

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS, STRATA CORPORATION
LMS 4383, THE MONDRIAN, HELD ON THURSDAY, JULY 17TH, 2003 WITHIN THE LOUNGE at
989 RICHARDS STREET, VANCOUVER, B.C.**

COUNCIL IN ATTENDANCE: Gillian McKenzie - President
Ed Fontana - Finance Officer
Tracey Kulchyski
Bruno Foti

REGRETS: Dennis Kelli
Stephen Elliott

PROPERTY MANAGER: Joan Bird, Senior Property Manager

The meeting was called to order at 5:30 p.m.

GUEST BUSINESS

Owner, Jack Wolman #2503 M2 attended tonight's meeting to observe. Council informed Mr. Wolman that there is a vacancy on the Council and invited him to consider filling the vacancy. It was **MOVED/SECONDED CARRIED** (Fontana/Foti) to fill the vacancy on Council until the fiscal year end.

Council welcomed Scott Knutsen, Sales Manager from Cobra Integrated Systems to discuss the security systems currently in place for The Mondrian. Scott presented a quote to install an additional camera at the entrance to the visitor parking explaining the major cost to install the camera is the cost to run the cable and the conduit. The cost for the installation is \$2,958.00 plus g.s.t. Scott presented a proposal to install cameras in locker rooms. The cost to install a camera, cable and conduit for each locker room is \$2,550.00 each plus g.s.t. To upgrade to a 16 channel digital recording device (which provides better recording quality) would be \$8,250.00. Scott also informed the owners that the postal lock could be alarmed and monitored. The lock would be alarmed prior to and after the mail is delivered to the building. There would be a specific time period blocked off for the time allowed for the postal delivery person in accordance with their schedule.

Following a question and answer period Council thanked Scott for attending the meeting and providing information on how the equipment for The Mondrian works.

Council requested the Property Manager contact Scott at Cobra to put together a comprehensive proposal for additional security equipment for The Mondrian along with a budget for such equipment.

ADMINISTRATOR'S REPORT

Eddy informed Council that Randy is continuing to e-mail regular reports on the day to day activities going on in The Mondrian to Council and the Property Manager. Eddy informed Council that there continues to be on going parking problems in the visitor parking and repeated violators are being towed. Eddy discussed changing the towing company from Drake Towing to Busters Towing as he has experienced problems with Drake responding to requests for towing vehicles. The Council has no objection to which towing company is used. At this time Randy informed Council that he encountered some verbal abuse from a renter who has had his vehicle towed twice from the Fire Lane at the rear of the Mondrian. This particular person was given ample warning prior to towing and when the vehicle was towed, this person confronted Randy and made verbal threats toward him for towing the vehicle. The Property Manager has since spoken with the owner of the unit who happens to be a relative of the person renting the unit and instructed the owner to speak with their renter and inform him that he is to comply with the Strata's Bylaws at all times and to refrain from making any further threats or verbal abuse toward the on-site staff. If this type of conduct continues, the owner will be instructed to terminate the tenancy. As there were no further questions, Eddy and Randy excused themselves from the meeting.

REMOTE/TRANSMITTERS/KEY FOB - REMINDER

A reminder to all residents to **PLEASE, DO NOT LEAVE YOUR GARAGE REMOTE OR YOUR KEY FOB** in your vehicle at anytime. If you have lost or have had your key fob or remote transmitter stolen, please report this to the Administrator @ 604-669-1879 immediately or report to the Property Manager at Colyvan Pacific @604-683-8399 ext.246. Please leave your name and phone number where you can be reached.

If you have not reported your Key Fob number or Garage Gate Remote number to Randy, please do so as soon as possible for security reasons.

APPROVAL OF MAY 28TH, 2003 COUNCIL MEETING MINUTES

It was **MOVED/SECONDED** (Fontana/Foti) to approve the minutes dated May 28th, 2003.

CARRIED

FINANCIAL REPORT

Ed provided the Council with a breakdown on the current operating financial status for the month ending June 30th, 2000. Currently there is approximately \$25,000 owing to creditors in outstanding payables and there is currently \$26,000 in outstanding strata fees owing. Some budget categories are under budget, however, there other budget categories that are over budget due to extra cost for security upgrades as a result of the break and enters and as a result of hiring security foot guards. There was also a significant increase in the building's insurance premium due to the second phase coming on and due to the increased set forth by the insurance underwriters across North America. The budget fiscal year end is November 30th, 2003 and Council predicts that there will be an increase in strata fees as a result of increased operating costs to maintain The Mondrian. It is not certain at this time what the increase in strata fees will be proposed. Council will not prepare a final budget until all operating costs have been determined at year end.

ARREARS REPORT UPDATE

The Property Manager reported that as of July 17th, 2003 there are still several owners who have not paid the operating budget shortfall. Fines are now being assessed against those owners strata lots and will continue to be fined every month they remain in arrears. Notification of lien letters have been sent to those owners who are in arrears of 3 months or more of their strata fees owing as well as those who have not paid the budget shortfall owing. All costs for placing a lien against an owners strata lot will be assessed the costs for placing the lien and will become part of the amount owing.

