

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

Held on Tuesday, July 16, 2002 at 6:00 p.m., within 3<sup>rd</sup> Floor Meeting Room  
183 Keefer St., Vancouver, B.C.

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COUNCIL IN ATTENDANCE:	Patrick Weitemeyer (via conference call) Tim Turner (via conference call) Attila Gereb Dimitri Traktavenko Steven Wendland Rita Lum
GUEST:	Ernie Ng
SITE MANAGER:	Del Wordofa
MANAGING AGENT:	Nicholas Tiganis – Senior Property Manager ColyVan Pacific Real Estate Management Services Ltd.

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Prior to commencement of the meeting, Ernie Ng Addressed the Council concerning the Exterior Maintenance Plan, DDC Panel and Windows. *The items are discussed in greater detail below. Ernie then left the Meeting at 6:30 p.m.*

The meeting was called to order at 6:30 p.m. by the Council President, Mr. Patrick Weitemeyer.

**SITE MANAGER'S REPORT (Previously Distributed)**

Del Wordofa advised that (per information received from Henderson) the security would likely be moved to the Tinsel Town location at the end of the month. The new system is different from the existing system in the way of hardware and will require (should an agreement be reached) the issuance of new access cards. An alternative is also available for an additional \$1.25 per unit in the way of a key-chain sized FOB unit that performs the same function as the access cards.

Discussion on the issue noted that the security contract remains with Council for signature, however, Council has held off on signing the document pending receipt of further details. Council also noted that as the new security system will be made up of updated equipment, an updated copy (outlining the new specifications) should also be obtained. At this point, Henderson Development has authorized the changes to proceed under their portion of the contract.

The developer has advised addressing the outstanding deficiencies will be dependent on the weather; however, Council agreed a firm answer from Henderson would be required. After further discussion, the Manager was asked to forward a letter to Henderson in this regard.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. DDC Panel Quotation(s): Ernie Ng noted that the Committee has now received all three quotations from Hallmark Air Conditioning, Hoole Controls and Webir Controls. However, the Committee subsequently altered the specifications and asked all three contractors to re-submit their bids based on the revisions.
2. Windows: Del Wordofa advised that the current window contractor had submitted an estimate to seal all of the windows from top to bottom. During his investigation, the contractor discovered that the gasket between the window and the frame had deteriorated on several of the windows. Consequently, he suggested that the windows be sealed on the outside, as a preventive measure and further noted sealing the windows would extend their life span by approximately 10 years. After further discussion, Council advised that the initial

quotation for this work was expected to cost approximately \$35,000.00 and would include the setup of the swing stage. This work would only involve the tower as the low-rise (555 Abbott) building's design acts as a shelter. Further discussion noted that the cost of the work might require Council to do one side of the building at a time, beginning with the side at which it is most necessary. The contractor had also indicated that alternatively, the cost to change all of the gaskets on all windows would cost approximately \$300,000. Council subsequently agreed to discuss this issue at its next meeting.

3. Gutter installation on Planters at 555 Abbott St.: Del Wordofa advised that although three firms had been previously contacted, none of them provided an estimate for this work. After further discussion, Del suggested that he and another individual could undertake the work in a significantly lower cost (approximately \$400.00 plus GST) and that the work would be warranted for one year. Council subsequently authorized Del to proceed with the work in this regard.
4. Card Readers for Elevators & Other Security Upgrades: Further to the discussion concerning security previously noted in the Site Manager's Report, the Manager advised that he was still awaiting a quotation for these items. Council subsequently agreed that it would be prudent to wait until further information was received from Henderson Developments concerning the type of security equipment they (Henderson) are planning to install before Council looks at changing any of its own. The matter was then tabled for further discussion to a future meeting.
5. PST Rebate: The matter was tabled for discussion at a future meeting.
6. Revised Job Descriptions - Site Manager/Management Company: Attila Gereb advised that he had prepared a draft plan requiring Council approval/input on how it wished to proceed. He noted that the original contract between the Management Company and the Strata Corporation was out of date and the list of duties noted within it appeared to overlap with those outlined in the Site Manager's Contract. After further extensive discussion, Attila noted that he would send various sections of his findings to Council via electronic mail for further input and suggested that perhaps a sub-committee could be structured to assist him in this regard.

