

week. It was generally agreed by council that this project should be moved forward without further unnecessary delay.

3. Natural Gas Smells: The mechanical maintenance contractor, Honeywell, has been to the building on a number of occasions in the past few weeks to troubleshoot continuing issues around reported gas smells in the hallways. The furnace on the air return for the hallways was turned off for a week and according to the charting on the bulletin board smells subsided. Unfortunately this problem is intermittent and the technician has been unable to replicate the issue while on site. The property manager encourages residents to contact the management company immediately if smells are detected so that the technician can be called to the building again if the problem reoccurs.
4. Alley Rubbish & Grease Containers: The property manager continues to be in communication with parties involved around the problems associated with garbage accumulation in the alley. While some progress has been made with the city in requiring the restaurants to manage their containers, the problems associated with the containers persist. On a number of occasions, the cooking grease containers in the alley have been tipped over, resulting in grease being tracked into the lobby and parking areas. The City of Vancouver "Clean Streets" inspection office has been the most effective means at addressing issues with the alley and they have been on site to assess the situation a number of times over the past few months. The property manager has also lodged a written complaint with the City of Vancouver Engineering Department regarding the grease spills. A copy of the letter was provided to council. The property manager will continue to communicate with the City with regards to improving the streetscape, reporting problems with neighboring building's bins to the city and advocating for changes in the current waste management plans. The property manager noted that it is of great assistance if residents are willing to call the City directly to register their displeasure with this issue. It was also noted that a pilot program is in the works to eliminate bins on public property, and move to frequent bag pick-up similar to Seattle. During the discussion, council also reviewed the possibility of adding more lighting to the alley. A council member volunteered to follow up further on this matter.
5. Basement Storage & Bike Parking: The property manager and Council discussed the need to clean up the accumulated storage in the parkade and storage room. It was noted that a large room on the parkade level, which is currently filled with various items, is actually designated on the strata plan as a bike storage room. After discussion, Council set a deadline of January 31st for all residents to remove their property from common areas (garage, storage/bike room and corridors). All unclaimed items will be removed after that date. Once the garage and storage room are emptied the damaged door will be repaired and the area will be thoroughly cleaned.

IMPORTANT NOTICE

All residents must remove all items from the **storage room, garage and common areas** by the January 31, 2008. Any and all unclaimed items will be removed after that date.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements as presented by the property manager, it was moved, seconded, and carried to approve the statements for the months of March through to October 2007. As of the end of October, the strata corporation had \$6,691.30 in its operating account, \$77,597.91 in the Contingency Reserve Fund and

\$33,640.74 in the Special Levy Fund (the Special Levy Fund is designated for roof anchor installation). It was noted that the Annual General Meeting is overdue and that the strata corporation continues to run on the operating budget approved by owners at the last Annual General Meeting. The property manager has begun drafting a new budget, which will be discussed by council at the next meeting and then presented at an AGM to be held in February 2008.

2. Accounts Receivable: As of the end of October, total accounts receivable was \$2,317.13 and there was \$626.08 in prepaid strata fees. The property manager noted that six registered letters had been sent and this had resulted in approximately \$3,300 in outstanding receivables being collected in the past two months. The property manager will continue to follow up on accounts receivable.

NEW BUSINESS

1. General Repairs & Maintenance: The property manager reported that a number of recent maintenance items had been completed including graffiti removal from the front and side of the property, carpet cleaning, hallway and lobby paint touch-ups and cleaning of the glass awnings. It was noted that the, due to continued grease spills in the alley, the lobby carpets will require re-cleaning. It was also noted that the contractor that installed the lobby carpets in 2006 will be performing some minor repairs to the carpets under warranty. It was noted that most of the suite doors are in need of re-painting. The property manager will schedule this work, which will require that suite doors be opened and left open while the paint dries.
2. Water Overflow & Report on Repairs: It was reported that a recent water overflow had caused damage to a number of suites on four floors. The damage had occurred when a washing machine had malfunctioned. It was noted that the damage was significantly worsened by the fact that the resident of the suite had not been home at the time. Residents are reminded that they owe a duty of care to other residents in the building and that washing machines, dishwashers etc. should not be left running when no one is home. Although the strata corporation's insurance policy will cover damage to the building, the insurance deductible of \$5,000 has been billed back to the owner of the suite.

