

CONCIERGE 604-683-5484
SECURITY 604-632-0244

Concierge Hours are 10:00 a.m. - 6:00 p.m. 7 days a week

MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2

Held on Wednesday, January 23, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Michael Hutchinson	President
	Brett Gossman	Vice President
	Kerry Bryton	
	Joanne Harks	
	Sean Rafati	
REGRETS:	Darren Jang	Treasurer
	Dan Wilson	Developer's Representative
GUESTS:	Conrad Ambida	Assistant Building Caretaker
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:30 p.m. by Council President Michael Hutchinson. A quorum was achieved and the meeting proceeded.

The Property Manager introduced the Building Caretaker's Report from November 2007 – January 2008 with some of the highlights being:

CARETAKERS REPORT

Nov. 15/07	Handy Man here to mount sign and secure digital box in Media room.
Nov. 22/07	Elevator 3 tower 1 down, Richmond Elevator repaired. Warranty.
	Coit started carpet extraction of Tower 1 hallways.
	Edwards here to check voltage warning on monitoring panel.
	Ed from Bartec Electric here to rectify problem of no heat in games and library room.
	Breaker for gym/guest suite/fireplaces/hot water recirculation pump for tower 1 tripped, reset.

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Nov. 24/07 Breaker for gym/guest suite/fireplaces/hot water recirculation pump for tower 1 tripped, reset.

Nov. 26/07 Action Lock here to put astragals on; rear entrance tower 1, lounge back door and parkade stairwell exit in tower 2.

 Trash Busters here to pick-up stuff left by residents.

Nov. 27/07 At 0150 hr this morning a vehicle hit the Hamilton gate and caused it to become inoperable. Canadian Access and Doors was called and they repaired it. Costs associated with this damage have been charged back to the owners account.

Nov. 28/07 Bartec Electric here to make changes to breakers.

Nov. 29/07 Smart-Tek install reader on door beside p1 resident gate.

Dec. 1/07 Snow shoveling and salting of YTP 1 and 2 sidewalks.

Dec. 6/07 Terry from A-Pro here to change broken door lock in p5 parkade door. He also repaired P3-1 storage locker door lock.

Dec. 11/07 Black Escalade hit Hamilton Gate. Gate had to be repaired. Incident reported to police.

Dec. 13/07 Smart-Tek here to replace missing elevator reader cover plus repair another one in tower 1.

Dec. 14/07 Damaged stonework to tower 1 lobby floor repaired.

Dec. 16/07 Elevator 3 in tower 1 down. After hours call needed for repair. Warranty.

Dec. 17/07 Wall near bathroom in tower 1 repaired.

Dec. 20/07 Terry from A-Pro changed broken door locks in P4, P3, and lobby in stairwell 1 tower 1.

Jan. 2/08 Rays Welding completed installation of 6 parking posts in center courtyard. Remaining will be completed at a later date.

 Accurate Glass here to attach springs on gates near kids play ground so they close after opening.

Jan. 5/08 Hole in wall of games room repaired.

Jan. 6/08 Richmond Elevator put public parking elevator on schedule to close down from 11 p.m. to 6 a.m. This elevator is owned by the City of Vancouver.

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Jan. 7/08 Elevator 4 in tower 2 down at around 8 p.m. Repaired. Warranty.
Smart-Tek returns repaired office computer.

Jan. 9/08 Terry from A-Pro replaced broken stairwell door locks on 14th and 27th floor of
tower 1. Also replaced boiler room lock in tower 1.

Jan. 10/08 Developer's deficiency crew completed patching and painting of all common areas
in tower 1.

Jan. 11/08 Lathams here to solve why air venting into tower 2 lobby is so cold.

Jan. 14/08 Elevator 1 tower1 malfunctioning. Richmond Elevator repaired it. Warranty.
Smart-Tek here to resolve tower 2 intercom issue.

Jan. 15/08 Elevator 1 tower 1 down, plus elevator in tower 2 down. Richmond Elevator dealt
with tower 2 and Smart-Tek dealt with tower 1. Warranty.

 Canadian Access and doors here to service P2 resident gate.

Jan. 16/08 Purchased 25 chairs at Cost-Co.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on November 21, 2007 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer submitted a short report in advance of the meeting and has recommend approval.

Expenses for December ran at 93% of budget, and well within normal range. They were slightly higher from last month and our average due to:

- Carpet cleaning expenses
- Concierge desk upgrades
- Higher gas expenses due to winter heating requirements

But again, overall our books are looking quite healthy.

It was moved/seconded to approve November and December 2007 financial statements as previously circulated. **CARRIED.**

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.

GUEST BUSINESS (6:00 P.M.)

At the above noted time of the meeting, the scheduled guest did not show. The Strata Council reviewed the file and directed the Property Manager to follow up with the owner in respect to the owner's door being damaged by the Vancouver Police Department. The Strata Corporation will not proceed with an insurance claim on this matter. The owner is to be advised that any associated charges incurred by the Strata Corporation as a result of The Vancouver Police Department, will be charged back to the owners account and the owner is advised to contact his own insurance policy holder and The City of Vancouver as the Strata Corporation will not be responsible for any associated damages. It was then moved, seconded. **CARRIED.**

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Directives**

The Property Manager introduced the directives that resulted from the November 21, 2007 Council meeting.

- Contact Action Lock re full length astragal to be completed before Christmas. **COMPLETED.**
- Contact Jim Ingram from Gage Babcock re outstanding security recommendations and for semi-annual roof inspection from Marine Roofing to Wall Financial for review. **RECEIVED AND SENT.**
- Outstanding from Rays Welding replacement of aluminum courtyard bollard and painting. **TO BE COMPLETED BY FEB 28.**
- Forward warning letters to any owner's accounts in arrears of over 60 days. **COMPLETED.**
- Implement liens on any owner's accounts in arrears over 90 days plus \$600. **COMPLETED.**
- Forward letters to Wall Financial re outstanding accounts receivable. **COMPLETED.**
- Contact Quantum to re-tender quotation for janitorial services – contact Five Star Maintenance and CLD to tender quote for cleaning services. **COMPLETED.**
- Contact Window Works re solar blinds for Fitness Rooms. **COMPLETED.**
- Contact Harry from Eureka Security to patrol trades parking only – without approved notice vehicles to be towed at Security Company's discretion. **COMPLETED.**
- Contact Para Space re creating deficiencies list for Yaletown Park 1 & 2 to be forwarded to Developer. **COMPLETED.**

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- Contact Smart-Tek re immediate exit from Yaletown Park 1 & 2 front doors unless not allowed by code. **COMPLETED.**

Caretaker Directive

- Accurate Glass to install mirror for Fitness Room. **COMPLETED.**
- Order rubber mats for all Fitness Room equipment. **COMPLETED.**
- Contact Accurate Glass re self-closing hinges on gates – must close slowly. **COMPLETED, BUT NEEDS ADJUSTMENT.**

Council Directives

- Follow up with VP re additional media related items/ 2 TVs for each Fitness Room/ FM installation and security – TV for guest suite – DVD and surround system professionally installed for media room. **ORDERED BUT NOT YET INSTALLED.**

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

2. Courtyard Bollards

The steel courtyard bollards have now been powder coated yellow and straightened and the remaining 12 aluminium bollards including the missing post and 2 ‘caps’ will have to be removed, powder coated and re soldered from the exterior. The cost to repair and powdercoat these bollards by Ray’s Welding is \$3,240.00 + GST. The costs associated with these bollards are shared by way of unit entitlement between the two Strata Corporations. It was then moved, seconded. **CARRIED.**

3. No Heat in Library/Games Rooms

It was reported that there is no heat for the Library and Games room. The Council is happy to report that there is heat for the Games room and Library which is controlled by a manual thermostat. The Council thanks Wall Financial for addressing this issue.

4. Roof Review

Marine Roofing has now completed inspection of the roofs for Tower 1 and Tower 2. The Strata Council has forwarded the reported concerns to the developer and has asked that the developer to bring the items to the attention of the original installer for correction under warranty. In six month time, Marine Roofing will review the roof systems again to verify if these matters have been completed to roofing standards.

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5. Media Update – Update

The VP Brett Gossman has now coordinated the purchasing of the televisions and media related items and The Property Manager will coordinate the instillation and securing of these items in the Media Room, Fitness Rooms and Guest Suite. Council thanks Brett for spearheading this project.

6. Janitorial Quotes

The Strata Council has now re-tendered quotes in respect to the cleaning and janitorial services for Yaletown Park 1 & 2. The Council and some owners have not been completely satisfied with the current cleaning company. Council notes that the Caretaker and Assistant Caretaker have concerns with the supervisor's follow up and consistency in implementing directives to the cleaning staff. When brought to the existing contractor's attention, the service tends to get better for a short while, and then it slowly reverts back to poor follow up and missed areas of cleaning. This is not acceptable. The existing contact for both Tower 1 and Tower 2 is with Quantum is \$9,000.00 + GST per month. A quote from Five Star Maintenance has been received in the amount of \$9,988.00 + GST. In addition a third quotation has been received from CLD for the cleaning and janitorial duties for the towers in the amount of \$9,600.00 + GST. After review and after Council checking with the cleaning companies references, it was moved, seconded to proceed with Five Star Maintenance starting March 1, 2008 for a 1 year term upon which the contract will be reviewed by Council. It is noted that the increase in costs still remains within the budgeted line item.
CARRIED.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns 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.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

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The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- A letter from an owner with a concern about in suite heating.
- Letters from owners in respect to common area deficiencies. It is noted that common area deficiencies are collected and reported to the developer by the Strata Council. Those individuals who took the time to complete the form, The Strata Council thanks you. ****Any in suite deficiencies items listed on the common area form that was sent out to all owner will not be addressed and owners should resubmit them to the developer at yaletownpark@wallcentre.com**
- A letter from an owner in respect to the various undetermined building noises.
- A letter from an owner in respect to noise resulting from small children living above their unit.
- A letter from an owner in respect to noise from an above unit and a letter sent to the unit. It was determined that the noise was coming from the resident's young children and they have stated that they will mitigate the noise to the best of their ability. This suite is carpeted.
- Letters sent to owners in respect to a noise violations.
- A letter sent from an owner in respect to dog urine and excrement found in the elevators.
- A letter sent to Dan Jen Mechanical and Werner Smith Mechanical in respect to associated charge backs.

NEW BUSINESS

1. Common Area Deficiencies - Thank You!

It is noted that common area deficiencies are collected and reported to the developer by the Strata Council. Those individuals who took the time to complete the form, The Strata Council would like to thank you. ****Any in suite deficiencies listed on the common area deficiency form that were sent out to all owners will not be addressed and owner should resubmit them to the developer at yaletownpark@wallcentre.com. The Strata Council, the Caretaker and Property Manager will not address any in suite issues in regards to in suite deficiencies.**

2. Strata Room

The Strata Council has decided to use the small room located beside the caretaker's office, for the use of Strata Corporation files, extra storage for files and Strata Related items and schedules. In addition this room will be secured. It was then moved, seconded and **CARRIED.**

3. Gardening Committee

The Gardening Committee has met with Para Space Landscaping and has received a list of deficiencies. Para Space Landscaping has created a deficiency list of plants that have failed since installation. They have suggested forwarding this list to the developer as they may still be under warranty. The Strata Council has directed the Property Manager to forward this list to the Developer for correction and or comment.

