

COUNCIL MEETING MINUTES
STRATA PLAN L.M.S. 4496
April 11, 2007

Attendance: Odile Morrison Unit 53 Tony Passalacqua Unit 41
 Lewis Dahlby Unit 40 Ken Pepin Unit 11
 Christine Depner Profile Properties Ltd.
Regrets: Kevin Gowie Unit 18

The council received a resignation letter from Kevin Gowie effective immediately. Thank you Kevin for volunteering your time and all of the best in your future endeavors.

Council positions: The council discussed and agreed on the following appointments:

President	Tony Passalacqua
Vice-President	Odile Morrison
Treasurer	Ken Pepin
Gardening representative	Lewis Dahlby

Adopting Minutes: It was moved/ seconded by Tony, Odile to approve the minutes of January 31, 2007. **MOTION CARRIED**

Financial Report: It was moved/ seconded to approval the January and February financials. **MOTION CARRIED**

CORRESPONDENCE

None at this time.

UNFINISHED BUSINESS

East Retaining Wall: The new council reviewed the report that was provided by Geotek Design. It concluded that the wall had moved but only very slightly. Further study was suggested so that all future movement can be recorded. The cost for this is as follows:

- Set up of baselines, \$1,200.00
- Monthly visit to monitor movement \$700.00 each

It was discussed that based on the feedback from the owners at the AGM it was clear that the majority of owners were not in favor of spending financial resources on further study. The council did agree that more information was needed and would arrange for regular observation on their own. If it were discovered that the wall was moving significantly then further action would be taken.

Sun Shade: To date, six owners have provided interest in having an awning installed. The council is waiting for these owners to discuss and agree on a uniform type, color and style. Approval will be provided based on the uniformity and the signing of an indemnity agreement by each homeowner.

Electrical room doors: The council was presented a quote for painting of electrical room doors in the amount of \$380.00. It was moved/seconded by Odile, Tony to proceed with the project. **MOTION CARRIED**

Fire sprinkler failure: The council reviewed a report from the insurance adjuster. The failure was most likely caused by over-tightening at the time of installation. The insurance company is continuing their investigation and will be acquiring a formal report from the engineer that inspected the failed components. Once the report is finalized they will decide on a course of action, which may include subrogation to the original installer. It is at this time that the council will be informed of this action and will follow the insurance companies advice on a course of action.

NEW BUSINESS

Drainage between units: The council is aware that there may be a problem with the drainage in this area. It was agreed to observe the situation over the next few months to assess if further investigation is necessary.

Unit 48, 49, 63 Fence damage: As the ground dries out the repairs will be done on these three fences. The damage was due to a windstorm in the fall.

Unit 29, water ingress: A report was reviewed by the council from the contractor that performed some temporary repairs. The source of the water was not found in the first visit and further investigation is necessary. The council requested the manager gather an estimated price prior to this being done.

Unit 34 Attic ventilation: The council consulted with two contractors and received 2 different opinions. The first contractor suggested that the insulation in the attic be removed from the soffit areas. The second was of the opinion that the dryer was the source of the moisture. The owner was advised to repair their dryer. If the problem continued then further action would be taken.

Garage Sale: A complex garage sale is scheduled for Saturday, May 5, 2007.

Large garbage bin: After the garage sale a large bin will be placed in the visitor parking area from the dates: May 11 through 14, 2007. This will enable owners to perform their spring-cleaning.

***The following items are not to be disposed of in the bin: oil, tires, automotive batteries, refrigerators and freezers, hazardous liquid & industrial waste, chemical products, paint thinner or paint cans, herbicides, pesticides, radioactive material or drywall.**

Garage lighting: The common area lighting that is located on the garages of each unit is controlled with a photo-sensor. Under normal circumstances the sensor should turn the lighting on in the evening and off in the morning. The time of day that this happens requires no adjustment.

However, some of the lights in the complex are turning on in the daytime and the council is concerned that the sensors may have been installed where it is unable to read the amount of daylight. Ken has agreed to investigate the location of each control circuit to determine if its location is correct.

*****Center courtyard - Volunteers Needed!*****

The council is requesting the assistance of volunteers to help with the completion of the center courtyard area. The work will be done on Saturday April 21, 2007. If you are able to assist please contact the council. The items to be completed are as follows:

- Fixing the drainage in the grass area and rebuilding the area around the center drain.
- Removing bricks and other debris from the garden beds
- Trimming liner membrane material from the garden beds

*If you are able to help please contact Odile Morrison at 604-944-9923

Sanitary line cleaning: The council has agreed to have this done on an annual basis to prevent build up of material in the line. It will also avoid any further back up in the area next to unit 53. The results of the investigation could not prove if there was a dip in the line. In response, the council has agreed to regularly maintain the lines to remove any buildup that could lead to blockages.