The property manager reported that although the emergency drying being performed by the restoration company, Platinum Pacific, is almost complete, the final repairs may take two to three months. Once the emergency clean-up has been finished (later this week or early next week) the strata's insurance company will require the contractor to draft a detailed scope of repair work to be submitted for approval. Given the scope of the damage, it is very likely that the building's insurance company will then be obtaining competing quotations for this work prior to authorizing any repairs. Once that process is complete, final repairs will commence. It was noted that access to the affected suites will be required on numerous occasions (to Platinum Pacific, to the insurance company and insurance adjusters, to companies quoting on the repairs and to the contractors who will perform the final repairs). The property manager reported that, to date, the restoration company and adjuster have had difficulty accessing some of the suites. After discussing this matter with the insurance company, the property manager had drafted a notice which had been delivered to each suite (with a copy also sent to the owners of those suites which are tenant occupied).

3. Dryer Vent Cleaning: The dryer vents were cleaned in the summer of 2005 and are due for cleaning again. The property manager has recently obtained a quotation for this project and

it was agreed to proceed. The property manager will notify the contractor and schedule this work.

4. Entrance Mats: It was agreed that the property manager would obtain pricing for mats to be placed inside the front lobby door and potentially in the corridor leading up from the garage.
5. Handicapped Elevator: The handicapped lift continues to be out of service. The property manager has been in touch with Schindler Elevators regarding this matter, who have reported that they had not been able to complete their diagnosis of the problem as they did not have keys that they required to access a portion of the mechanical equipment for this lift. [Note: subsequent to the council meeting, it was established that the elevator contractor did, in fact, have full access all equipment areas]. Should repairs of a significant nature be required to get this lift operational, the property manager will obtain pricing for council to review at the next meeting.
6. Next Annual General Meeting: It was agreed that the next Annual General Meeting will be held at 7 p.m. on February 20th 2008. A council meeting will be held at 6:30 p.m. on January 9th 2008.
7. Enterphone: Concerns were raised by a few members of council about problems hearing visitors speak over the enterphone system when suites are buzzed. The property manager will contact the enterphone maintenance contractor to have this issue resolved.
8. Annual Fire Inspection: The property manager reported that Executive Fire and Security will be visiting the building in early December 2007 for the purposes of conducting the annual fire inspection. Access to suites is required for this work and notice will be given to residents in advance.

CORRESPONDENCE

Council reviewed the following correspondence:

1. Letter Regarding Noise Disturbance: Council reviewed correspondence from an owner concerning a recent party in one of the commercial units. Council requested that the property manager send a letter to the commercial unit stressing the need for common courtesy and respect for both the city and strata noise bylaws. In their letter to council, the owner also expressed concern that visitors to commercial strata lots can access the remainder of the interior common areas of the building. It was noted that the placement of the common washrooms, which are accessed by visitor's to the commercial strata lots, makes it difficult to fully separate the commercial and residential sections. All owners, whether commercial or residential, are reminded that they are completely responsible for the actions of their visitors or guests while on common property.
2. Various RE/MAX Correspondence: Council received copies of various RE/MAX correspondence, including copies of six registered letters sent to owners in arrears and a copy of the letter sent to the City of Vancouver concerning cooking grease spills in the alley adjacent to Abbott Place.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on January 9th 2008 at 6:30 p.m. in the Suite 803.

All comments, concerns and suggestions for the strata council or management can be delivered via email, phone or fax to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Andrew Seaton or Shawn Smith

Phone: (604) 821-2999 Fax: (604) 821-1822

**Email: aseaton@mypropertymanager.ca
ssmith@mypropertymanager.ca**

Minutes prepared by: Andrew Seaton
RE/MAX Property Management Services

IMPORTANT NOTICE

Please note building security is everyone's responsibility – do not let persons unknown to you into the building under any circumstances.

**MINUTES OF STRATA COUNCIL MEETING
STRATA CORPORATION LMS 2412 – ABBOTT PLACE**

HELD: Wednesday, April 18, 2007 @ 6:00pm
#803 – 233 Abbott Street, Vancouver, BC

PRESENT:

Rafael Santa Ana	President	#305
Greg Smith	Treasurer	#803
Sergey Sokolov	Secretary	#404
Stuart Waddell		#707
Tim Horseman		#801

AGENT: Paul Johnson, RE/MAX Property Management Services

CALL TO ORDER

A quorum being present, the meeting was called to order at 6:20pm

APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

It was MOVED, SECONDED and CARRIED to approve the Council Meeting minutes of January 16th, 2007.