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4. Building Envelope Report

The Property Manager stated to Council that he will be obtaining quotations to conduct a building envelope review from Halsall, Bemco and Maintenance Operations (National Home Warranty). Quotes will be presented for Council's review.

5. Annual Power Washing of Underground.

The annual power washing of the underground has been completed and inspected by the Caretaker and Property Manager.

6. Insurance Claims

The Property Manager and Strata Council report that insurance claims have been opened in the following circumstances:

1. Washing Machine overflowed due to a defective washing machine part. The remediation and repairs to the affected units have been completed and the adjuster for the Strata Corporation will be going after the manufacture for the \$2,500 water deductible.
2. Insurance claim in respect to a broken window. Deductible cost \$100.00.
3. Overflowing toilet tank as a result of a failed shut off valve within an owner's unit. The plumbing invoice and \$2,500 deductible will be charged back to the owner's Strata Account. Work is still in progress.
4. Toilet back up as a result to an improper rough in at time of construction of a toilet, an off set toilet floor flange has been used to allow installation of the toilet. The plumbing invoice and \$2,500 deductible will be charged back to the mechanical company and or the Developer. This work is in progress.

7. Security Fob Audit/Garage Remotes

All residents and owners have received the security audit form in the mail. In the upcoming weeks, the Caretaker will be deleting all fobs and garage remotes numbers that have not been received.

THIS MEANS THAT IF YOU DID NOT PROVIDE YOUR FOB OR REMOTE NUMBER ON THE REQUIRED FORM, THAT YOU WILL NO LONGER BE ABLE TO ACCESS YALETOWN PARK WITH YOUR FOB OR GARAGE REMOTE.

8. Warranty Reminder

Owners of Tower 1, please note that the 15 month common property warranty for Yaletown Park 1 will expire on **March 4, 2008.**

Owners of Tower 2, please note that the 15 month common property warranty for Yaletown Park 2 will expire on **April 15, 2008.**

The first fifteen (15) months common property warranty is, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home.

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9. Concierge Duties Clarification

The Concierge duties and protocols are established by the Strata Council. There are sometimes expectations on what concierge duties include and some resident's expectations may not be met.

The Concierge at Yaletown Park acts as an additional set of eyes during the shift and monitors the cameras throughout Yaletown Park and conducts security patrols throughout the day in different areas of the building. In addition, when the Caretaker or Assistant Caretaker have days off or vacation, the Concierge acts as a back up to that individual. Yaletown Park 1 & 2 consists of 608 units. In addition the Concierge will assist in move in and move out's by locking off the elevator and placing elevator pads up for the residents. There are many trades that come to the building on a daily basis and require access to many different areas throughout the underground and building, The Concierge assist in those matters as well.

As per Strata Council's instructions The Concierge will not hold or receive packages for any resident or owner. In addition, the facilitation of providing access to your individual suite or holding ones keys is not permitted.

If there is something that you require from the Concierge, please note the hours below and understand that if they are not at the Concierge Desk that they are somewhere near by. Any concerns with the Concierge should be put in writing to the Property Manager and for Council's review.

CONCIERGE 604-683-5484

Concierge Hours are 10:00 a.m. - 6:00 p.m. 7 days a week

There being no further business, the meeting was terminated at 7:30 p.m.

The next scheduled Council Meeting will be tentatively held on February 27, 2008 at 5:30 p.m.

Happy Holidays on behalf of the Strata Council and the Property Manager.

**HAPPY NEW YEAR!
GUNG HEI FAT CHOI!**

Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

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 <i>Strata Property Act</i>, will be assessed for replacement copies.
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**CONCIERGE 604-683-5484
SECURITY 604-632-0244**

Concierge Hours are 7:00 a.m. - 3:00 p.m. 7 days a week

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, March 26, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Michael Hutchinson	President
	Brett Gossman	Vice President
	Darren Jang	Treasurer
	Kerry Bryton	
	Joanne Harks	
	Sean Rafati	
REGRETS:	Dan Wilson	Developer's Representative
GUESTS:	Conrad Ambida	Assistant Building Caretaker
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:40 p.m. by Council President Michael Hutchinson. A quorum was achieved and the meeting proceeded.

GUEST BUSINESS

1. National Home Warranty – Maintenance Operations Program (MOP), Derek Rauch.

Maintenance Operations Program

The Maintenance Operations Program, MOP, in respect to an annual maintenance program council is considering using at a cost of \$48,000 over a five year period. The program will be a valuable tool for both the Strata Council and Property Manager to use over the course of a 5 year term that will include building envelope issues such as walls, roof, windows, and all exterior design features that together form the exterior shell of the building. The program will also provide annual reviews & reports of the building and actions needed to ensure that the building is operating effectively.

More specifically, the 5 year maintenance program includes the following:

First, a commissioning meeting to introduce the program to strata. Secondly, the program includes a exterior building maintenance manual that will include specific information & photos identifying the main components, their maintenance requirements, and sub-trade information and material as well as labor warranties. The third component of the MOP program includes a **25 year reserve and renewal fund** report to assist the Property Manager in developing annual budgets. The fourth component of the

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program outlines that it allots for 4 annual reviews, which occur in years 1, 3, 4, & 5. The 5th component of the program would include a second year review performed by the Building Envelope Professional (BEP). The 6th component of the program would include Bosun Chair Drops which will be performed on years 2 & 5 to evaluate the envelope performance. And lastly, the 7th component, within the program, would allow the strata to renew at the expiry of the five year term for another 5 year term.

The Council thanks Mr. Rauch in respect to his presentation.

CARETAKERS REPORT

The Property Manager introduced the Building Caretaker's Report from January 2008 – March 2008 with some of the highlights being:

- 1) Jan. 23/08 Smart-Tek here to deal with downed router.
 A-Pro here to replace broken stairwell door handles in P1 to P5
 Stairwell 5, and 27th floor tower 1.
- 2) Jan. 25/08 A-Pro here to put lock on new Strata Council room.
- 3) Jan. 28/08 Solar Blinds installed in Tower 2 gym.
- 4) Jan. 29/08 Novus here to set-up cable for the TV's in both tower gyms.
- 5) Feb. 1/08 Accurate Glass here to install Tower 1 gym mirror.
- 6) Feb. 4/08 Brett from strata council had T.V. s installed in Yaletown Park 1 and 2 gyms.
- 7) Feb. 5/08 Solar Blinds installed in building managers' office.

 Fire Pro here to do monthly testing of fire alarm system.
- 8) Feb. 8/08 Quantum finish power washing all parkade levels.
- 9) Feb. 10/08 Temporary wood door put in place of shattered front glass door.
- 10) Feb. 12/08 Terry from A-Pro here to repair the other door lock on 27th floor, stairwell tower 1
 and P3 stairwell 6 in tower 2.
- 11) Feb. 22/08 Media room sound system completed and secured. Guest suite T.V.
 connected/secured.
- 12) Feb. 26/08 Accurate Glass replace broken glass in P6 Tower 2 elevator.
 Richmond Elevator here to repair elevator 1 in tower 1.
- 13) Feb. 28/08 AA Anderson here to dredge out 4 storm catch basins, 2 storm manholes and
 1 storm pump station.

 Accurate Glass replace glass door in front entrance of tower 1.
- 14) Mar. 3/08 A-Pro here to replace broken locks in P5 tower 1, P4 stair 6 Tower 2, and
 31st floor Tower 1.

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- 15) Mar.4/08 Fire Pro here to do monthly testing of fire alarm system.
Fire and Security here to work on the emergency communication system.
- 16) Mar., 7/08 Ed from Bert's Electric here to replace dead light ballast in P4.
Telus here to install residential phone line at concierge desk.
- 17) Mar., 8/08 Richmond Elevator here to repair Elevator 6 Tower 2.
- 18) Mar. 13/08 Richmond Elevator here to repair Elevator 3 Tower 1.
Canon Hygiene here to service garbage room odor control system in tower 1 and 2.
- 19) Mar. 19/08 Richmond Elevator here to work on Elevator 1 Tower 1.
- 20) Mar. 20/08 University Sprinklers here to set-up sprinkler system. Three sprinkler heads still to be replaced.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on January 23, 2008 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve January and February 2008 financial statements as previously circulated. **CARRIED.**

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

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

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2. Building Envelope Review

The Property Manager presented three quotations in respect to an annual building envelope review. Bemco Building Services in the amount of \$13,000 + GST and Halsall Services in the amount of \$23,500 + GST and Maintenance Operations Program (an arm of National Home Warranty). As noted above under guest business, the Council felt that the end result and the approach with Maintenance Operations Program was much more affordable for the Strata in the long run. It was then moved/seconded to proceed with Maintenance Operations Program for a five year term in the amount of:

Year 1 including Maintenance Manual \$14,000 + plus tax
Year 2 \$8,500 + tax
Year 3 \$8,500 + tax
Year 4 \$8,500 + tax
Year 5 \$8,500 + tax

CARRIED.

3. Janitorial Cleaning – Welcome Five Star Maintenance

The Strata Council would like to welcome Five Star Maintenance to the building. They have come to the Strata's attention with rave reviews and residents will note the cleaners are easily identifiable by their uniforms. Residents with any cleaning concerns should contact the Building Caretaker so that issued can be resolved immediately; the Strata expect nothing less than 5 Star service.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns 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.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are not leaving their phone numbers.

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

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The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- A letter sent to an owner in respect to bylaw violations for a boat parked in their parking stall and a canoe that has been attached to the common property from the ceiling slab.
- A letter sent to an owner in respect to water being poured on their patio, which drains out to units below.
- Letters sent from Council in respect to noise violation and applicable fines as directed by Council.
- A letter sent to an owner in respect to a dog continuously barking.
- A letter sent to an owner in respect to a fire stairwell door being left unsecured.
- A letter sent to an owner charging back the Strata Corporation's deductible and plumbing invoice as directed by Council.
- A letter sent from an owner in respect to dog urine, excrement and a Christmas tree found on a balcony.
- A letter sent to an owner about a tenant's non compliance with pet bylaws.
- Letters sent to residents in respect to smoking lofting into common areas and strata lots.

NEW BUSINESS

1. AGM Preparation and Resolutions

The Strata Council reviewed '18' bylaw resolutions for owner's consideration at the upcoming Annual General Meetings. Owners are asked to review the resolutions in advance of the meeting and to limit discussion as the Strata would like to conduct the meeting within a 2 hours limit, otherwise additional costs may be charged by venue and for staffing

2. 2008-2009 Budget Review

The Strata Council has approved the proposed budget for the 2008-2009 fiscal year. The Strata will bring forward the budget for ratification by owners at the upcoming annual general meeting. It is noted that the Strata fees will not increase and will remain the same as the previous year.

3. Landscaping Gardening Committee

The Strata Council has approved \$10,000 for additional planting and upgrading of various landscaping areas throughout Yaletown Park 1 & 2 as identified in a report submitted by committee. The committee was asking for \$15,000. It was then moved, seconded and subject to AGM approval a budget of \$10,000. **CARRIED.** The Strata Council would like to thank Joanne Harks for her dedication and time reviewing the different areas with Para Space Landscaping.