This is becoming quite critical in paying the strata's creditors. The only income the strata has is generated from ALL owners paying their strata fees on a timely basis each month. It is imperative that all creditors are paid on time so as not to incur interest charges.

The Property Manager has now sent letters to the owners Mortgage Company advising of those owners arrears owing. It is hoped that the Mortgage Company will respond to the request for payment of the arrears. There were several registered letters returned to Colyvan Pacific and undeliverable or not picked up.

Council has now agreed to draft a letter to all owners in arrears and will be hand delivering the letter to those owners and their renters instructing them to pay the arrears owing and should they not respond to this request, their privileges to use any of the facilities in The Mondrian will be removed and will not be re-instated until such time the arrears are paid in full. The removal of privileges will also affect their tenants right to use the facilities.

It is imperative that you please notify Lisa if you have changed your address and to contact Susan Marvel in our office if you have changed your banking information if you are on automatic withdrawl.

If you are recently a new owner in the Mondrian and you have not received your Welcome Package from Colyvan, please contact Lisa Kaisers in our office at ext.224.

If you have any questions regarding your strata fee payments or your account balance, please contact Susan Marvel in our office at ext.237.

Please be reminded that if you are planning on paying your strata fees by automatic debit, you must have your void cheque and signed Pre-authorized form into Colyvan's office no later than the 15th of the month to take affect the following month. **DO NOT LEAVE THIS FORM WITH THE ADMINISTRATOR IN THE MONDRIAN OFFICE AS MAIL IS NOT PICKED UP FROM THE MONDRIAN OFFICE ON A DAILY BASIS. PLEASE MAIL OR DROP OFF AT COLYVAN'S OFFICE. THANK YOU FOR YOUR ATTENTION IN THIS MATTER.**

BUSINESS ARISING

Security Update

Eddy reported that since the security guard has been patrolling the property, there has been no break and enters to the building. The security guard has reported incidents with some of the occupants and their visitors and the Police have been called to deal with these persons.

Garage Gate

It has been observed that more residents of the Mondrian are observing the signage on the garage gate requesting that you wait for the gate to close after entering and exiting the building, however there are still persons who are observed not waiting for the gate to close exposing the building to a security risk. Council thanks those residents who are observing the gate signage.

Garage Gate - Reminder

Helpful hints to assist in preventing the gates from breaking down, Residents are requested to PLEASE DO NOT ATTEMPT TO OPEN THE GATE WHEN IT IS IN MID-STREAM. WHAT THIS MEANS IS, WHEN THE GATE IS COMING DOWN AFTER A VEHICLE HAS EXITED OR ENTERED THE BUILDING, WAIT FOR THE GATE TO CLOSE COMPLETELY BEFORE ATTEMPTING TO OPEN THE GATE WHEN IT IS HALF OPEN OR HALF CLOSED. By following these instructions, it will help to prevent the gates from jamming.

****Security Reminder****

All residents are reminded to WAIT FOR THE GARAGE GATE TO CLOSE COMPLETELY BEHIND YOU AFTER ENTERING AND EXITING THE PARKADE.

DO NOT ALLOW ANYONE TO FOLLOW YOU INTO THE PARKADE. INSIST THEY USE THEIR GARAGE REMOTE TO OPEN THE GATE.

DO NOT ALLOW ANYONE TO FOLLOW IN BEHIND YOU AT THE FRONT AND REAR ENTRANCE DOORS TO THE BUILDING. YOU HAVE EVERY RIGHT TO INSIST THEY USE THEIR KEY FOB TO ENTER THE BUILDING. DO NOT "BUZZ" ANYONE INTO THE BUILDING UNLESS YOU ARE EXPECTING A VISITOR OR A PERSONAL DELIVERY.

These are just some of the ways you can help to ensure that you are doing your part as a resident of The Mondrian when it come to security.

Residents are instructed to please call the Police immediately should you be "harassed" or threatened in anyway by residents when trying to assist with the security of the building.

Form K's and Emergency Information - Reminder

All non-resident owners who are currently renting or leasing their unit, you are reminded to forward a copy of the required Form K with the names and phone numbers of your tenants. If you do not have a Form K, please contact Lisa Kaisers at (604) 683-8399 ext.224 and she will either mail or fax you this Form. You are required to keep a copy of the Form K for your files. Please be reminded that it is a requirement of the Bylaws that all non-resident owners provide the Management Company with a new Form K whenever you change tenancy.

Vehicle Oil/Fluid Leaks Reminder

Residents are reminded to please, **DO NOT USE CARDBOARD AND/OR CARPET to soak up any oil/fluid leaks in your parking stall. This is a FIRE HAZARD.** There are proper Foil Trays you can purchase at Canadian Tire that can be used to collect oil/fluid leaks. Please be reminded that your parking stall is for your specific use and you/or your tenant are responsible to keep your parking stall clean at all times and are responsible to clean-up any oil or fluid stains in your stall. It is not the Janitors responsibility to clean your parking stall.