Next Meeting: As there was no further business the meeting was terminated at 9:00pm. The next council meeting is scheduled for Monday, May 28, 2007.

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**THE COUNCIL MEETING
STRATA PLAN L.M.S. 4496
May 28, 2007**

Attendance:	Odile Morrison	Unit 53	Tony Passalacqua	Unit 41
	Lewis Dahlby	Unit 40		
Regrets:	Ken Pepin	Unit 11		
Guest:	Jung Cho	Unit 14		

The ongoing issue of sun-shades was discussed. Retractable awnings would be installed on decks to alleviate the heat from the afternoon sun. The council is continuing to work with the interested individuals to establish the installation criteria.

It was discussed that some units may not wish to install this awning on the rear of their units. They would, however, prefer to reduce the sun exposure on the front instead as they face a different direction. These units would not be able to install an awning but could install window tinting. This is a product that is applied to the inside of any window that prevents the heat of the sun to enter. It may be a consideration for some individuals as approval is not necessary as long as the product is not mirrored on the outside thus bothering neighbors. Company information is as follows:

***Newco Glass Products 604-437-3111**

***Advanced Tint 604-835-0829**

Minutes: It was moved/ seconded by Tony, Odile to approve the minutes of April 11, 2007.

MOTION CARRIED

Financial Report: It was moved/ seconded by Tony, Odile to approve the March and April financials.

MOTION CARRIED

Arrears: There are 13 owners that are in arrears of the retro-active fee increase that dates back to the approval of the 2007 fiscal budget.

CORRESPONDENCE

- 1) A request to install a pergola was reviewed by the council. A decision was tabled pending further clarification with this homeowner.
- 2) A complaint was received regarding a sensitive issue. The council has directed the manager to the appropriate response.
- 3) A unit was noted to be parking a vehicle in an unauthorized location. A warning letter will be sent to the individual.

UNFINISHED BUSINESS

Unit 26 water damage: This unit experienced water damage to the basement area due to a cracked exterior hose bib that was not noted until water was turned on in the spring. The council reviewed 2 quotes for the final repairs and agreed on PacWest Restoration at a cost of \$2,595.74.

Unit 29 water ingress: The council was presented the report from the contractor inspection into the source of the water ingress into this unit. It would appear that building paper was not installed over the roof flashing but behind it. This allowed rainwater to into the wall and thus the interior of the unit. The heavy wind driven rain was also a factor. As a means of repair the related area was caulked. The council will be looking into an exterior siding maintenance program.

The council reviewed the quote for the repairs to the interior water damage and has asked for a second quote prior to making a decision.

NEW BUSINESS

Gutter cleaning: The council reviewed two quotes for gutter cleaning of all units within the complex. It was moved/ seconded by Odile, Tony to contract Right Choice Property Maintenance in the amount of \$5,040.00.

MOTION CARRIED

Powerwashing machine: The council would like to advise owners that the machine that was purchased for the use of owners is broken. It has been repaired on many occasions

and is no longer cost effective to continue to do so. If anyone is interested in purchasing it or assisting with its repair please contact the council.

Landscaping: A council member will be meeting on site with the gardener to establish a scope of repairs to the potential drainage problem in the center court area. In the winter months this area can become quite saturated with water. It was especially prevalent with the recent rainy winter season.

Garbage pick up: The council is concerned with the current level of garbage service. There have been missed service days on a couple of occasions. A letter of complaint will be sent to the service contractor.

Recently, a large bin was placed in the visitor parking so that owners could dispose of any unwanted household material. It appears that this was a success, however, the bin was filled to overflowing. When the truck returned to pick up the bin it was so full that many items were removed from the top to enable transport. As these items were left behind, the council was required to arrange for a company to remove the excess items at additional cost.

Towing: The following are the bylaws related to parking:

- *No owner or resident of the complex will be permitted to park in Visitor Parking without permission of council.

- *No one shall leave unattended, any vehicle in such a position that it will interfere with other spaces. Nor shall a vehicle be left in such a way that it blocks or infringes on access lanes or "No Parking" areas.

- *Visitor Parking shall be for a maximum of three (3) days or (3) nights in any given week. Longer periods of time require authorization from the Strata Council.

- *An owner shall not park his vehicle in the Strata complex driveway or in front of unit and/or designated fire. Any vehicle found parking in these areas would be subject to towing at their expense.

The council is authorized to provide one warning to any vehicle that is in contravention of the above. A repeat offence is subject to fines being placed against the unit owner.

Please refer to your bylaws for further details related to parking.

Pet Bylaw: The council has asked the manager to provide samples of various pet restriction bylaws. The council would like to propose an amendment at the next AGM.

