

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

Held on Wednesday, September 25th, 2002 at 6:00 p.m. unit #3201
183 Keefer St., Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Patrick Weitemeyer Tim Turner (via conference call) Attila Gereb Dimitri Traktavenko Rita Lum
REGRETS:	Steven Wendland
SITE MANAGER:	Del Wordofa
MANAGING AGENT:	Allan Landa – Senior Property Manager, President ColyVan Pacific Real Estate Management Services Ltd.

The meeting was called to order at 6:20 p.m. by the Council President, Mr. Patrick Weitemeyer.

SITE MANAGER'S REPORT (Previously Distributed)

ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED (Lum/Traktavenko) to adopt the minutes of the previous meeting held on August 28th 2002.

CARRIED

FINANCIAL STATEMENTS

Rita Lum, the treasurer, and Allan Landa the Property Manager met twice before this council meeting to review the financial statements and financial picture and all questions and queries we're answered to the satisfaction of the Council.

It was MOVED and SECONDED (Lum/Turner) to adopt the financial statements for June/July/August 2002 as presented.

CARRIED

Allan Landa and Del are completing the charge back audit for the steam heat, water and sewer and other incidental charge backs to the developer.

Allan will have the steam heat and water sewer charge backs done and sent off to Henderson on or before Friday October 4th 2002.

Del will have the incidental chargeback audit done and sent off to Henderson on or before Friday October 11th 2002.

Allan is working on a modified presentation of the budget for the next fiscal year that will identify on the budget the forecast for charge backs to Henderson

BUSINESS ARISING FROM PREVIOUS MINUTES

1. DDC Panel – In progress, should be completed by the end of October.
2. Windows: In progress and should be completed by the end of October.

3. Gutter installation on Planters at 555 Abbott St.: Another section has been completed, Del to advise of which section that may next require replacement.
4. Card Readers for Elevators & Other Security Upgrades: Tabled
5. PST Rebate: Patrick will meet with Allan at a later date to investigate the possibility of the Strata recouping some of the PST paid.
6. Revised Job Descriptions - Site Manager/Management Company: Attila reported that this matter is still in progress. A final draft of a new contract will be ready by the next Council meeting. Allan Landa offered to supply the council with a draft copy of ColyVan's most up to date wordings from their agency agreement for a reference.
 - *Del agreed to create an updated book for emergency procedures to be kept in the office.*

NEW BUSINESS

1. Commitment fro ColyVan Pacific:
Allan Landa, the President of ColyVan Pacific has taken over the day to day Property Management and has made a commitment to stream line the operations of the Strata Corporation him self. Council has to the Strata Council
2. Letter to City Hall:
Council has requested the Property Manager write a letter to City Hall requesting the removal of two parking meters in front of 555 Abbott Street so as to create a loading zone for this area.
3. Exterior Maintenance Plan:
The property manager is reviewing the exterior maintenance of the building and will present a plan for on going maintenance to be included in the upcoming budgeting process.
4. The Property Manager will review the contract with the landscape maintainer, Nishi, and to review their increase in the service contract fee and report back to Council.
5. Council noted that there would be no Council meeting in November and the December meeting would be held Wednesday, December 18th 2002.

With no further business, the meeting was adjourned at 9:00 p.m. The next Council meeting will be held on Wednesday October 30th, 2002 at 6:00 p.m. within the 3^d Floor Meeting Room, 183 Keefer Place, Vancouver.

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