4. Car Wash Consideration

The Property Manager has received several requests from owner and residents in respect the possibility of the Strata's allocating an area where residents can wash their vehicles. The best location was identified at the very bottom of the lowest parking level. A washing station would include cold water and drains located in a convenient area. The Property Manager has requested three quotations from plumbing companies and will provide the quotations to Council for further review and consideration.

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5. Window Washing

Semi annual window washing will commence hopefully before the end of April. Notices will be posted when the dates are confirmed.

6. Security

There have been several incidents over the past months that have brought concern to residents and the Strata Council at YTP 1 & 2 and YTP 3. The Vancouver Police Department has been assisting the Strata Corporations in respect to vehicle theft and have set up stings that have resulted in great results. Both building's Council's are satisfied with the services that are being provided by Eureka Security, but The Strata Council felt it prudent to increase the security for Yaletown Park 1 & 2 to protect the asset, residents and to close up any holes in the program. It was moved, seconded and unanimously approved to increase the service from 56 hours per week to 112 hours per week. **CARRIED.**

There being no further business, the meeting was terminated at 7:55 p.m.

It was noted that the Strata Council met on February 27, 2008 to discuss possible bylaw resolutions and next years annual budget. No minutes were taken during this discussion meeting.

The next scheduled Council Meeting will be the Annual General Meeting to be held on April 30, 2008 at 5:30 p.m.

Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

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**CONCIERGE 604-683-5484
SECURITY 604-632-0244**

Concierge Hours are 7:00 a.m. - 3:00 p.m. 7 days a week

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, June 4, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE: Brett Gossman
Joanne Harks
Darren Jang
Shauna Brigden
Susan Clarke
Carol Jackson
Kevin Miles

GUESTS: Sharon Brundige Building Caretaker
Conrad Ambida Assistant Building Caretaker

SENIOR PROPERTY MANAGER: Jason Black Crosby Property Management Ltd.

The meeting was called to order at 5:30 p.m. by Senior Property Manager, Jason Black.

As this was the first scheduled meeting of the newly-elected Strata Council, the following appointments were agreed upon:

Brett Gossman	President
Joanne Harks	Vice President
Darren Jang	Treasurer

Senior Property Manager provided a brief summary on protocol and procedures for the newly-elected Council, noting that an introductory package providing similar information had been mailed to all Council members before the meeting.

CARETAKERS REPORT

The Property Manager introduced the Building Caretaker's Report from March 20, 2008 – May 29, 2008 with some of the highlights being:

Mar. 20/08	University Sprinklers serviced and set-up irrigation system. Three sprinkler heads are required to be replaced.
Mar. 24/08	A-Pro Locksmiths here to repair 13 common area door locks.

Minutes of the Council Meeting
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Mar. 26/08 Smart-Tek here to service tower 2 enterphone and elevator in Tower 1.

Apr. 1/08 Fire Pro here to do monthly testing of fire alarm system.

Apr. 3/08 A-Pro Locksmiths here to repair broken door locks on 32nd floor tower 1 and meter closet on 19th floor tower 2.

Apr. 9/08 Richmond Elevator here to service and repair elevator 3 tower.

Apr. 10/08 Richmond Elevator here to services and repair elevator 3 tower.

Rite Handyman here to attach various common area signs.

Apr. 15/08 Victory Carpets finished semi annual carpet extraction of all tower 2 common area carpets.

Apr. 17/08 Ray's Welding here to repair damaged garbage room door frame for tower 1.

Apr. 18/08 Victory Carpets finished semi annual carpet extraction of all tower 1 common area carpets.

Apr. 21/08 Champion Window Cleaners start cleaning tower 1 inaccessible window.

Apr. 22/08 Smart-Tek here to repair readers in elevators 1 and 2 in tower 1.

Apr. 23/08 Power washing.

Apr. 24/08 Five Star cleaning company completed reseal/finish floors of tower 2 lobby.

Apr. 25/08 Five Star cleaning company completed reseal/finish floors of tower 1 lobby.

A-Pro here Locksmiths replaced strike of tower 1 gym door lock.

Canadian Access Doors here to repair and service P2 residential overhead security gate and replace cables on P1 overhead residential gate.

May 1/08 Champion Window Cleaners start on tower 2 windows.

May 5/08 Bert's Electric here to replace defective ballasts in 29th and 4th floor tower 1.

Fire Pro here to do monthly fire safety testing including full load emergency generator test.

May 8/08 Snider Electric here to replace protective relays in main electrical room.

A-Pro Locks here to re-key guest suite and lounge locks.

Richmond Elevator here to service vandalized elevator.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on June 4, 2008

May 9/08	Smart-Tek here to repair vandalized elevator readers in tower 1.
	Richmond Elevator here after hours to repair elevator 4 in tower 2.
May 11/08	Champion Window Cleaners finish tower 1 windows
May 12/08	Global Gas Detection here for regular check on CO2 detectors in parkade.
May 14/08	A-Pro Locks here to repair 3 locks and change gym door handle in tower 1.
May 16/08	Champion Window Cleaners finish cleaning tower 2 windows.
May 21/08	Fans in P6 repaired by Dan Jen sub trade.
May 22/08	Maintenance Operations Program here as part of envelope maintenance. They inspected 12 units, roof, and parkade.
May 23/08	Lathams called to replace fan in tower 2 garbage room and P2 fan in tower 1.
May 27/08	A-Pro Locks here to repair door lock in P2 stair 2 in tower 1 and council office glass door lock.
May 28/08	Power washing.
May 29/08	Private Property signs put up. No Dogs Allowed signs put up. Wall in tower 1 gym repaired.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on March 26, 2008 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager provided an explanation of how the financial statements are prepared.

The Strata Council Treasurer, Darren Jang provided a brief report to the rest of the Strata Council and then it was moved/seconded to approve March and April 2008 financial statements as previously circulated. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

The Senior Property Manager explained that the reference to “unapproved expenditures” relates to potential expenditures that would be considered to be outside the scope of the Budget, as approved by the owners at the Annual General Meeting. Such expenditures would normally be drawn from the Contingency Reserve Fund and would be only accessed for emergency purposes.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on June 4, 2008

The Property Manager confirmed that, at present, 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

The Property Manager explained that it is a requirement of the *Strata Property Act* that owners be advised of any litigation matters involving the Strata Corporation. The Property Manager confirmed that, to the best of our knowledge, there is no litigation to report.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Landscaping Committee Update

The Strata Council and owners of the Strata Corporation have approved \$10,000 for additional planting and upgrading of various landscaping areas throughout Yaletown Park 1 & 2 as identified in a report submitted by committee April 7, 2008 as follows:

YTP 1

Supply and replacement of trees flanking entrance to 928 Homes (\$876)
Supply and installation of pavers on the corner of Smithe and Homer (\$724)
Supply and installation of 5'X5' paving stones – Smithe entrance to Courtyard (\$788)
Supply and install wooden retainer wall and river rocks - Courtyard entrance to 928 Homer (\$168)
Supply and installation of 2 X Taxus media “Hicksii” (\$1512 + 1,239)
Supply and installation of pavers on corner of Mainland and Smithe (\$1,448)
Supply and installation of Prunus yedoensis ‘Akebono’ (\$438)

YTP2

Supply and installation of Prunus yedoensis ‘Akebono’ (\$438)
Supply and install wooden retainer wall and river rocks – Southside bed (\$428)
Supply and installation of pavers flanking entrance (\$768)

Triple aeration and raking and disposal of plugs, supply and install 14 cubic yards of turf blend top soil to fill all depressions and worn areas and application of grass seed. (\$2,376)

The Strata Council would like to thank Joanne Harks for her dedication and time reviewing the different areas with Para Space Landscaping.

2. Common Area Plumbing and or Mechanical Deficiencies

The common area plumbing and/or mechanical for Yaletown Park 1 & 2 fall under a two year warranty. The expiry dates for each tower are as follows:

Tower 1 December 4, 2008

Tower 2 January 15, 2009

Minutes of the Council Meeting
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Held on June 4, 2008

Dan Jen Mechanical (the original mechanical provider for the building and Developer) is the strata corporation's first call on any day to day Monday - Friday plumbing and/or mechanical issue throughout Yaletown Park 1 & 2 and they have a duty to respond. Any after hours emergency or weekend issues, Progressive Plumbing is the first call, but the Strata Corporation must inform Dan Jen Mechanical the following day or after a weekend of the issue if it requires them to return.

To date, the Senior Property Manager has found Dan Jen Mechanical very responsive and of great assistance to the issues throughout the Strata Corporation.

In addition to the above, the Strata Corporation has contracted with Lathams Mechanical who is responsible for the quarterly preventative maintenance for the building systems. Their service includes the inspection and reporting of possible deficiencies that have been observed by them (the third party), so that proper information can be provide to the Strata Corporation and in turn, to the developer and original installer or their sub trades before the building's respective warranty expiree date. Items contained within this report that have not been corrected by the developer, original installer or their sub trades would then be added to a master list and forwarded to the warranty provider (NHW) well BEFORE the deadline for their consideration and further review.

3. 15 Month Common Property Warranty

It was reported to the Strata Council that in accordance with the terms and conditions of the warranty policy provided by National Home Warranty Program for Yaletown Park 1 &2, the 15 Month Common Property Warranty Schedule of Deficiencies/Defects for both towers have now been submitted to National Home Warranty.

It was noted that Yaletown Park Condominium Projects Ltd. (the "Builder"), was provided with a list of the deficiencies/defects for the common property. Items remaining on the enclosed list have yet to be scheduled for correction or review in near future by Yaletown Park Condominium Projects Ltd. and/or their sub-contractors.

The Deficiency Committee Member for Yaletown 1, Ms. Joanne Harks, has expressed tremendous satisfaction overall with the responsive and responsible approach undertaken by Yaletown Park Condominium Projects Ltd. in addressing common area deficiencies/defects reported to them. Their diligence in working attentively at Yaletown Park 1 & 2 exemplifies a professional commitment in achieving the mandate set out under the provisions of the *Homeowner Protection Act*, as well as that of *National Home Warranty Program*.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns 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.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on June 4, 2008**

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- A letter sent to an owner in respect to water being poured on their patio which drains out to units below, a letter sent to the owner from the Strata Council and violator of the unit and a fine as directed by the Strata Council.
- Letters sent from owners in respect to several noise bylaw contraventions from a particular residence, a response from the owner with a promise that it will not occur again. It was at this time that the Strata Council did not issue a fine, but will monitor the unit in question closely.
- A letter sent to an owner in respect to the charge back of the Strata Corporation water deductible and the charges associated with the replacement of a centre set.
- Letters sent from owners in respect to dog faeces being left on the owner’s balcony on three separate occasions. It was at this time that the Strata Council issued a fine for only half the violations in the amount of \$300.
- A letter sent from an owner about the pet violation in respect to a dog off leash in the common elevators and hallways. This was confirmed to be the case by a strata council member and building management. The Strata Council directed a fine to the owners account.
- A letter from an owner in respect to the cost associated with the damages as a result of the VPD to his door. The Strata Council denied his request to pay for the invoices.
- Letters sent from an owner in respect to several noise bylaw contraventions from a particular residence, a response from the owner with a promise that it will not occur again. It was at this time that the Strata Council did not issue a fine, but will monitor the unit in question closely.