Next Meeting: As there was no further business the meeting was terminated at 8:30pm. The next council meeting is scheduled for Wednesday, July 25, 2007.

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**COUNCIL MEETING
STRATA PLAN L.M.S. 4496
July 25, 2007**

Attendance:	Odile Morrison	Unit 53	Tony Passalacqua	Unit 41
	Lewis Dahlby	Unit 40	Ken Pepin	Unit 11
	Janis Kulhanek	Unit 39		

The council has appointed Janis Kulhanek to the council for the remaining fiscal period. Thank you Janis for volunteering your time to assist with the operation of the complex.

Minutes: The May 28, 2007 minutes are to include an amendment as follows: "Any owners parking their cars in visitor parking will receive one warning. Any subsequent offences will result in the vehicle being towed as well as a fine being levied."

It was moved/ seconded to approve the minutes as amended.

MOTION CARREID

Financial Report: It was moved/ seconded to approve the May and June financials.

MOTION CARRIED

CORRESPONDENCE

- 1) A request to install a pergola was reviewed by the council.
- 2) A unit has requested to install patio bricks under their balcony.
- 3) A unit has requested permission to install an air conditioner.
- 4) A unit has requested reimbursement for drainage improvements as per a previous agreement with council.

The council has directed the manager to the appropriate response to the above requests.

UNFINISHED BUSINESS

Unit 26 repairs: The total cost for the emergency and final repairs to this unit was \$4,718.86.

Unit 29 repairs: The total repair cost for this unit was \$1,168.00 plus \$530.00 for the investigation into the cause of the leak.

Maintenance schedule: The council was presented a draft of a maintenance schedule. The council will be working to finalize the details based on the various needs of the complex.

NEW BUSINESS

Unit 57 water damage: The cost for the emergency repairs is \$2,913.69. The final repairs are not known at this time. As the source of the damage was located inside the strata lot, the strata corporation will be looking into charging an amount up to the insurance deductible. This is in accordance with the bylaws and the strata property act.

Garbage contract review: The council is aware of certain problems with the level of service from IPI. Some of which include the following:

- missed pick up
- Poor attitude by employees(foul language, yelling, inappropriate gestures)

The manager has sent two letters to the service manager and will continue to follow up to ensure that service is satisfactory. Any further concerns by owners should be put in writing and forwarded to Profile Properties attn: Christine Depner. If the level of service does not improve the council will be reviewing the contract.

Gutter cleaning: The strata Corporation has arranged for the cleaning of the gutters on each unit. They will be cleaned from the inside as well as the outside portion. We would like to advise the following with regards to this work:

- Some stains are permanent on the gutters and cannot be removed
- The windows will not be cleaned at this time as the budget does not allow. Any over-spray from the gutter cleaning will be rinsed off.

Once the service is completed the council will be performing an inspection of the property and will advise the contractor of any deficiencies.

Center courtyard drainage improvement: The council has authorized this project. The work will be completed on or about August 1, 2007. The cost for this will be \$750.00.

Once the additional drainage is installed the council will consider renovating the grass in the same area. The cost for this will be \$600.00.

Both of the above projects will be paid for from the Outside maintenance – improvement account.

*****Note to Owners FYI*****

Owners are reminded that there is a bylaw that prohibits the hanging of laundry from balconies or any portion of the exterior of a strata lot.

Next Meeting: As there was no further business the meeting was terminated at 9:00pm. The next council meeting is scheduled for Wednesday, September 12, 2007.

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**THE COUNCIL MEETING
STRATA PLAN L.M.S. 4496
September 12, 2007**

Attendance:	Tony Passalacqua	Unit 41	Lewis Dahlby	Unit 40
	Janis Kulhanek	Unit 39		
Regrets:	Odile Morrison	Unit 53	Ken Pepin	Unit 11

Minutes: It was moved/ seconded to approve the minutes of July 25, 2007.

MOTION CARRIED

Financial Report: It was moved/ seconded to approve the July financials.

MOTION CARRIED

Invoice Approval: It was moved/ seconded to approve the following:

-Right Choice Property Maintenance in the amount of \$5,384.80 (Contractor has returned to complete unit 35 and has reimbursed unit 50 for a hose)

CORRESPONDENCE

1) The council has received a request to install hot tub in the back yard. The council has provided conditions to their approval.

UNFINISHED BUSINESS

Unit 57: This unit has reported moisture in the attic area that is possibly related to the dryer vent. A contractor attended to ensure that the vent was properly sealed and has reported that there is no risk of mould or excess moisture in the area.