FINANCIAL REPORT AND ACCOUNTS RECEIVABLE REPORT

Financial statements for December 2006, and January through March 2007 were presented to Council. The Council Treasurer pointed out two items that the Property Manager will investigate and correct. Members of Council elected to table the financial reports until the next meeting.

Council reviewed the Arrears Report and requested that the Property Manager follow up with selected Owners whose accounts are seriously overdue.

Owners are reminded that Strata Fees are due in the offices of RE/MAX Property Management on the first day of each and every month. By using the Pre-Authorized Payment Plan you can have your payments processed every month thereby avoiding late fees. When preparing cheques for strata fees, please ensure that your suite number is clearly marked on the cheque to ensure your account is properly credited.

BUSINESS ARISING

Janitorial Service: Members of Council reviewed the Cleaning Specifications submitted by the Property Manager. While it is felt that the service being received is acceptable, two areas which require greater attention are (a) the Abbott Street Sidewalk, which

needs to be maintained regularly, and (b) the watering of the plants in the lobby. The PM asked Council members to monitor the level of service and communicate any areas of concern so that they could be addressed.

Installation of Roof Anchors: The Property Manager and Strata Council President met off-site on March 23, 2007 to discuss the installation of roof anchors. At that meeting it was agreed that the PM would contact Workers' Compensation Board to discuss requirements for the installation of roof anchors as they pertain to Abbott Place.

The Strata Council President works closely with an engineering firm who have indicated that anchors can be designed and installed at a lower cost than has been previously quoted. The contact name and telephone number of the firm in question will be forwarded to the Property Manager for follow-up.

The Council has expressed concern that funds have been collected for the purpose of installing the roof anchors, and they identify with any frustration felt by the Owners at Large. It is in everyone's best financial interest, however, to have the work completed professionally and in accordance with all regulations, but at the most cost effective rate. The Property Manager has assured Council he will work diligently to have this matter addressed as quickly as possible.

Gas Smell in the Building: The origin of the small amounts of natural gas within the building has still not been identified. Numerous telephone calls and discussions have taken place with Terasen Gas as well as the Vancouver Fire Rescue Service. In discussion at this meeting it was identified that the smell of gas, although random in nature, normally occurs either in the morning, or around the time when most people are arriving home from work. The suggestion was made that perhaps the hot water tanks need to be tested or investigated as the source. The Property Manager will make inquiries with the plumbing contractor who installed the equipment to determine if this may be the cause.

Alley Rubbish: The issue with the dumpsters in the alley continues to be a concern. The Property Manager will continue to solicit assistance from the City of Vancouver as well as the operators of the hotel in an effort to have the bins removed from the alley way.

NEW BUSINESS

Garage Remotes: New garage remotes have been purchased and will be delivered to the Strata Council President for issuance to residents as the need arises.

Damage to Locks: A member of Council reported that damage has been done to the locks on the roof top deck. It appears that person(s) unknown have gained access to the building, perhaps from the roof-top level of the parkade next door. The Property Manager will make arrangements to have the locks repaired, and will contact Easypark to request that any roof-top access to their facility be locked in future.

Damage to Parking Garage Gate: It was noted by one Council member that it appears that someone has pushed in the mesh on the gate and it has broken free from the points

at which it was attached. The Property Manager will have repairs effected as soon as possible.

Plumbing Repairs: It has been noted that plumbing repairs are required in one strata lot in which a flood occurred some time ago. Although the water damage has since been repaired, the original plumbing issue remains outstanding, and repairs must be made before the external hose bib can be turned back on. The Property Manager will have repairs made.

Basement Storage: Members of Council discussed the disarray of the storage area in the basement of the building. They have suggested that Owners be given an opportunity to identify those items which belong to them, and anything not claimed be disposed of. It is possible that storage lockers can be built and rented back to residents. It is apparent that there will not be a sufficient number of locks to allow for each strata lot to have one assigned, and so a "lottery-style" system may be used to determine usage.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:18pm.

NEXT MEETING

The date, time and location of the next meeting of the Strata Council will be announced.

