

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS, STRATA CORPORATION LMS 4383, THE MONDRIAN, HELD ON TUESDAY, NOVEMBER 18TH, 2003 WITHIN UNIT 2503 – 969 RICHARDS STREET, VANCOUVER, B.C.

COUNCIL IN ATTENDANCE: Jack Wolman President
Ed Fontana Finance Officer
Tracey Kulchyski
Dennis Kelli

REGRETS: Stephen Elliott
Bruno Foti

PROPERTY MANAGER: Joan Bird Property Manager
ColyVan Pacific Real Estate Management

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

ADMINISTRATOR'S REPORT

Council reviewed the detailed day to day Administrator's report as submitted by Dutch Maintenance. Both Eddy and Randy clarified some of the action items on the report. There continues to be problems with residents who are leaving items in their parking stalls, several people are parking in the wrong parking stalls or parking in stalls that are not assigned to them. Some of the vehicles have left oil stains in these parking stalls. All parking stalls were inspected and letters were sent to those residents who's vehicle is leaking oil or fluid requesting the stall be cleaned up by no later than November 29th, 2003 or they will be subject to a fine and cleaning charge. Eddy reported that someone in the building is constantly leaving a "mess" behind in the men's washroom. Randy met with various contractors who are providing quotes for miscellaneous items that require repairs or replacement.

The cleaners are continuing to find "dog defecation" left in the garbage container in the mailroom of Mondrian 2 lobby as well as cleaning up dog defecation on the Mondrian 2 lobby entrance which was stepped in and tracked through the lobby on the carpet and into the elevator of M2. These are just some of the day to day items being dealt with.

Eddy provided Council with a quote for the additional weekend administrative coverage along with additional duties to be covered in the monthly janitorial service.

Council thanked both Eddy and Randy for attending the meeting and reviewing their report.

Remote Transmitters/Key Fobs - 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 the on-site Administrator, please do so as soon as possible for security reasons. The Mondrian Office phone number is 604-669-1879.

APPROVAL OF OCTOBER 28TH, 2003 COUNCIL MEETING MINUTES

It was **MOVED** by Dennis Kelli, **SECONDED** by Jack Wolman to approve the minutes dated October 28th, 2003. **CARRIED**

Distribution of Council Meeting Minutes

Council once again discussed the distribution of Council Meeting minutes and the costs associated with this and it was decided by the Council that in future Council Meeting minutes will only be available by the following:

Owners with computers can view the minutes on the Mondrian website. If you are having problems getting on the website, please contact Lisa Kaisers at Colyvan's Office at number listed below.

Owners who do not have access to a computer and would like a copy of the minutes can obtain a copy from the Mondrian office on the 3rd floor of 989 Richards Street.

Non-resident owners who do not have access to a computer may have their name put on a mailing list and a copy will be sent you to each month. You must contact Lisa Kaisers at Colyvan Pacific @ 604-683-8301 ext. 224 to have your name put on the list.

A copy of the minutes will be posted each month in the mailrooms of both buildings, residents are requested not to remove the minutes.

FINANCIAL REPORT

Finance Officer, Ed Fontana prepared a detailed monthly financial status report for the month of October 2003 .

At this time, Council spent most of the meeting discussing and preparing the proposed operating budget prepared by Ed Fontana, Treasurer. Owners will have received a copy of the AGM package as of the writing of these minutes. Two proposed operating budget's have been presented for owner's consideration as well as several proposed financial resolutions along with the proposed Bylaws.

Ed Fontana will be preparing a complete report on the Mondrian fiscal years financial status for the Annual General Meeting.

Arrears Report Update

Council discussed the current arrears report and as of November 17th there was a total of \$9,829.00 still owing from outstanding arrears. Colyvan has been instructed to take whatever steps necessary to collect the outstanding arrears owing. Council will remove owners privileges in the Mondrian should they not pay their outstanding amounts owing. Letters have been sent to those owners in arrears on a monthly basis requesting payment, liens have been and will be placed against owner's strata lots with a letter of notification to lien the strata lot to the owner's Mortgage holder. Late payment fines will continue to be assessed against owner's in arrears plus the cost of placing a lien.