NEW BUSINESS

1. **High Security Bike Room**

Any owners interested in placing their bikes in the high security bike room are asked to contact the Property Manager.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on June 4, 2008**

2. Commercial Use of Amenity Rooms Rule

It was moved and seconded that owners, tenants, guests or occupants may not use any of the amenity rooms or common areas for any commercial venture, charity event or similar event without prior consent and sole discretion from the Property Manager. **CARRIED**

With the two hour council meeting threshold being met, the meeting was terminated at 7:30 p.m.

The next scheduled Council Meeting will be tentatively held on July 9, 2008 at 5:30 p.m.



Jason Black
Senior 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 BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, July 9, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Brett Gossman Joanne Harks Darren Jang Carol Jackson Kevin Miles	President Vice President Treasurer
REGRETS:	Shauna Brigden Susan Clarke	
GUESTS:	Sharon Brundige Conrad Ambida	Building Caretaker Assistant Building Caretaker
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:30 p.m. by Council President, Brett Gossman. A quorum was established and the meeting proceeded.

CARETAKERS REPORT

The Senior Property Manager introduced the Building Caretaker's Report from May 30, 2008 – July 9, 2008 with some of the highlights being:

May 30/08	Richmond Elevator repaired elevator 3 tower 1. Lathams here to shut down very hot fan in stairwell 1 tower 1. Broken door closer in P6 tower 2 replaced. Doggie bag dispenser in tower 1 relocated.
June 4/08	Smart-Tek here to repair tower 1 front intercom panel.
June 6/08	A-Pro Locks here to repair door locks; stair 4 tower 1, 27 th floor tower 2 and 12 th floor tower 1.
June 10/08	Handy Rite here to: re-attache door stopper in tower 1 gym, put the rest of pick-up after your dog signs, repair lockers in P3-2, mount soap dispenser in tower 1 garbage room, and propped up tower 1 gym windows.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on July 9, 2008

June 12/08 Brad's Junk Removal here to haul out junk left by residents.
Global Gas here to check on why parkade fans not running. It is a Fire Pro issue.
Accurate Glass here to quite playground gates.

June 17/08 Bert's Electric here to replace relays in fire panel.

June 26/08 Fire Pro here to deal with trouble alarm on fire panel.

July 1/08 Lathams here to deal with city irrigation line.

July 3/08 Dan Jen here to repair irrigation line in P2 public parking.

July 8/08 Fire Pro here to do monthly fire alarm and emergency generator testing.

July 9/08 Called Easy Entrance to get tower 2 main entrance door repaired

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on June 4, 2008 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

The Strata Council Treasurer, Darren Jang provided a brief report to the rest of the Strata Council and then it was moved/seconded to approve May 2008 financial statements as previously circulated. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

The Senior Property Manager explained that the reference to "unapproved expenditures" relates to potential expenditures that would be considered to be outside the scope of the Budget, as approved by the owners at the Annual General Meeting. Such expenditures would normally be drawn from the Contingency Reserve Fund and would be only accessed for emergency purposes.

The Senior Property Manager confirmed that, at present, 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

The Senior Property Manager explained that it is a requirement of the *Strata Property Act* that owners be advised of any litigation matters involving the Strata Corporation. The Property Manager confirmed that, to the best of our knowledge, there is no litigation to report.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Landscaping Committee Update**

The Landscaping Committee provided an update with respect to their recommendations on how to approach and enhance the public pathway (or statutory right of way) that runs through the middle of the three towers at Yaletown Park 1, 2 & 3.

Their vision is one of low maintenance.

At the present time, this pathway is being treated by members of the public as an “off leash dog park” which it is clearly not.

The Landscaping Committee has prioritized the scope of work in 4 phases that may be unrolled over the next couple of years as follows or as the budget allows:

Phase 1 – proceed with low maintenance plant upgrades as recommended by Para Space Landscaping and the Landscaping committee. Placement of gravel as recommended by Para Space Landscaping.

Phase 2 – the addition of a 2 ½ foot pointed black fence that will be attached to the concrete curb of the gardens within this pathway to restrict access to pets and foot traffic

Phase 3 – the instillation of tree grates, similar to the ones surrounding the property.

Phase 4 – Perimeter Mews Restoration and Boulevard Review

The Strata Council would like to thank Joanne Harks, Carole Jackson and Kevin Miles for their dedication on committee and the time reviewing the different areas with Para Space Landscaping.

2. Media Room TV

The Rules for the Media room are as follows:

Rules of the Media Room

- Hours of operation: 9:00 a.m. to midnight
- Use of the Media Room is for residents of Yaletown Park, and a maximum of eighteen (12) guests, by reservation only with the Resident Manager 48 hours in advance. Guests of residents using the media room must at all times be accompanied by the resident. This room is for media related functions only.
- Refundable deposit of \$250.00, payable by cheque only, which will be returned upon confirmation the Media Room has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the Media Room in excess of the \$250.00 deposit will be billed directly to the individual's strata unit.
- The Media Room can be booked in a **six (6)** hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the Media Room.
- Report any damages to the Resident Manager immediately

Special thanks to Susan Clarke and Brett Gossman with respect to their assistance in replacing the Media Room television.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on July 9, 2008**

3. Building Caretaker Suite – 2nd Mortgage Paid off/ Principle Paid against 1st Mortgages.

As approved at the last general meeting, the Strata Corporation has now paid the 2nd mortgages off with respect to the two caretaker suites. There is an amount of \$59,594.08 (\$100,000 – \$40,405.92) in hand. The Strata Corporation will apply a 10% principle reduction on the remaining first mortgages, which will leave over \$17,000.00 which can be held back incase the budget goes over this year on the gas line item.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns 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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Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Senior Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Senior Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- A letter sent to an owner in respect to their suite being identified as being rented for under a period of 3 months which is strictly against the bylaws, a response from the owner that compliance will be met.
- A letter sent from an owner in respect to a noise bylaw contravention, a letter sent to the offending unit. It was at this time that the Strata Council did not issue a fine, but will monitor the unit in question closely.
- A letter sent to an owner with respect to water damage as a result of a neighbouring unit and procedures on how to go about dealing with the associated damages.
- A letter sent to the owner where the water leak originated (a toilet ball cock) and invoices for the plumbing charges.
- Letters sent to owners with respect to an unauthorised move; the Strata Council directed a \$150.00 move in charge and \$200.00 fine.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on July 9, 2008

- A letter sent from an owner with respect to a neighbouring suite which had installed a patio divider contrary to the bylaws. The divider has since been removed and the Strata Council directed no fine at this time.
- A letter from an owner stating that she was spat on from an above balcony, a response from the alleged unit stating that the complainant had the wrong unit.
- A letter sent to an owner with respect to deck washing and a fine of \$100 as directed by the Strata Council.
- Letter from an owner with respect to various building sounds. The Strata Council has directed this owner to deal with the owner and tenant of the offending unit directly.

NEW BUSINESS

1. Pool Table Purchased for Tower 2

The Strata Corporation has invested in a pool table that will be located in Tower Two for all residents use. Once delivered, protocol will be put in place by the building caretakers and concierge on how to obtain access to this room and the pool balls and cues. The cost for the commercial grade pool table was \$4,943.88 + tax.

2. Air Conditioning for Fitness rooms

The Strata Council has request quotations with respect to heat pumps (AC) for both fitness rooms.

Quotes from Latham's Mechanical and Werner Smith Mechanical will be obtained with the lower of the two bids being given the authorisation to proceed.

3. Parkade Speed Bumps and Yellow lines

The Strata Council has request a quote with respect to the instillation of speed bumps and a yellow line from the top of the parkade cork screw to the bottom of the parkade.

4. Semi Annual Parkade Power Washing

The Strata Council has requested a quote to power wash the entire parkade on a semi annual basis from three companies. The Strata Council approved the Senior Property Manager to proceed with the lower of the three quotes and their work will be reviewed after one year. Proper notice will be provided to all residents when their vehicle will have to be moved. Residents, who do not arrange to have their vehicles moved, will be responsible for the cost associated with a return visit which will cost \$150.00 per stall. Notices will be provided well in advance of this work.

5. Electrical Vault Cleaning – Power Pros

It was brought to the Strata Council's attention that BC Hydro Regulations state that the electrical vault which provides electrical service to all towers is required to be cleaned every 3 years. This cost will be split between the properties.

Power Pros will perform all duties required for the Complete High Voltage Vault Cleaning. There will be two shut downs required due to dual radial feeds. This work will be conducted after hours.

More specific dates and times will be forwarded to the ownership and residents in the upcoming months

It was moved/seconded by the Strata Council to proceed with the mandatory vault cleaning as outlined in the Power Pros quotation. **CARRIED.**

6. Additional Lobby and Garbage Room Cameras

The Strata Council has requested quotes, from CASI, Blue Mountain and Smart Tek Installation to install 6 everfocus dome cameras for the Lobby and Garbage Rooms.

7. Purchasing Gas at a fixed rate – CEG – Access Gas

Gas Consumption Review

With the recent de-regulation of the gas commodity, the Senior Property Manager suggested the consumption analysis and purchasing of gas through a company like CEG or Access Gas, and is similar to purchasing a mortgage on a variable or fixed rate.

The review and analysis provided by (CEG \$10.35 pr GJ and Access Gas \$10.39 pr GJ) suggests that the Strata Corporation purchase gas on fixed rate 5 year term at a fixed rate of \$10.35 pr GJ. (no hidden fees). This commodity is volatile; and it is unclear what the gas rate would look like next month let alone this time next year. What is clear, is that the delivery fee and midstream costs is a variable set by Terasan and can not be fixed.

The Strata Council Treasurer will review the analysis and is authorised to enter into a five year agreement fixed rate. The Strata Council is all in favour that gas rates will not likely decline in the long term. In addition, it was noted that there are no hidden administration fees or surcharges associated with purchasing of gas from CEG Energy or Access Gas.

It was noted by the Strata Council Treasurer that purchasing gas over a five year term would assist in budgeting and cost certainty for the Strata Corporation. **CARRIED.**

8. Bylaw Reminders

Bikes are NOT allowed on balconies

(2) An owner shall not:

- (c) place on the balcony of the **strata lot bicycles**, motorcycles, boxes, machinery, equipment, or in any way use such balcony as a storage area;

23.(1) The strata corporation may fine an owner or tenant a maximum of:
\$200 for each contravention of a bylaw;

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on July 9, 2008

9. Smoking is NOT allowed on balconies or patio

Smoking

39. There shall be no smoking on any limited common property balcony/ patio.

23.(1) The strata corporation may fine an owner or tenant a maximum of:
\$200 for each contravention of a bylaw;

The meeting was terminated at 8:10 p.m. The next scheduled Council Meeting will be tentatively held on August 20, 2008 at 5:30 p.m.



Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

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SECURITY 604-632-0244**

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, September 3, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Brett Gossman Joanne Harks Darren Jang Carol Jackson Kevin Miles Shauna Brigden Susan Clarke	President Vice President Treasurer
GUESTS:	Sharon Brundige Conrad Ambida Graham Kitson Peter Steinfort	Building Caretaker Assistant Building Caretaker Owner Care Pest Control, GM, Partner
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

*Note: The scheduled Council Meeting to be held on August 20, 2008 at 5:30 p.m. was postponed and rescheduled for Wednesday, September 3, 2008.