All comments, concerns and suggestions for the Strata Council or Management Company can be addressed to:

**Strata Plan LMS2412 – Abbott Place
RE/MAX Property Management Services
110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4
Tel: (604) 821-2999 ~ Fax: (604) 821-1822**

**Paul Johnson, Property Manager
Email: pjohnson@mypropertymanager.ca**

Owners are reminded to retain these minutes as a record of the business of the Strata Corporation. Replacement of minutes, bylaws and rules will be at the Owner's expense, in accordance with the Strata Property Act Regulations.

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 2412
ABBOTT PLACE**

HELD: Tuesday, 16th January 2007 at 6:30 pm at #707 - 233 Abbott Street, Vancouver.

PRESENT:

Phillip Pollard	#802
William Gordon	#206
Stuart Waddell	#707
Sergey Sokolov	#404
Rafael Santa Ana	#305

AGENT: Chris Martin, RE/MAX Property Management Services

CALL TO ORDER: 6:45p.m.

CONFIRMATION OF QUORUM

Five council members in attendance constitute a quorum.

GUEST

Nil

APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

It was motioned, seconded and carried to approve the council meeting minutes of November 22nd, 2006.

CORRESPONDENCE LOG

1. Annual Fire Inspection: Completed on 5th December 2006 but unable to access a number of units. The owners concerned will be notified of a return visit by Fire Pro in the near future. Additional repair items were approved
2. Foyer Damage: With the help of the building's security cameras, a resident was identified as being responsible for damage to the foyer wall. Repairs have been undertaken and the costs paid by the resident.
3. Pest Control: The building's contractor was on-site in November and reported no signs of insect or rodent activity.
4. Elevator: Council discussed a quote to upgrade the safety edge from a mechanical to infra-red closing device. This will be considered for future Capital Fund expenditure.

FINANCIAL REPORT

1. Financial Statements: it was moved, seconded, none opposed, to approve the financial statements for September to November 2006, as presented.
2. Arrears: It was reported that most owners have paid their overdue accounts. However, a small number remained outstanding and will continue to be fined in accordance with the strata's by-laws.

BUSINESS ARISING

1. Carpets: It was noted that the replacement of the foyer carpets has been completed to the satisfaction of Council.
2. Security: Shaw cable has installed in-suite cable to the building's security cameras. Images can be found on Cannel 116. Any resident who witnesses security breaches should immediately contact the property manager. An additional camera in the carpark will be installed shortly.
3. Roof Anchors: Council is currently reviewing the contract with Atlas Anchors. A proposal to install contractor grade capabilities, instead of window cleaning only, is being considered.
4. Janitorial Contract: Council review and accepted a quote for the janitorial services for the building following continual dissatisfaction with the current contractor. The new contract will be effective March 1st, 2007.
5. Woodwards Implosion: The recent implosion, and its effect on the integrity of Abbott Place, continues to be investigated. Council members will gain information from other buildings in the vicinity to determine what action, if any, should be taken.

NEW BUSINESS

1. Insurance Claims: Three separate incidents within two days resulted in two claims against the Strata's insurance. The common hallway on the top floor and four individual units were affected by water damage. Most repairs have now been completed.
2. Gas Smell: During December the property manager was advised of a gas-like smell in some areas of the building. Contractors from both Terasen Gas and Hallmark were dispatched but returned negative results. Attempts to locate the source of the smell continue.
3. Hallway Items: A bicycled noted continually placed in the foyer hallway has since been removed. A notice pertaining to the safety hazard of leaving items that obstruct common areas will be posted on the notice-board.
4. Alley Rubbish: Council was concerned with the increase in the untidiness of the side alley and expected increase in rodent activity. A letter of concern will be forwarded to Vancouver City Hall on behalf of the residents.
5. New Property Manager: Chris Martin advised the meeting that he was retiring from the profession and that effective February 1st, the building's new manager will be Paul Johnson.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 pm. The date for the next Council meeting has yet to be determined.

All comments, concerns and suggestions for the strata council or management can be mailed or e-mailed to:

**Strata Plan LMS 2412
RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

**Attention: Paul Johnson
Phone: (604) 821-2999 Fax: (604) 821-1822**

Email: pjohnson@mypropertymanager.ca

Minutes prepared by: Chris Martin RE/MAX Property Management Services