Storage/Parking Stalls - Reminder

Residents are reminded that no storage of items is allowed in your parking stall(s). Your parking stall is for parking your vehicle only. If your vehicle is being stored in your parking stall, you are required to provide the Strata Corporation with a copy of your Proof of Storage Insurance (which has property damage and public liability coverage). No derelict vehicles are allowed to be parked in the underground parkade.

Guest Suite Rental - Reminder

Owners who wish to rent the Guest Suite in Mondrian 1 and Mondrian 2 are requested to contact Randy in the Manager's Office at Mondrian 1 @604-669-1879. Please leave your name, suite number and phone number and the dates you wish to rent the Guest Suite. You will be required to provide a deposit when booking the Guest Suite. If you decide to cancel your reservation of the Guest Suite(s), please ensure you have provided at least 72 hours notice of cancellation so the next person on the list may be contacted in the event they wish to book the Guest Suite.

Elevator Consultant Report

Council has now received a copy of the Elevator Consultant's inspection report and will now set up an on-site meeting with the Consultant, Thysson Dover, and Mal MacAlpine from Bosa to discuss the contents of the report.

Draft Bylaws

The first draft of the bylaws is in the process of being typed out now and will hopefully be ready for review by all of Council shortly. Council President, Gillian McKenzie has asked for volunteers from Council to assist her with the preparation of the Bylaws as they are very time consuming.

Watering of Plants on Balconies - Reminder

As the warm weather has arrived, please do not over water your plants and allow excess water overflow onto your neighbor below you. When washing your balcony deck, please do not allow the water to overflow onto your neighbor below.

CORRESPONDENCE

Council discussed correspondence from owners and the Property Manager will respond to those owners as per Council's instructions.

Please put any requests, concerns or complaints in writing and forward to the Property Manager. Your correspondence will be discussed at the next council meeting and responded to as per Council's instructions.

NEW BUSINESS

Recreation Facilities – Reminder

Residents are reminded to please turn off the fans, lights, and steam room after use. This is a waist of energy and will result in escalated hydro costs! Your co-operation in this matter would be appreciated.

Please do not leave the unlocked doors in the gym unattended at anytime. If you are the last one in the gym, please ensure that these doors are secured before you leave.

Please be reminded that the Hot Tub area and use of the recreation facilities is to be respected and if you have the need to act in an inappropriate manner while using the hot tub, steam room, etc., please do so in the privacy of your own home. This is a public area and you are requested to respect the use of the facilities. Council does have the right to remove any owner/tenants access to use of the recreation facilities if you are found to be abusing the use of the facilities.

Your key fob access to this area can be deleted.

Preventative Maintenance Reminders

Owners/tenants are reminded, if you are planning on being away from your unit for any length of time ie; vacation (long term/short term), please turn off the water supply to your dishwashers, washing machine, bathroom sink, kitchen sink and toilet. These measures will help to prevent any unnecessary flooding in your unit should any appliance malfunction or your toilet tank breaks unexpectedly while you are away. This will also help to prevent unnecessary damage to your unit and insurance claims that may arise as a result of a flood.

Satellite Provider Option

A meeting will be arranged with Allan Landa, President of Colyvan Pacific and Council to provide the Council with alternate services for Satellite, telephone, internet services at The Mondrian.

Painting of Hallways – Mondrian 1

The Property Manager has only received one quotation for the painting and is awaiting two more quotes. The 3rd floor hallway and the 3 elevator vestibule areas will be quoted separately as these are the areas where the wear and tear is most visible at the moment.

Window Cleaning

All residents have now been informed as to when the cleaning of the inaccessible windows for Mondrian 1 and 2 will take place as well as the inaccessible window cleaning of the townhouses. The windows will be cleaned in accordance with W.C.B. regulations and the contractors liability insurance requirements.

Enterphone Lease Agreement

Council Member, Jack Wolman is currently reviewing the terms of the enterphone lease agreement for both Mondrian 1 and 2.

Recycling Reminder

Residents are requested to please refrain from leaving your bottles or cans at the rear of the building for pick-up. Please dispose of these items in the proper recycle bins.

Pet Concerns

Council has received complaints from other residents in the Mondrian with regard to pet owners allowing their pet to roam free on the common property and wandering into other owners/tenants units. Please be respectful of your neighbours and keep your pet under control at all times. There are residents who are either allergic to pets or are generally not pet lovers. Your consideration in this matter is appreciated.

ADJOURNMENT

As there was no further business to discuss, the meeting was adjourned at 7:30 p.m.

NEXT MEETING

The next scheduled Council Meeting will be held Monday, August 18th, 2003 @ 5:30p.m.

COLYVAN'S EMERGENCY ON CALL PROCEDURES

In the event you have an emergency after regular business hours (8:30 a.m. to 5:00 p.m.), (please read the following as to what defines and Emergency) please follow the procedures as follows:

24-HOUR EMERGENCY SERVICES

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquires about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquires concerning accounts, council policies and other matters, which are regular administration items.

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from ColyVan Pacific Real Estate Management Services Ltd., after hours. Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that ColyVan Pacific Real Estate Management Services Ltd. can return your call promptly.

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.