The meeting was called to order at 5:30 p.m. by Council President, Brett Gossman. A quorum was established and the meeting proceeded.

COUNCIL MINUTE DISTRIBUTION ***

The Strata Council discussed the distribution of Strata Council minutes. It was moved, seconded and unanimously decided by the Council, that those owners who wish to continue to receive a hard copy of the minutes must contact Crosby Property Management (604-689-6932) and request to be added to the mail out list. This proactive approach from Council will save the strata several thousand of dollars. Please note that the Building Manager will have a copy available for review if necessary. **CARRIED.**

GUEST BUSINESS

Mr. Graham Kitson, an owner made a presentation to the Strata Council with respect to gas and sewer smells that he has found occasionally within his strata lot. The Property Manager stated that he is aware of the problem and has had Dan Jen Mechanical (the original mechanical company) examine the sewer and gas smells. Dan Jen Mechanical tested the suites with a gas tester and there was nothing found in the

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on September 3, 2008

townhouses. However, there is a sump located just outside the townhomes between the building and the sidewalk that was found to be full of debris. The Property Manager has arranged to have the storm drain cleaned by AA Anderson Tanks and at the same time the company will conduct the yearly cleaning of the sump pump.

The owner was advised to communicate any future concerns to the Property Manager with as much information as possible, i.e.) weather conditions, time of date, duration of smell, etc.

The Strata Council thanked the guest, Mr. Graham Kitson for attending.

Peter Steinfort - Care Pest Control, GM, Partner

The Strata Council welcomed the expertise of Peter Steinfort, GM, Partner of Care Pest Control.

Common bedbugs, or *Cimex lectularius*, are making a North American comeback thanks to increased world travel, urban density, lack of public awareness and pesticide resistance. Their numbers have likely increased 10-fold in the past five years. They hitchhike, referring to the insect's ability to latch on to luggage and clothing, then infest a new location. Bedbug complaints in Metro Vancouver, which first started in 2003 with 40 complaints, have doubled each year for the past five years. Their tiny, whitish eggs are about the size of a speck of dust. They like to hide close to where they feed, so about 70 per cent are found in beds.

They usually bite people at night while they sleep. Some people have serious allergic reactions to the bites while others are not affected. Bedbugs can be found everywhere in Vancouver. Meanwhile all it takes to infest a building is one person bringing in used furniture or accidentally carrying them home from a trip.

Dealing with bedbugs on a per suite basis is, in most cases, insufficient in solving the problem. The nature of bedbugs is such that they will travel great distances to get a blood meal, meaning that they can easily move from a neighbouring unit (whether it be beside, below or above the problematic unit) to get to their food source.

Encasements are also known as mattress and box spring covers. The idea behind the encasements is to trap any existing bedbugs that might be inside the mattresses and box springs, as well as prevent any new ones that enter a room from hiding in the mattresses and box springs. When you consider one of the primary areas for a bedbug to hide is in the bed, it only makes sense to limit the harbourage areas available to these bugs. This will make ongoing bedbug control and management a lot easier, and provide ongoing comfort for the occupants at Yaletown Park.

The encasements are not only bedbug bite proof, but also completely waterproof, fire retardant, breathable, hypoallergenic, heat and pressure sensitive (i.e. they can be used on a memory foam mattress) and contour to the style of any mattress.

Owners are advised, for preventive purposes, to be proactive and ensure that they and or their tenants' bedding has these encasements. If you wish to purchase an encasement please contact Care Pest Control at 604-432-9422.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on September 3, 2008

If you have any concerns with respect to bed bugs you are advised to communicate this with the Building Caretaker.

CARETAKERS REPORT

The Senior Property Manager introduced the Building Caretaker's Report from July 8, 2008 – August 23, 2008. The Building Caretaker's report was circulated via email to the Strata Council in advance of the meeting for review. It was then decided by the Strata Council that having both Caretakers in attendance for the entire Strata Council meeting was not necessary and that only one Caretaker is required to attend the meeting for Caretaker Report and Correspondence portion of the meeting. (15 minutes)

The Caretakers report was submitted with some of the highlights being:

July 8/08	Fire Pro conducted monthly fire alarm and emergency generator testing.
July 9/08	Easy Entrance repaired tower 2 main entrance door.
July 10/08	Rite Handyman moved exterior garbage can in Tower 2 and caulked Security Office windows.
July 11/08	Pro-Carpet cleaning cleaned Tower 2 mailroom and Tower 1 lobby and office.
July 21/08	Rite Handy-Rite removed bench from the front of Tower 2.
July 30/08	Bert's Electric here to deal with common area light problems.
July 31/08	Trash Busters here to haul accumulated junk from garbage rooms.
Aug. 1/08	Richmond Elevator here to repair elevator 2 in tower 1.
Aug. 2/08	Pro-Carpet here to extract guest suite carpet.
Aug. 5/08	Fire Pro here to do monthly testing of fire alarm system.
Aug. 8/08	Canadian Access and Doors here to replace solenoid in loading bay gate.
Aug. 13/08	Para Space here to beatify the right of way between Tower 1 & 2 plants, boulders, and top soil along gravel pathway, as directed by the Landscaping Committee.
Aug. 14/08	Para Space here to finish plantings along gravel pathway.
Aug. 21/08	Accurate Glass replaced plexiglass cover on Tower 2 front entrance enterphone.

APPROVAL OF COUNCIL MEETING MINUTES

After review by Council, it was agreed that the Minutes dated July 9, 2008 were in order; therefore it was moved/seconded to approve the Minutes of the Council Meeting held July 9, 2008 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for the months ending June 2008 and July 2008 were presented for review. The Treasurer, Mr. Darren Jang advised Council that he has reviewed the statements and cited no errors or omissions as the statements did appear to be in order.

Mr. Jang stated that gas costs are coming in high year to date, and this right before the Strata Corporation goes into the winter/hurricane season. With the recent purchasing of gas at a fixed rate by the Strata Corporation, this will assist the Strata Corporation knowing what the annual cost for this utility will be. It was then moved/seconded to approve June and July 2008 financial statements as previously circulated. **CARRIED.**

After further discussion, it was then moved/seconded to approve the financial statements for the months ending December 2007 and January 2008 as circulated. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

The Senior Property Manager explained that the reference to “unapproved expenditures” relates to potential expenditures that would be considered to be outside the scope of the Budget, as approved by the owners at the Annual General Meeting. Such expenditures would normally be drawn from the Contingency Reserve Fund and would be only accessed for emergency purposes.

The Senior Property Manager confirmed that, at present, 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

The Senior Property Manager explained that it is a requirement of the *Strata Property Act* that owners be advised of any litigation matters involving the Strata Corporation. The Property Manager confirmed that, to the best of our knowledge, there is no litigation to report.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives:

A detailed listing of directives to the Property Manager resulting from the July 9, 2008 Strata Council meeting was presented for review. The Senior Property Manager reported on the completion and updates of the following directives:

- Council Directives: new mail instructions – Council Agendas are now to be pdf-ed to all Council Members in advance and copies will be brought to the meeting by the Property Manager. **Completed.**
- Contact the Developer re the flower bed that is leaking to the right of the main entrance from Mainland Street. **Completed. Developer will review.**
- Follow up with Dan Wilson re the dead trees located at Yaletown Park 1&2 (please note no response as of July 16, 2008) **Completed. Developer will not replace.**

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on September 3, 2008

- E-mail – contact Richard Zapp re elliptical trainer for Tower 1. **Completed.**
- Contact Five Star Cleaning re the professional cleaning and re-sealing of the Fitness Room floors. **Completed and Scheduled.**
- Contact Warner Smith Mechanical and Latham's re the installation of air conditioning systems for the 2 fitness rooms – note: Council is aware of the approximate costs of \$20,000++ plus tax and labour costs. **Tabled by Council.**
- Order letter size notice boxes, nickel-brushed for each respective elevator. **Completed.**
- Contact Ray's Welding about painting of the courtyard bollards and installation. **Completed.**
- Forward notice to caretaker re "no smoking" on balcony. **Completed.**
- Arrange for payment of second mortgage and speak with Council Treasurer re: amount allocated towards the first mortgage. **Completed.**
- Obtain quotation re speed bumps and yellow line paint in the middle of the corkscrew parkade. **Completed.**
- Follow up with landscaping committee re approval of plantings way the statutory right of way – work to proceed. **Completed.**

2. Landscaping Committee Update

The Landscaping Committee provided an update with respect to their phased landscape improvement vision for the Statutory Right of Way and perimeter of Yaletown Park.

The Landscape committee is pleased to announce the completion of Phase 1 of 4.

Phase 1 – proceed with low maintenance plant upgrades to the statutory right of way located between the three towers as recommended by Para Space Landscaping and the Landscaping committee. **COMPLETED 2008.**

In addition to this Phase 1, some dead trees (Japanese Stewartia pseudocamelia) and some shrubs have been slated for replacement closer to the fiscal year end, when analysis and the position of the financial statements for 2008-2009 budget can be better determined.

Phase 2 – the addition of a 2 ½ foot pointed black fence that will be attached to the concrete curb of the gardens within the statutory right of way to restrict access to pets and foot traffic. **TO BE SLATED FOR 2009 FISCAL YEAR BUDGET.**

Phase 3 – the instillation of tree grates, similar to the ones surrounding the property. **TO BE ANNOUNCED.**

Phase 4 – Perimeter Mews Restoration and Boulevard Review. **TO BE ANNOUNCED.**

The Strata Council would like to thank Joanne Harks and Ralf Harks, Carole Jackson and Kevin Miles for their dedication on committee and the time reviewing the different areas with Para Space Landscaping.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on September 3, 2008**

3. Elliptical Trainer

An additional elliptical trainer has been purchased for Tower 1 Fitness room and has been expensed from the Capital Project Reserve. The total cost for this trainer was \$4,247.46 including tax.

4. Courtyard Bollards

The long awaited painting of the remaining courtyard bollard has now been scheduled to be completed. These bollards had to be removed by a metal fabrication company to be painted. Ray's Welding has apologized for the LONG delay and has said that his industry is just too busy and hopes the owners understand.

5. Elevator Notice Boxes (or Dog Houses)

As determined by the Strata Council, notice boxes will be placed within each elevator and within the notice boxes will be important Strata Corporation info that residents and owner are asked to read and understand.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns 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.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are not leaving their phone numbers.

Reminder: Residents who are calling into the Senior Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Senior Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- A letter sent to an owner in respect to their suite being identified as being rented for under a period of 3 months which is strictly against the Strata Corporation bylaws, no response from the owner that

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compliance will be met was received. Therefore, the Strata Council has agreed unanimously and will implement \$200 fine every seven days until compliance is met as outlined in section 43.1 and 36 of the bylaws and section 146 of the Strata Property Act.