The Council cannot stress enough the importance of paying your strata fee's on the 1st of each Month in order to meet the monthly financial obligations.

If you have provided the Management Company with post-dated cheques for your strata fee payments, the onus is upon you (the owner) to make sure that you keep a record of when they run out. It is not up to the Management Company to send you a reminder that your cheques have run out.

Form K – Tenants Undertaking Reminder

Please be reminded that it is the Owners responsibility to provide the Strata Corporation with a completed Form K listing their tenants name, contact numbers and the owners non-resident address so they can receive correspondence and information pertaining to their strata lot on a regular basis. If you are a (non-resident owner) and you do not provide a current mailing address and a completed Form K, you will be subject to a fine of \$25.00 per month until such time the Form K has been received in Colyvan's office.

It is imperative that you notify Lisa Kaisers if you have changed your address and to contact Susan Marvel in our Accounts recievables 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.

Strata Fee Payment Procedures

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.**

If you do not want to pay your strata fees by automatic debit, it is requested you provide the Management Company with a series of Post-Dated Cheques.

You will avoid incurring late payment penalties on your account should you comply with the above request.

BUSINESS ARISING

Security/Block Watch Discussion

It has been reported that there are still some random break and enters to vehicles in the parkade. This matter was discussed at great length at the Information Meeting of all owners which was held on November 24th, 2003. Several owners have submitted their name as volunteers for the Block Watch Committee. The Council President has scheduled the first Block Watch Committee meeting for Monday, December 1st, 2003. It is extremely important that the volunteers commit to the Block Watch Programme in order for it to be successful.

It is important that all residents be vigilant in keeping the building as secure as possible. Do not allow anyone to follow you into the building. Insist they use their key fob to enter the building. It is your home and you have every right as an owner or tenant to question anyone who is attempting to enter the

building without using their key fob. Do not allow anyone to "tailgate" you into the underground parkade.

Residents are requested to report and unsecured doors or suspicious persons "hanging" around the Mondrian immediately to the Mondrian office.

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. IF TOO MANY REMOTES ARE TRYING TO ACTIVATE THE GARAGE GATES, IT WILL CAUSE THE SYSTEM TO OVERRIDE THE READER AND CAUSE THE GATE TO MALFUNCTION. By following these instructions, it will help to prevent the gates from jamming and costly repairs.

PLEASE REFRAIN FROM ATTEMPTING TO "TAILGATE" ANOTHER VEHICLE INTO THE PARKING GARAGE AS THIS COULD RESULT IN THE GATE COMING DOWN ONTO YOUR VEHICLE SHOULD THE GATE MALFUNCTION. THE STRATA CORPORATION WILL NOT BE RESPONSIBLE FOR DAMAGE TO RESIDENTS VEHICLES SHOULD YOU NOT FOLLOW THESE RULES AND INSTRUCTIONS.

Garage Gate Relocation

Council will be proposing a special levy to install a new garage gate off the rear entrance lane. The large garage gate will be removed and replaced with a more suitable gate and re-located further down the ramp.

Elevator Operations

A meeting with Bosa representatives and Thysson Krupp representatives will be held in the new year to discuss the ongoing problems with the elevator operations.

Elevator Phone

It was recently discovered that the phone in M2 elevator was not working for approximately 8 months and the strata was paying for the monitoring service during this time. This has now been rectified and Council will be seeking reimbursement from Bosa Ventures for the cost of the monitoring for the past 8 months.

Visitor Parking – Reminder

The use of the Visitor Parking stalls continues to be abused by residents of the Mondrian. All residents of the Mondrian are reminded to instruct your visitor to display in their vehicle what unit they are visiting along with a contact phone number. If your visitor's vehicle does not comply with Council's instructions, the vehicle may be towed at the vehicle owner's expense. If you are intending on visiting a resident at the Mondrian for more than 24 hours, you are requested to register your vehicle with the on-site Administrator. The maximum time for parking in the visitor parking is 7 days in a row. Please be considerate of other residents when using the visitor parking due to the minimal amount of parking spaces available. Your consideration and co-operation in this matter is appreciated. Council is investigating the possibility of installing meters in the Visitor Parking. Your vehicle plate number and

make of vehicle will be recorded and if you are an owner using the visitor parking to park your vehicle in visitor parking, it will be towed.