Building maintenance plan: The council will be putting together a maintenance plan for various items such as:

- | | |
|-------------------------------|------------------------|
| -Gutter cleaning | -Roof maintenance |
| -Window washing | -Vinyl siding cleaning |
| -Common area pressure-washing | -Wood trim painting |

The plan should be ready in time for the budget meeting so that we can ensure that there are adequate funds for these types of projects.

Unit 57 water damage: The source of the damage was reported to be a pressure clamp located inside the machine. The emergency repairs are approximately \$2,900.00. The council has agreed to pay half of the costs.

Center courtyard: It was moved/ seconded to proceed with the grass improvements in the amount of \$600.00 plus gst.

MOTION CARRIED

Garbage collection: The council is in receipt of an apology letter from IPI. They will continue to monitor the current service to ensure that there are no further problems.

*****Note to Owners*****

The recent Vancouver city workers strike has forced the intermittent closures of transfer stations throughout the Lower Mainland. This will affect the garbage service in this complex. The contractor may or may not be able to provide service due to this problem that is out of their control. We thank you for your patience and understanding.

***Owners are asked to ensure that your can is no more than 50lbs as required by WCB Insurance. Anything more than that amount will not be picked up by the garbage contractor.**

NEW BUSINESS

Various repairs: The council has been advised of the following repair issues:

Unit 54 – Soffit repair

Unit 5 – Rear staircase repairs

Unit 37 – Deck repairs

Unit 16 & 35 - Siding repair

All of the above items will be addressed in a timely manner.

Unit 63: This unit has experienced damage to their fence by vehicles parking in the adjacent visitor parking area.

Patio awnings: The council will be looking into Wizard Industries, which is a company that manufactures retractable awnings. They will be researching prices and styles with the intention to have a brief information session at the next AGM. Any owners that are interested are welcome to check out www.wizardindustries.com.

BYLAW ENFORCEMENT

Noise: Owners are reminded that the bylaws prohibit unreasonable noise after 10:30pm.

Parking: Owners are reminded that parking in fire access roadways is prohibited as per the bylaws.

*Any individuals that are noted to be in contravention of the bylaws will be advised with a warning letter for a first offence. A second infraction of the same will result in a fine being levied.

*All owners are entitled to a hearing of the council in response to a charge of bylaw infraction.

*Any person that is witness to a bylaw infraction is required to advise the management company or the council in writing with the following information:

-Date, time, nature of the offence

-Name, unit # of the person that observed the offence

Next Meeting: As there was no further business the meeting was terminated at 9:00pm. The next council meeting is the budget meeting and is scheduled for Monday, October 15, 2007. The AGM will be scheduled for Wednesday, November 28, 2007.

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**THE COUNCIL MEETING
STRATA PLAN L.M.S. 4496
October 15, 2007**

Attendance:	Tony Passalacqua	Unit 41	Janis Kulhanek	Unit 39
	Ken Pepin	Unit 11		
Regrets:	Odile Morrison	Unit 53	Lewis Dahlby	Unit 40

Minutes: It was moved/ seconded to approve the minutes of September 12, 2007.

MOTION CARRIED

Financial Report: It was moved/ seconded to approve the August and September financials.

MOTION CARRIED

Budget review: The council reviewed a draft of the 2008 fiscal budget. A fee increase of approximately 15% is proposed and will be presented to the owners for approval at the AGM.

CORRESPONDENCE

1) The council has approved the installation of a pergola in the front yard of a unit.

UNFINISHED BUSINESS

Garbage collection: The council will be resuming the monitoring of the garbage service contractor now that the city workers strike is ended. It is believed that this may have affected all garbage service contractors' ability to provide reliable service due to the closure of transfer stations.

Fire sprinkler system inspection: The council will be arranging for and inspection of one unit by a fire safety inspection company. They will be identifying the type of equipment so that a fire safety plan can be drafted.

NEW BUSINESS

Sanitary line maintenance: The area next to units 18 and 53 has experienced a blockage. As a result of this repeated incident the council has agreed to add \$3,500.00 to the 2008 budget. This would enable the installation of a local manhole that would better enable the cleanout of this area.

Building maintenance plan: The council will be putting together a maintenance plan for various items such as:

- | | |
|-------------------------------|------------------------|
| -Gutter cleaning | -Roof maintenance |
| -Window washing | -Vinyl siding cleaning |
| -Common area pressure-washing | -Wood trim painting |

Maintenance items: The following repair requests have been reported:

- | | |
|------------------------|-----------------------|
| -Unit 51 Siding damage | -Unit 15 Fence damage |
|------------------------|-----------------------|

The manager will arrange for the above to be addressed.

Next Meeting: As there was no further business the meeting was terminated at 8:30pm. The next council meeting will be the AGM will be scheduled for Wednesday, November 28, 2007 @ Blackburn Elementary. Notice will follow shortly.

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