- A letter and invoice sent to an owner with respect to a clean of a unknown substance dripping out of a spout off an owner's deck to an below unit. A reply was received with an apology and assurances that payment would be made.
- A letter sent to the owner with respect to the identification of an air conditioning unit that was installed and in direct contravention of section 5 and section 44.2 of the Strata Corporation bylaws. Direction was provided by Council to have compliance met within 14 days or \$200 fines will be implemented every 7 days until permanent compliance is met.
- Letters sent to owners with respect to an unauthorised move; the Strata Council directed a \$150.00 move in charge and \$200.00 fine.
- A Letter from an owner with respect to various ongoing strata building sounds reported (footsteps, music, patio doors closing, bangs and items being dropped on the floor). The Strata Council has directed this owner to contact security (a third party) when this occurs. In addition, the complainant, owner of the unit above and tenant have exchanged phone number with the understanding that they would mitigate these concerns amongst themselves as they occur. In addition, the Strata Corporation has sent a letter to the unit located above; spoken to the owner and tenant of the unit and asked them to help mitigate any extra ordinary noise for their fellow neighbours. The Strata Council has suggested to the owner located above that sometimes the solution can be as simple as putting down area rugs or carpet runners, having guests and residents taking shoes off when they arrive at the home and putting their shoes on right before leaving your unit during social events and get together. In addition, placing cushion pads on the bottom of chairs and furniture will assist and by placing throw carpets or carpet runners in high traffic areas and front entrances will help to reduce the noise that emanates from the hard floor surface to neighbouring suites.
- Two letters send from an owner with respect to concerns with the Tower 2 elevators and their frequency of service. It was reported and noted that Richmond Elevator has since identified the problem with one of the elevators that resulted in one of the elevators requiring shut down for several days until the required part was received. During this time the cleaners were locking off one of the two remaining elevators to complete regular hallway floor cleaning, which resulted in slow service. In future, when this occurs, the cleaners have been advised not to lock off any elevators.

The meeting was adjourned at 8:15 p.m. The Strata Council will reconvene at 5:30 p.m. on Wednesday, September, 17, 2008. In addition, The Strata Council will send the minutes from both meetings out together in an effort to save postal costs.



Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

<p>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 <i>Strata Property Act</i>, will be assessed for replacement copies.</p>

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, September 17, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Joanne Harks Darren Jang Carol Jackson Shauna Brigden Susan Clarke	Vice President Treasurer
REGRETS:	Brett Gossman Kevin Miles	President
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was reconvened at 5:30 p.m. by Council Vice President, Joanne Harks. A quorum was established and the meeting proceeded.

NEW BUSINESS

1. Gardening Committee Thanks to Owners – What a great season!

The Strata Council would like give a warm Thank You! to Ralf Harks who has been an tremendous help to the Strata Corporation in assisting in many building maintenance and landscaping improvements at no cost to the Strata. "A merry heart doeth good like medicine."

2. Parkade Speed Bumps and Yellow lines

The Strata Council has received a preliminary quotation from RTC Contracting with respect to the instillation of speed bumps and a yellow line from the top of the parkade cork screw to the bottom of the parkade. The price for painting the yellow line is \$2,450.00 + GST + \$650.00 + GST for the instillation of each of the five speed bumps (total \$3,250.00 + GST). The total project is estimated at \$5,700 + GST. The Strata Treasurer reviewed the amount and has approved the estimate of costs, and the Strata Council has moved/ seconded for the Property Manager approve the work, subject to receiving a second quote for the same scope of work from an second trade. The lower of the two quotes will be awarded the work. **CARRIED.**

3. Parkade Corkscrew Power Washing

With respect to the above noted work, the Power Washing of the Parkade Corkscrew ramp will be commencing before the painting of the yellow line and speed bumps are installed. The Property Manager reminded the Strata Council, that the budget will allow for only one cleaning of the entire parkade per year and that the last time the parkade was power washed was March 2008. The power washing of the entire parkade is slated after the winter season February 2009.

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4. Air Conditioning for Fitness rooms

The Strata Council has request quotations with respect to heat pumps (AC) for both fitness rooms. Quotes from Werner Smith Mechanical have been obtained. **THIS DIRECTIVE HAS BEEN DEFERRED BY COUNCIL.**

5. Cleaning of Fitness Room Floors

The Property Manager reported that the Fitness Rooms floor have been stripped and resealed by Five Star Maintenance.

6. 24 Month Building Mechanical Warranty

Owners of Tower 1, please note that the 24 month common property Warranty Coverage for major systems, exterior cladding and Building Code for Yaletown Park 1 will expire on **December 4, 2008.**

Owners of Tower 1, please note that the 24 month common property Warranty Coverage for major systems, exterior cladding and Building Code for Yaletown Park 1 will expire on **January 15, 2009.**

First 24 months - coverage for any defect in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems. In addition, coverage for any defect in materials and labour supplied for the exterior cladding, caulking, windows and doors that may lead to detachment or material damage to the New Home.

A list of deficiencies will be forwarded to the developer and National Home Warranty in advance of this expiry date.

7. Concierge Duties Clarification

The Concierge duties and protocols are established by the Strata Council. There are sometimes expectations on what concierge duties include and some resident's expectations may not be met.

The Concierge at Yaletown Park acts as an additional set of eyes during the shift and monitors the cameras throughout Yaletown Park and conducts security patrols throughout the day in different areas of the building. In addition, when the Caretaker or Assistant Caretaker have days off or vacation, the Concierge acts as a back up to that individual. Yaletown Park 1 & 2 consists of 608 units. In addition the Concierge will assist in move in and move out's by locking off the elevator and placing elevator pads up for the residents. There are many trades that come to the building on a daily basis and require access to many different areas throughout the underground and building, The Concierge assist in those matters as well.

As per Strata Council's instructions The Concierge will not hold or receive packages for any resident or owner. In addition, the facilitation of providing access to your individual suite or holding ones keys is not permitted.

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If there is something that you require from the Concierge, please note the hours below and understand that if they are not at the Concierge Desk that they are somewhere near by. Any concerns with the Concierge should be put in writing to the Property Manager and for Council's review.

CONCIERGE 604-683-5484

Concierge Hours are 7:00 a.m. - 3:00 p.m. 7 days a week

8. Annual Roof Inspections

An allowance is made for annual roof maintenance and inspection to clean and maintain the roof drains and any gutters systems, to remove moss and vegetation and to ensure that water will flow freely down the drains and that ice dams will not form. Marine Roofing will be inspecting the roofs on a annual basis and the Strata Council will forward any concerns to the developer and the roof building during the warranty period. It was then moved, seconded. **CARRIED.**

9. Window Washing

Please note that all inaccessible windows will be washed on the following days:

Tower 1 – 928 Homer Street
Monday, October 6th to Tuesday, October 14th, 2008

Tower 2 – 909 Mainland Street
Monday, October 13th to Tuesday, October 21st, 2008

These dates are tentative weather permitting which may include high winds. Please do not speak to any of the cleaners while they are working.

Please ensure that blinds and windows are closed for privacy during these times. Please cover any patio items to avoid spillage.

Any concerns or complaints must be reported within 5 days of completion of each tower to

Champion Window Washing 604-266-3349

10. Semi Annual Carpet Cleaning

<p>The Semi Annual Carpet cleaning will be conducted in the upcoming weeks. Please do your best to limit foot traffic during this period.</p>

11. Annual Fire Inspection

TO ALL RESIDENTS
PLEASE BE ADVISED THAT FIRE-PRO WILL BE AT

928 HOMER/909 MAINLAND
ON NOVEMBER 10, 12 TO 14, 17 TO 21, 24 TO 28 & DECEMBER 1, 2008
BETWEEN 8:00AM & 4:00PM

TOWER 2

INSUITE TESTING WILL BE
BETWEEN 8:30AM-1:30PM
AT 909 MAINLAND
NOVEMBER 13– FLOORS 32 TO 17
NOVEMBER 14 – FLOORS 16 TO MAIN

TOWER 1

INSUITE TESTING WILL BE
BETWEEN 8:30AM-1:30PM
AT 928 HOMER
NOVEMBER 20– FLOORS 32 TO 17
NOVEMBER 21 – FLOORS 16 TO MAIN

TOWHHOMES (YALETOWN PARK 1 & 2)

INSUITE TESTING WILL BE
BETWEEN 8:30AM-1:30PM
NOVEMBER 17

To provide the annual service and testing of the building's fire alarm systems.
during this time, bells will be ringing intermittently.

Please make sure that arrangements are made for our technicians to access your premises and test
your life safety equipment. We will not enter any suites unescorted.

<p>If residents cannot be available, a form will need to be filled out and a key exchanged with the caretaker 48 hours in advance to the testing.</p>
--

THIS IS A REQUIRED PART OF FIRE SYSTEM MAINTENANCE.

THANK YOU FOR YOUR COOPERATION.

12. Annual Winterization of Dry Sprinkler System

The winterisation of the dry sprinkler systems throughout YTP involves draining all the low points along the fire sprinkler pipelines. Freezing liquids in dry systems not winterised can lead to cracked or damaged pipes which are expensive and time-consuming to repair. Winterisation or draining of low points of the dry system significantly reduces the risk of freezing pipes. However, winterisation does not completely eliminate the risk.

This service will be carried out by Fire Pro Ltd.

13. Winter Irrigation Shutdown

University Sprinklers will conduct the annual winterisation of the irrigation systems throughout YTP.

ATTENTION TOWNHOME OWNERS

Garden hoses should not be left connected to any type of hose bib during freezing weather as neither can drain. Ice forming in the hose due to undrained waste can break the hose or the hose bib and cause the supply pipe to freeze. Any pipe leaks or associated damages as a result of the above will be charged back to the owners account.

WE ASK ALL RESIDENTS TO ENSURE THAT THEY COMPLETE THIS PROCEDURE ASAP.

14. Annual Dryer Vent Cleaning- Starting January 19, 2009

The Strata Council will be scheduling the annual dryer vent cleaning mid January 19 2009. Residents are asked to watch for the notice in the lobby of each respective tower for dates and times when residents must be present. This is part of important building envelope maintenance. Further details will be provided closer to the dates. If residents cannot be available, a form will need to be filled out and a key exchanged with the Caretaker in an orderly fashion.

15. Smoking is NOT allowed on balconies or patio

OWNERS, RESIDENTS OR GUESTS WHO CONTINUE TO SMOKE ON THEIR BALCONIES, PATIOS WILL BE FINED \$200 PER INSTANCE. A REQUEST FOR REVERSAL OF A FINE WILL BE DENIED.

NON RESIDENT OWNERS ARE ADVISED TO INFORM THEIR TENANTS OF THIS BYLAW.

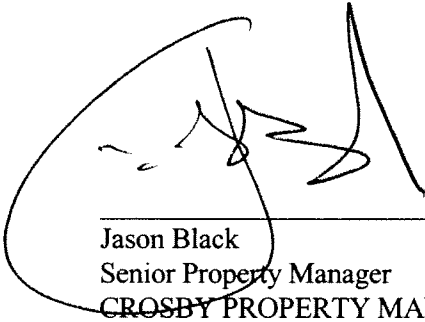
Smoking

39. There shall be no smoking on any limited common property balcony/ patio.

23.(1) The strata corporation may fine an owner or tenant a maximum of:
\$200 for each contravention of a bylaw;

Minutes of the Council Meeting
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The meeting was terminated at 7:10 p.m. The next scheduled Council Meeting will be tentatively held on October 22, 2008 at 5:30 p.m.



Jason Black
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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.

