

MINUTES OF THE COUNCIL MEETING – STRATA PLAN LMS-1872, PARIS PLACE

**Held on Wednesday, January 30, 2002 at 6:00 p.m., within the Social Room
on the Third Floor of Paris Place, 183 Keefer Place, Vancouver, B.C.**

COUNCIL IN ATTENDANCE:	Patrick Weitemeyer, President Tim Turner, Councillor (<i>Via Electronic Means</i>) Dimitri Traktavenko, Councillor Kathy Schleyer, Treasurer Attila Gereb, Councillor
PROJECT MANAGER:	Del Wordofa
MANAGING AGENT:	Nicholas Tiganis, Senior Property Manager ColyVan Pacific Real Estate Management Services Ltd.

The meeting was called to order at 6:15 p.m. by the Council President, Mr. Patrick Weitemeyer.

SITE MANAGER'S REPORT

The Site Manager, Del Wordofa referred to his report of the past two weeks events that were previously distributed by email. Del also made specific mention of an owner who does not want to pay the Strata Corporation's move-in charge. After further discussion, Council noted that the Owner's account also remains outstanding due to non-payment of maintenance fees and advised that his agent had been in touch with Council and had agreed to attempt to recover the outstanding funds as soon as possible.

ADOPTION OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING - JANUARY 16, 2002

It was moved and seconded to adopt the Minutes of the January 16, 2002 Council meeting as previously circulated.
CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES

- Steam Heat Analysis - Update: The Manager provided Council with updated information concerning collection of the outstanding amounts from Henderson Developments as they relate to their portion of the steam heat consumption. The Manager advised that Henderson had also recently reimbursed the Strata Corporation for charge-backs for the period May 2001 to October 2001. Council thanked the Manager for his efforts in this regard and asked him to ensure the charge-backs are processed on a regular basis. Council also noted that a search of archived files is being done in an attempt to locate some outstanding information related to the steam heat issue. After further extensive discussion, Council agreed that should this information not be found by February 15, 2002, that it would continue with the information it currently has on hand.
- Underground Parkade Wiring - Update: Council agreed that this issue is now more of a maintenance issue than a special project. Approximately 15 units will require replacement in the short-term with the remaining repaired/replaced over the next few years. The Site Manager is in the process of obtaining quotations to perform this work. ILC Lighting Corporation has to-date provided what appears to be the most favourable estimate (based on previous one) at an hourly rate of \$55.00 per hour. Council subsequently agreed to continue the repair/replacement program in this regard.

- Site Manager - Office Equipment Upgrade: The President advised that a good quality cordless phone had been purchased for the Site Manager's office. The phone contained several modern functions including call display, call forwarding and call waiting. Council also noted that the phone had a significant amount of range and could be used effectively from several areas of the building. Consequently, it was likely to provide a significant cost savings as there would be fewer cellular phone charges. Council also noted that it was looking into purchasing an upgraded computer and laser printer at a cost of approximately \$1,300. The total cost of all items would likely be well within the \$2,000 limit set at the previous meeting.
- Site Manager - Continuing Education: Council discussed the issue extensively making specific mention to accounting courses that the Site Manager might wish to take in order to gain greater familiarity with the financial operation of the Strata Corporation. After further extensive discussion, Council agreed that it would be prudent to review his (Site Manager's) current list of duties in an effort to determine his future responsibilities. Consequently, this would therefore determine the type of courses he would be required to attend. The Manager also suggested that Del meet with ColyVan's accounting staff on a regular basis to become more acquainted with the Strata Corporation's Financial Report. Furthermore, he suggested that some kind of record system be implemented that would essentially allow the Site Manager to review invoices on a regular basis. The system might also permit certain types of data entry, such as move-in charges and orientation fees, as well as charges relating to parking and other on-site matters. Council felt that such a system would enable the Strata Corporation to maintain its financial records with a greater degree of accuracy. Further discussion noted that it would be prudent to employ the services of an accountant (if required) to assist the Site Manager in this regard. *Moved, Seconded (Turner/Schleyer) and CARRIED.*
- Drains from Planter Area: *Tabled.*

FINANCIAL REPORT

- November & December 2001 Financial Reports: *Tabled.*
- Accounts Receivable: Council noted that it was provided with a summarized Accounts Receivable Report noting those accounts with outstanding balances. Council agreed that it would continue to effect collection as necessary.

NEW BUSINESS

- Correspondence: Council received one item of correspondence concerning early morning noise from a street cleaning contractor.
- Other Business:
 - Annual General Meeting Preparation: Council agreed to tentatively set the date of the Annual General Meeting to Wednesday, March 27, 2002. Formal notification outlining the time and location of the meeting will be forwarded to all Owners well in advance of the meeting.
 - Broken Window Latches: *Tabled.*

With no further business, the meeting adjourned at 8:20 p.m. The next Council Meeting will be held on Wednesday, February 27, 2002 at 6:00 p.m. within the 3rd Floor Meeting Room.

ATTENTION

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