amount of \$525.
 4. Parkade Drain Cleaning: The agent confirmed with council the quoted price for the cleaning of the horizontal and parkade drains by Koala-T Mechanical in the amount of \$3,680 + GST. Council requested that the agent have Koala-T Mechanical itemize work which is included in the total cost and, in the meantime, that A. Anderson be contacted to provide a cost for pumping out the parkade drains.
 5. Roof Blister Repairs: The agent confirmed that Advanced Systems Roofing have been on site and are attending to the previously noted 2 to 3 days work of roof blister repairs. The agent had Advanced Systems Roofing attend to a roof cap separation leading to a minor leak to the bedroom of #413-1236 West 8th. This leak has been repaired and Advanced Systems Roofing will be continuing as weather permits to address the roof blister repairs to completion. This work is being done on a time and materials basis.
 6. Caretaker Review: Council has requested salary and benefits information from the agent which will be provided in the next week. It was agreed that council will arrange to meet, in the coming months, to review the materials and perform the caretaker review prior to the strata corporation's March 2009 year end.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Renovation Request: Council acknowledged receipt of correspondence from the owners of #313-1236 West 8th advising that they will be proceeding with minor kitchen renovations, including a new countertop. While this minor level of renovation does not require council approval, it is always appreciated when owners keep strata council informed. This work has been completed.

NEW BUSINESS

1. Minutes: Owners are advised that they may contact the management company directly if they wish their minutes to be mailed to them instead of being delivered to their door by the caretaker. You may contact Mr. De Vuyst during business hours at 604-684-6291.
2. Christmas Tree Notice: Council requested that a notice be circulated and posted advising residents that they are responsible for ensuring the common areas are cleaned when Christmas trees are brought in and out of the building, that all needles are cleaned up, and the Christmas trees are eventually disposed of properly and not be placed in the strata corporation's garbage receptacle.
3. Insurance Renewal: The agent advised council that it is likely that there will be an increase in the insurance premium for the 2009 fiscal year. This information will be forwarded to council in early December 2008 and owners will be advised in the December 2008 meeting minutes of the pertinent information.
4. Check your hoses! Owners are reminded that you should check the state of your dishwasher and washing machine hoses and have them changed if they are old and/or show wear and tear. This is an owner's responsibility to repair and maintain. Keep in mind it is much more inexpensive than paying for repairs or an insurance deductible if one bursts and causes extensive water damage.

Koala-T Mechanical will be pleased to perform an inspection and hose replacement (if required) and may be contacted at 604-461-0430.

There being no further business, the meeting was adjourned at 7:24 p.m. The next meeting will be held on Tuesday, December 16, 2008 at 6:30 p.m. in the Gymnasium, 1236 West 8th Avenue, Vancouver, B.C.

Cory Pettersen
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CP/jms

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Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-1720

GALLERIA II

HELD: On Tuesday, December 16, 2008, at 6:30 p.m. in unit #313 - 1236 West 8th Avenue, Vancouver, B.C.

PRESENT:

Janice Langinuir	(Co-President)	#313
Matthew Speier	(Co-President)	#411
Danien Ford	(Treasurer)	#114
Peg Mercer		#109
Rafael Arce		#306
Jennifer Cowie		#318

AGENT: Jordan De Vuyst, Vancouver Condominium Services Ltd.

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

MINUTES

It was moved, seconded and carried to adopt the minutes of November 18, 2008, council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** Council Treasurer, Danien Ford, reviewed the November 2008 financial statement and related invoices and found them to be in order. It was moved, seconded and carried to adopt the November 2008 financial statement, as presented. Jordan DeVuyst advised council that the Repairs & Maintenance line item is over budget for the year. It was suggested that, while the overall budget has a current surplus of approximately \$5,518.00, spending on general repairs should be watched closely from now until year end, March 2009. The agent informed council that they are currently over budget by \$13,572.37 in the Repairs & Maintenance category excluding a number of items including the roof blister repair costs.