**CONCIERGE 604-683-5484
SECURITY 604-632-0244**

Concierge Hours are 7:00 a.m. - 3:00 p.m. 7 days a week

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, October 22, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Brett Gossman Darren Jang Carol Jackson Kevin Miles Shauna Brigden Susan Clarke	President Treasurer
REGRETS:	Joanne Harks	Vice President
GUESTS:	Sharon Brundige Conrad Ambida	Building Caretaker Assistant Building Caretaker
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:30 p.m. by Council President, Brett Gossman. A quorum was established and the meeting proceeded.

****COUNCIL MINUTE DISTRIBUTION ***REMINDER**

The Strata Council discussed the distribution of Strata Council minutes. It was moved, seconded and unanimously decided by the Council at the September 3, 2008 Council meeting that those owners who wish to continue to receive a hard copy of the minutes must contact Crosby Property Management (604-689-6932) and request to be added to the mail out list. This proactive approach from Council will save the strata **several thousand of dollars**. Please note that the Building Manager will have a copy available for review if necessary. **CARRIED.**

CARETAKERS REPORT

The Senior Property Manager introduced the Building Caretaker's Report from August 21, 2008 – October 10, 2008. The Building Caretaker's report was circulated via email to the Strata Council in advance of the meeting for review.

Aug. 21/08	University Sprinkler repaired sprinklers.
Aug. 27/08	Care Pest here for mice baiting.
Sept. 02/08	Fire Pro here for monthly fire alarm and generator testing. Also exit signs on 2nd and 21st floors tower 1.

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	AA Anderson does yearly sump pump and drain cleaning. Storm drain in front of townhouses at Homer St. also cleaned.
Sept. 10/08	Life Fitness deliver elliptical machine for tower 1 gym.
Sept. 12/08	University Sprinkler tests all sprinklers.
Sept. 18/08	5 Star scrub and refinish tower 2 gym and washroom floors.
Sept. 19/08	5 Star scrub and refinish tower 1 gym and washroom floors.
	Latham unplug sanitary sump pump in P2 tower 1.
	Richmond Elevator here to change governors in elevators 1 and 3 tower .
Sept. 23/08	Richmond Elevator here to service elevator 1 and 2 tower 1.
	5 Star scrubbing and refinishing all parkade lobbies and both towers main lobbies.
Sept. 24/08	Roof inspection by Marine Roofing Repair done.
Sept. 25/08	Brad's Junk Removal haul out junk.
	Marine Roofing inspected roofs of tower 1 and 2.
Sept. 29/08	Bert's Electric change ballasts in hallway and outdoor lights.
	Rite Handy Man repair damaged gym walls in tower 1.
Oct. 1/08	Canadian Access and Doors check P1 resident gate.
Oct. 2/08	Canadian Access and Doors change operator for Hamilton gate.
	A-Locksmith re-key doors in both gyms and 3 other locks.
Oct. 3/08	Canadian Access and Doors change operator for P1 residence gate.
Oct. 7/08	Lathams repair hose bibs in parkade.
	Fire Pro complete monthly testing.
Oct. 8/08	Columbia Seal start work on roof tops of all 3 towers.
Oct. 10/08	Champion Window Cleaning start cleaning tower 1 windows.
	Fire Pro here to deal with monitoring panel trouble for all 3 towers.
	Canadian Access and Doors repair P2 resident gate.

Assistant Caretaker Report

- Back entrance of tower 1 and all adjoining townhouse back entrances power washed.
- Two complete walk downs each of tower 1 and 2 stairwells and hallways. Removed junk/garbage found.
- Necessary light bulbs, light covers and ballasts ordered.
- Tower 2 light bulb changes; 5 bulbs in lobby, light on 33rd floor, 2 lights on 27th floor, light in 28th floor, 3 bulbs in corridor.
- Tower 1 light bulb changes; 4 bulbs in lobby (dead ones need electrician to change ballasts), light on 4th floor, light on 30th floor.
- Outdoor light bulb changes; bulb in post along gravel pathway, 2 bulbs on the south side of tower 1 (still dead, needs electrician), 4 bulbs in loading bay, bulb at front entrance tower 2.
- Total of 6 townhouse bulbs on front steps changed (still dead, needs electrician).
- Total of 5 missing or damaged light covers changed.

APPROVAL OF COUNCIL MEETING MINUTES

After review by Council, it was agreed that the Minutes dated September 3, 2008 and September 17, 2008 were in order; therefore it was moved/seconded to approve the Minutes of the Council Meeting as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for the month ending August 2008 were presented for review. The Treasurer, Mr. Darren Jang advised Council that he has reviewed the statements and cited no errors or omissions as the statements did appear to be in order.

Owners who have been in arrears over three months worth of Strata Fees are having liens placed against their Strata lots as directed by Council.

He stated that the goal for the Strata Council for the next fiscal year is no increase to strata fees. Substantial reserves are in place and planned capital projects should be implemented.

It was then moved/seconded to approve August 2008 financial statements as previously circulated. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

The Senior Property Manager explained that the reference to “unapproved expenditures” relates to potential expenditures that would be considered to be outside the scope of the Budget, as approved by the owners at the Annual General Meeting. Such expenditures would normally be drawn from the Contingency Reserve Fund and would be only accessed for emergency purposes.

The Senior Property Manager confirmed that, at present, 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

The Senior Property Manager explained that it is a requirement of the *Strata Property Act* that owners be advised of any litigation matters involving the Strata Corporation. The Property Manager confirmed that, to the best of our knowledge, there is no litigation to report.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives:

A detailed listing of directives to the Property Manager resulting from the September 3, 2008 and September 17, 2008 Strata Council meeting were presented for review. The Senior Property Manager reported on the completion and updates of the following directives:

- Draft letter to Starbucks and BCS 2143 strata lot 2 re commercial after midnight loading is to be stopped. **COMPLETED.**

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on October 22, 2008

- Contact Riteway to clean corkscrew of internal underground parkade area and sidewalk area located west of Tower 1. **COMPLETED.**
- Contact Air Vac Services re dryer vent cleaning for mid January 2009. **COMPLETED.**
- Schedule annual fire inspection for November 2008. **COMPLETED.**
- Implement semi-annual window washing . **COMPLETED.**
- Schedule semi-annual carpet cleaning . **COMPLETED.**
- Complete annual winterization of dry sprinkler system. **COMPLETED.**
- Order winterization of the irrigation system. **COMPLETED.**
- Install elevator notice boxes. **COMPLETED.**
- Obtain second quote for parkade speed bumps and yellow lines for corkscrew. **COMPLETED.**
- Schedule annual roof maintenance review with Marine Roofing. **COMPLETED.**

2. Security Cameras

The Strata Council has reviewed the quotation for additional cameras throughout Yaletown Park 1 & 2. The Council has requested a revision from their original directive and have asked the company to revise and clarify the quotation before approval and implementation. The Council Chair and Treasurer will review and approve via email.

3. Landscaping Committee Update

Landscaping Committee representative, Joanne Harks was not present at the time of the meeting and therefore not able to provide an update with respect to Landscaping.

4. Parkade Speed Bumps and Yellow lines

The Strata Council for both Strata Corporations have now approved the quotation presented by Riteway Handyman for the installation of the speed bumps and yellow traffic line for the parkade corkscrew. The ramp will be cleaned and the traffic line painted 1 week prior speed bumps installation.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns 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.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on October 22, 2008**

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Senior Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Senior Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- Letters sent to owners with respect to an unauthorised move; the Strata Council directed a \$150.00 move in charge and \$200.00 fine.
- Letters and fines issued to an owners and or residents/guests who continue to smoke on the limited common property balconies contrary to Strata Corporation bylaws.
- Letters and fines issued to residents who continue to clean their decks and patios and those who allow water to drip from their decks contrary to Strata Corporation bylaws and after countless reminders.
- A letter sent to a resident who stored a bicycle on the balcony contrary to Strata Corporation bylaws.
- A letter to an owner requesting they submit the proper form K as required under the Strata Property Act.
- Letter sent and fines and recovery of cleaning costs issued with respect to continual noise violations, garbage left on balconies and vomit found outside a residents door.
- A letter sent from an owner with respect to various building maintenance recommendations.

NEW BUSINESS

1. **Annual Fire Inspection ***REMINDER**

**TO ALL RESIDENTS
PLEASE BE ADVISED THAT FIRE-PRO WILL BE AT**

**928 HOMER/909 MAINLAND
ON NOVEMBER 10, 12 TO 14, 17 TO 21, 24 TO 28 & DECEMBER 1, 2008
BETWEEN 8:00AM & 4:00PM**

TOWER 2

**INSUITE TESTING WILL BE
BETWEEN 8:30AM-1:30PM**

**AT 909 MAINLAND
NOVEMBER 13-- FLOORS 32 TO 17
NOVEMBER 14 – FLOORS 16 TO MAIN**

**TOWER 1
INSUITE TESTING WILL BE
BETWEEN 8:30AM-1:30PM
AT 928 HOMER
NOVEMBER 20-- FLOORS 32 TO 17
NOVEMBER 21 – FLOORS 16 TO MAIN**

**TOWHHOMES (YALETOWN PARK 1 & 2)
INSUITE TESTING WILL BE
BETWEEN 8:30AM-1:30PM
NOVEMBER 17**

2. Parkade Committee – Walk Around Review

A committee has been implemented to review the following issues:

- The removal of items and garbage left in parking stalls
- P1 Parking - Pedestrian Exit Door (installation of a window in door)
- Parking Garage – better signage required indicating parking levels, e.g. P1, P2, etc./rules
- Parking Rules & Regulations / Bylaws
- Motorcycle / Trade Parking

The meeting was terminated at 7:45 p.m. The next scheduled Council Meeting will be tentatively held on November 19, 2008 at 5:30 p.m.



Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

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 <i>Strata Property Act</i>, will be assessed for replacement copies.
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CONCIERGE 604-683-5484
SECURITY 604-632-0244

Concierge Hours are 7:00 a.m. - 3:00 p.m. 7 days a week

MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2

Held on Wednesday, November 19, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Brett Gossman	President
	Joanne Harks	Vice President
	Darren Jang	Treasurer
	Carole Jackson	
	Kevin Miles	
	Shauna Brigden	
	Susan Clarke	
	Sharon Brundige	Building Caretaker
	Conrad Ambida	Assistant Building Caretaker
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:35 p.m. by Council President, Brett Gossman. A quorum was established and the meeting proceeded.

****COUNCIL MINUTE DISTRIBUTION ***REMINDER**

The Strata Council discussed the distribution of Strata Council minutes. It was moved, seconded and unanimously decided by the Council at the September 3, 2008 Council meeting that those owners who wish to continue to receive a hard copy of the minutes must contact Crosby Property Management (604-689-6932) and request to be added to the mail out list. This proactive approach from Council will save the strata several thousand of dollars. Please note you can obtain a copy of the minutes in person, from the Building Manager. The Strata is currently reviewing options for the distribution of strata minutes via email. It was reported that in the upcoming months, Crosby Property Management may have a tool in place to assist with the distribution of minutes and notices for the Strata Corporation.