*Council would like to inform all owners that the purpose of this exercise is to streamline the duties between both the Site Manager and Management Company. Thereby increasing the overall efficiency of the Strata Corporation. These issues will be discussed on an "in camera" basis until the matter has been settled considered suitable for publication.*

## **FINANCIAL REPORT**

Due to the timing of the meeting, the Treasurer, Rita Lum advised that she had only received the Financial Report and supporting documentation on the day of the meeting. The Manager also reminded Council that the Financial Report is not distributed until the fifteenth of each month.

After further discussion, the Treasurer briefed Council on her meeting with Shiraz Hassanali, Controller for ColyVan Pacific Real Estate Management Services Ltd. In addition to several requests, she noted that the following information would be provided on a regular basis:

- Copies of paid invoices (for a given month) to be distributed with each monthly Financial Report.
- Confirmation of the existence of 2 separate accounts was provided. One account pertains to the Contingency Reserve Fund and the other (known as the Current Account) is used to pay invoices incurred in the day-to-day operation of the development.
- Further confirmation was provided confirming that the funds from Henderson Development regarding the Steam Heat were deposited into the current account and partially used to cover current payables. A new procedure

has also been implemented whereby invoices are sent to the Site Manager on a weekly basis (via courier) for coding and approval. The Treasurer felt that this method would ensure the timely processing of all invoices eliminate any late payment charges. Furthermore it, it will also ensure that any charge-backs to the developer were recorded and processed.

- Steam Heat – Water & Sewer Charge-backs: It is felt that as the charge-backs for both Water & Sewer and Steam Heat are processed on a periodic basis (either monthly or quarterly depending on the invoice billing), Council could implement a procedure to insure that a fixed amount was billed to Henderson on a monthly or periodic basis with any adjustments accounted for at fiscal year end. BC Hydro currently uses this process for its installment billing.
- Audit: Also during the meeting with ColyVan's Controller, the question was raised as to why an audit was not prepared in time for the Annual General Meeting. The Controller advised that the audit needed to be sanctioned by the Strata Council on an annual basis. After further discussion, it was agreed that ColyVan Pacific Real Estate Management Services Ltd. be issued a standing authorization to sanction an annual audit that will be completed prior to and in time for discussion at the Strata Corporation's Annual General Meeting.
- Shared Costs: Rita noted that she would continue her efforts to obtain written agreements from Henderson developments concerning shared costs. Furthermore, she noted that the person involved with this process at the development company is new to the firm and is therefore been required to start at the beginning. Consequently, she suggested that the Strata Corporation focus on the keeper steps agreement, which notes a shared allocation of 11.44%.

#### **NEW BUSINESS**

- Correspondence: Council reviewed three items of correspondence. After further discussion, the Manager was asked to reply to each of the writers on Council's behalf.
- Other Business:
  - Summer Barbecue: This event has tentatively been scheduled for Sunday, August 11, 2002 from 3:00 PM to 7:00 PM. It will be held on the Paris Place 3<sup>rd</sup> Floor patio or in the 3<sup>rd</sup> Floor Meeting Room if it is raining.
  - Fire Inspection: Del reported that several of the in-suite smoke detectors failed testing during the annual fire inspection. Arrangements will be made to have these items replaced.
  - Weekly Site Inspections: The Manager was asked to provide a written Site Inspection Report following his weekly visits.
  - Contract Summary: The Manager was asked to provide Council with a summary of the Strata Corporation's contracts prior to or at the next Council meeting.
  - Updated Owners List: Del Wordofa and Rita Lum agreed to help update the current owners list.
  - Site Manager's Office - Purchase of Office Furniture: Del advised that much of the furniture in his office has deteriorated to the point where it no longer functions properly. After further extensive discussion, it was suggested that he compile a list of required items and submit them to Council for review.

With no further business, the meeting was adjourned at 8:40 p.m. The next Council meeting will be held on Wednesday August 22, 2002 at 6:00 p.m. within the 3<sup>rd</sup> Floor Meeting Room, 183 Keefer Place, Vancouver.