Any owner wishing a copy of the strata corporation's financial statements may contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 8th month ending November 30, 2008, in the appropriate funds are as follows:
 - Total Cash Balance \$194,424 (including CRF Balance)
 - CRF Balance \$127,391 (Contingency Reserve Fund)
3. 2009/2010 Draft Budget: The agent provided council with a copy of the draft budget. Council will review the budget in detail and discuss it at the next meeting in the New Year.
4. Arrears: The agent updated council regarding the status of the accounts receivable. The agent advised that warning letters have been sent out to three owners that were in arrears to specify that if payments were not received by December 16, 2008, a fine would be placed on these units. The agent informed council that payments have been received within the time allotted period. The agent informed council that there is one owner who is currently in arrears with three months unpaid strata fees. The agent informed council three late payment fines of \$50.00 each will be placed on this owner's unit.
5. Audit: The agent provided council with a quote from Reid Hurst Nagy, Certified General Accounts, in the amount of \$2,750.00 plus GST for an annual audit March 31, 2009, year end. Council will review the quote from Reid Hurst Nagy and decide if the strata would like to go ahead with the audit. Council will review the quote and get back to the agent at the next council meeting.
6. Invoice: The following invoice was reviewed and approved for payment:
 - ❖ Accurate Glass - \$231.00
7. Laundry Income: Council provided the agent with the laundry income in the amount of \$96.00.

BUSINESS ARISING

1. Fire Inspection - Outstanding Units: The agent informed council that letters have been sent to the following owners who did not provide access for the annual fire inspection deficiency test on either scheduled occasion: Suites #102, #111, #219, #318 and #406. The agent informed council that the owners are required to contact Levitt Safety Fire Code Plus at their own expense by December 31, 2008. The agent will follow up with Levitt Safety in the New Year to determine if the fire device inspections have been performed.

Note to all owners: The strata corporation will not pay for fire device inspection tests if the owners fail to provide access to their individual suites when required.

2. Exterior Painting: There was no news to report, except that Remdal Painting will return in the spring to complete some touch-ups to the exterior painting, weather permitting.
3. Parkade Drain Cleaning - A & A Anderson: The agent informed council that he has contacted A & A Anderson who has yet to contact Milan to provide a quote for the work to be performed on the parkade. A & A Anderson apologized to the agent stating that they are very busy this season and they will be contacting Milan as soon as possible within the next month.
4. Roof Blister Repairs – Advance Roofing: Council informed the agent that the repairs performed by Advance Systems Roofing are now completed.
5. Caretaker Review: The agent informed council that Milan will be off on holidays January 2, 2009. Council informed the agent that they will review the materials and perform the review prior to the strata corporation's March 2009 year end.
6. Insurance Renewal: Council recently received insurance renewal documentation from VCS. The documentation provides details of coverage for 2009. Any owner wishing a copy of the insurance certificate may contact the strata agent.

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner/Tenant Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Council acknowledged receipt of correspondence from the owners of unit #117 – 1236 West 3rd Avenue advising they will be proceeding with minor kitchen and bathroom repairs. Council informed the agent that they require a few more specific details about the renovations for the sake of the other residents in the building. Council decided to approve the renovation request but, as stated, requires more specific details of the renovation work to be performed.

NEW BUSINESS

1. Locker Break-ins/Building Security: The agent discussed with council a recent security issue involving the building. Due to the recent break-ins and security issues, the agent provided council with a quote from Nikls One Call Property Services regarding security upgrades at the Galleria II in the amount of \$6,060.00. After a lengthy discussion and review of the

quote, council instructed the agent to request a quote from Nikls regarding installing contractor grade motion floodlights around the exterior of the building.

Council also instructed the agent to look into three different lock companies regarding installing a special lock system for the ground units. The council also suggest advising individual owners on the first floor to look into adding some of their own security, whether it is alarm systems or placing bars on their windows. The agent was instructed to contact the Vancouver Police Department regarding more presence in and around the Galleria II, as well as to see if the VPD could place a specific sign warning and advising owners that there have been numerous break-ins in the building in the last couple of months and to be on the look out for any suspicious activities.

2. Management Contract Addendum – Appendix C: Council received an addendum to the management contract with Vancouver Condominium Services Ltd. Council reviewed the contract with the agent and proceeded with signing the agreement.

There being no further business, the meeting was adjourned at 7:56 p.m. The next meeting will be held on Tuesday, January 15, 2009, at 6:30 p.m. in the Gymnasium, 1236 West 8th Avenue, Vancouver, B.C.

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JD/ae



HAPPY HOLIDAYS

Please note that our office will be closed on Thursday, December 25th, Friday, December 26th, Thursday, January 1st and Friday, January 2nd. Emergency service is available if necessary: please call the usual telephone number, 604-684-6291, for assistance. We take this opportunity to wish everyone a very Happy Holiday Season.