CARETAKERS REPORT

The Senior Property Manager introduced the Building Caretaker's Report and Assistant Caretakers report from October 23, 2008 – November 13, 2008. The reports were circulated via email to the Strata Council in advance of the meeting for review with some of the highlights being:

Building Caretakers Report

- Oct.23/08 - Tower 1 Power Venter repair completed. Tower 2 garbage room fan reordered.
- Oct. 24/08 - University Sprinklers, irrigation lines winterized.

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- Oct.31/08 - Summit Sheet Metal inspected MUA Tower 2. Ventilation supply, halls lobbies etc. Parts ordered.
- Nov.3/08 - Trades from Wall Financial dug up planter next to Mainland entry gate. Large hole in concrete discovered. Dan Jen Mechanical inspected. Developer will correct under warranty.
- Nov.4/08 - McRay's cleaned Homer St. sump pump and catch basins.
- Nov.5/08 - Rays Welding reinstalled posts drive through off Mainland St.
- Nov.10/08 - Summit Sheet Metal. Repair MUA. Ventilation Tower 2. Work completed under warranty.
- Nov. 10/08 - Bert's Electric has completed most deficiencies. Repaired Standing light standers as well.
- Nov.10/08 - Fire Pro Started there fire inspection Tower 1 & 2.

Assistant Caretaker Report

- Power washed access lane to Homer St. beside Tower 1.
- Front entrance of Tower 1 washed and scrubbed.
- All parkade ramps swept.
- Loading bay swept and washed.
- All elevator lobby doors checked, 3 were adjusted to close properly.
- All parkade levels checked for junk in stalls. People given one weeks notice. Junk remaining after that period was removed.
- Tower 1 locker rooms cleared out; P2-8 locker and P3-1 locker.
- Tower 2 locker rooms cleared out; Mezzanine locker, P-2 locker, and P3-3 locker.
- Two complete walk downs of Tower 1 hallways and stairwell. Two complete walk downs of Tower 2 hallways and stairwells. All garbage and junk removed.
- Outdoor light bulb changes; 4 bulbs in garden at front of Tower 2, porch light of townhouse on Mainland.
- Tower 1 light bulb changes; bulbs in P2 stairwell, 3 bulbs in lobby, bulb in 4th floor.
- Tower 2 light bulb changes; two exterior bulbs above door, bulb in 27th floor.

APPROVAL OF COUNCIL MEETING MINUTES

After review by Council, it was agreed that the Minutes dated October 19, 2008 were in order; therefore it was moved/seconded to approve the Minutes of the Council Meeting as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for the month ending September 2008 were presented for review. The Treasurer, Mr. Darren Jang advised Council that he has reviewed the statements and cited no errors or omissions as the statements did appear to be in order.

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He stated that with the colder season now upon the Strata Corporation, that gas consumption has increased over the past months as expected and the Strata Council should continue to monitor the gas line item in preparation for the next year's budget and make the necessary adjustments as required.

In addition, insurance premiums are expected to increase 20-25% next year. Annual appraisals (April 2008 - \$125,374,300.00) are ordered in advance of the expiry of the insurance policy to ensure that the Strata Corporation does not find itself in a co-insurance clause. (Underinsured)

It was then moved/seconded to approve September 2008 financial statements as previously circulated.
CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

The Senior Property Manager explained that the reference to "unapproved expenditures" relates to potential expenditures that would be considered to be outside the scope of the Budget, as approved by the owners at the Annual General Meeting. Such expenditures would normally be drawn from the Contingency Reserve Fund and would be only accessed for emergency purposes.

The Senior Property Manager confirmed that, at present, 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

The Senior Property Manager explained that it is a requirement of the *Strata Property Act* that owners be advised of any litigation matters involving the Strata Corporation. The Property Manager confirmed that, to the best of our knowledge, there is no litigation to report.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives:

A detailed listing of directives to the Senior Property Manager resulting from the October 22, 2008 Strata Council meeting were presented for review. The Senior Property Manager reported on the following directives:

- Contact Ray from Ray's Welding to install and complete installation of courtyard bollards. **COMPLETED.** (Costs shared between Yaletown Park 1 & 2 and Yaletown Park 3)
- Contact Wall Financial to arrange for the removal of office furniture and various deficiency items from meeting room located in Yaletown Park 2. **Some items still remain and we await developer response so that the Strata can make this room available to residents.**
- Service request and report request sent to Richmond Elevator re elevator #1 & #3 in Tower 1. **COMPLETED.** (Await response and report from Richmond Elevator)
- Forward Smart Tek the revised security camera quote as per council and also to include 2 SIM card cameras for each respective garbage room. **COMPLETED.**

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- Review Strata Corporation bylaws and rules re recreational vehicles. **See Bylaw 3. (5)**
- Obtain quotation for soft scrub of exterior buildings from 3 service providers. **COMPLETED.**
- Proceed with painting of traffic line and instillation of speed bumps with Riteway Handyman. **COMPLETED.** (Costs shared between Yaletown Park 1& 2 and Yaletown Park 3)
- Reversal of compactor door for Yaletown Park 2. **Service Requested.**

2. Landscaping Committee Update (Carried Forward)

The Landscaping Committee had previously presented The Strata Council with a wish list of landscaping improvements that they would like to see completed throughout the grounds of Yaletown Park 1&2. The Strata Council agreed that these items would be reviewed closer to the Strata Corporation's fiscal year end. The total estimated cost for the improvements would be \$4,914.00 + GST.

3. Interior Painting

The Senior Property Manager advised that the painting of all parkade elevator lobbies, including the interior and exterior doors and frames for both towers has been initiated with CT Homes Painting. In addition to this, the painting of the Main Lobby wall for Yaletown Park 2 was included. The work is expected to complete by November 28, 2008. The cost to paint the 12 parkade lobbies was \$2,490 + GST per Tower plus \$300.00 for the Tower 2 Lobby wall. The Annual Painting budget for Yaletown Park 1 & 2 is \$17,500.00.

4. Exterior Soft Scrub of Building

The Senior Property Manager requested quotations with respect to the light pressure cleaning or scrub brushing off all exterior building walls and exterior facia on decks the Tower and Townhomes to remove all surface dirt and any algae build-up (Interior balcony walls and decks excluded). Quotations were received for the cost associated to complete this work for both towers from Champion Window and Pressure Cleaning in the amount to \$36,400.00 + GST and Mayfair Building Services in the amount of \$45,000.00 + GST. The Strata Council will review this information and make a decision on how they would like to proceed. It is noted that there is a Building Maintenance Reserve Fund in the amount \$30,000.00 to help off set this cost to the Strata Corporation.

5. Annual Parkade Power Washing

The annual parkade power washing is tentatively scheduled for early spring 2009 once the snow and salt season has concluded.

6. Parkade Speed Bumps and Yellow lines

The painting of the yellow traffic line and the instillation of the speed bumps for the parkade ramp will take place in the early morning of December 2 - 5, 2008. The ramp will be pressure cleaned in advance of this work.

**Minutes of the Council Meeting
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7. Make Up Air Unit for Tower 2 (MUA)

It was reported that the combustion air motor for the MUA for Tower 2 that helps circulate air throughout the common hallways stopped working. This unit was under warranty and therefore the original mechanical company was contacted to repair it at no cost to the Strata Corporation. The part that was required to be replaced had to be ordered in from out of town, which resulted in very little, if any circulation for a brief amount of time. Thank you to the residents for their understanding given the circumstances.

8. Security Cameras

After further review of the finalised quote submitted to the Strata Council by Smart Tek, The Strata Council has agreed on the scope of work in principle and would like to proceed with the instillation of additional cameras and have authorised the expense subject to receiving two additional quotes for the work. The Senior Property Manager will submit the finalised scope of work to two additional security companies, Blue Mountain Technology and CASI Installations. When the quotes have been received from the above noted providers, they will be circulated to the Strata Council for final approval and implementation.

9. Annual Dryer Vent Cleaning

The Annual Dryer Vent Cleaning has been scheduled to start the middle of January 2009. Owners are requested to ensure that the dryer vents are cleaned during this time. This is a very important fire and safety requirement. Please watch for important information on the dates and times that the service provider will be on site to complete this work. Access to your suite will be required. Noticed will be sent to all owners.

10. 24 Month Common Area/ Mechanical Warranty

The 24 Month Common Area/ Mechanical Warranty will expire on December 4, 2008 for Tower 1 and January 15, 2009 for Tower 2. Any outstanding mechanical issues have now been sent to the developer and the warranty provided for their review and comment.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns 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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Reminder: Residents who are calling into the Senior Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Senior Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- A letter sent to an owner who contravened bylaw 5. (1), 5. (6) and 44.2 of the Strata Corporation bylaws. The owner has since taken action to comply with the above noted bylaws. The Strata Council thanks the owner for complying and considers this matter closed.
- A letter from an owner requesting personal information of all owners within the Strata Corporation. The Strata Council directed the matter to the Strata Corporation’s Legal Council, Clark Wilson for response.
- Various letters and associated fines issued to owners by the Strata Council as per section 135 of the Strata Property Act.
- Letters of complaint received from residents with respect to various noise complaints, letters sent to those residents and owners notifying them of the complaints and fines as directed by the Strata Council.
- A letter sent from an owner with respect to noises heard from an above unit. It was determined that the unit had carpet installed and a letter was sent to the unit above asking that they help mitigate any noises from their suite.
- A letter sent to an owner as directed by the Strata Council and a response received from that owner with respect to short term tenancy concerns.
- A letter received from an owner about a lien placed on the owner’s account and a request to reverse the amount. The Strata Council reviewed the situation and denied the owner’s request. Strata Fees are due and payable the first day of every month.
- As directed by the Strata Council, fines as they relate to residents who continue to smoke on their balconies in contravention of bylaw #39.

NEW BUSINESS

1. Annual Fire Inspection - 1st Attempt Completed

The annual fire inspection of the common areas and 1st attempt for the testing of the in-suites has now concluded. Those suites where entry was not provided to the fire company during the first attempt will be given a second opportunity to do so at no expense to them. Owners that do not arrange or provide for access during this second and final attempt will be required to obtain their own inspection by Fire Pro and provide proof to the Strata Council that this has been completed. The cost to arrange for your own inspection could cost up to \$150.00 + GST per suite. A letter will be sent to those owners who did not provide access during the first attempt and in that letter will include the dates and approximate times for this second and final inspection.

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2. Special General Meeting – 2010 Olympics

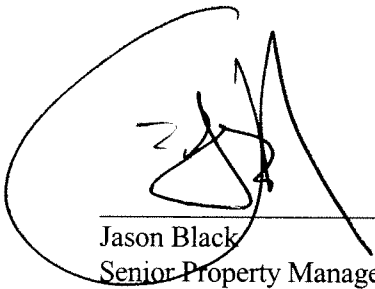
The Strata Council has requested a Special General Meeting to discuss with owners the 2010 Olympics and how it relates to the Strata Corporation and rentals during this time.

At this meeting bylaws will be introduced to the ownership in hopes of obtaining a general senses on how the owners would like to see the building operated during this period.

The meeting has been tentatively scheduled for mid to late January 2009, a notice will go out to owners 21 days in advance of the meeting.

If you cannot attend, please ensure that the proxy form that is included in the agenda is completed and forwarded to our offices.

The meeting was terminated at 8:30 p.m. The next meeting is The Special General Meeting. Date: mid to late January 2009. Notice to follow.



Jason Black
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