Parking in Fire Lanes

Residents are reminded that the Fire Lanes at the Rear of Mondrian 1 and 2 are patrolled on a regular basis by Buster's Towing and they have been given specific instructions to tow vehicles from areas that are posted indicating "NO PARKING". YOU WILL BE TOWED WITHOUT WARNING! These areas are not to be used for parking at anytime!

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 or e-mail her at mondrian@shaw.ca 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.

Draft Bylaws

These have now been completed and included in the AGM package sent to all owners for their review.

Dryer Duct Cleaning

Quotes have now been received and reviewed by Council. This item will be scheduled in the new year.

Interior Hallway Maintenance

Dutch Maintenance has now included in their contract regular maintenance such as minor painting touch-ups to the interior walls as well as minor repairs to the drywall as a result of deliberate vandalism and as a result of move-in and move-outs.

Mechanical Equipment Deficiencies

Council is awaiting a response from Bosa regarding several items that require attention as part of the common area deficiencies and warranty. The Property Manager will continue to follow-up with Bosa regarding this matter.

Building Envelope Inspection – Mondrian 1

No response has been received from Bosa regarding Council's response to the building envelope report. This matter is on going.

Mondrian Newsletter

This matter is still in progress.

CORRESPONDENCE

Council reviewed correspondence received from owners regarding security of the building, request for alterations to the limited common property. The Property Manager has responded to these owners as per the direction of Council.

The Property Manager reported that she has responded to various owner's e-mails on a regular basis.

Owners are requested to put all complaints, concerns, or requests in writing and forward to your Strata Council c/o Colyvan Pacific Real Estate Management Ltd. Urgent matters will be dealt with as soon as possible. Items not of an urgent nature will be discussed at the next scheduled Council Meeting and responded to accordingly.

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.

Fitness Equipment Repairs

Council approved a proposal from Core Fitness to replace the broken Treadmill with a reconditioned Stair Master. This will be an even trade at no cost to the Strata Corporation. Council received quotes from a Fitness Equipment supplier to replace the Precor Treadmill's with a better quality treadmill. Council will discuss this further.

Damage to Common Property

The Property Manager is continuing to follow-up with the parties responsible for the damage to the exterior light fixtures.

Security Guard Discussion

Council received a quote from Concord Security for the 7 day coverage. It was reported by the on-site staff that one of the security guards is becoming too friendly with the some of the residents and not performing their duties as required. The Council has requested the Property Manager contact Imperial Security to have the guard in question changed. Council will be discussing the Security Guard Contract at the Annual General Meeting.

Natural Gas Provider

Council has now signed a one year contract with a new natural gas provider which is Premstar. The contract comes into effect December 1st, 2003. It is projected that there will be a savings in the cost of natural gas consumption with the new provider in comparison to Terasen Gas. (formerly B.C. Gas) The actual savings will not be know until after approximately one year in operations.

Installation/Quotation of Metal Meshing and Razor Wire

Council discussed the installation of razor wire along the top of the north perimeter wall at the rear of Mondrian 2. Some owners have voiced there concerns stating that this would be unattractive and requested the Council investigate other options to secure this area.

Garage Gate Quote

Council has received a quote to replace the upper garage gate and relocate it to further down the ramp so the receiver is not exposed to the elements.

This matter has now been deferred to the Annual General Meeting for discussion and to be voted on as a special resolution and special levy.

Quote for Installing T.V.'s in the Gym

Council has received a quote for approximately \$1000.00 to install the T.V.'s removed from the Guest Suites to the gym. This matter has been put forth as a special project to be voted on at the Annual General Meeting.

Townhouse Gas Rebates

The Council President discussed the gas rebate given to the M1 townhouse owners at the end of the last fiscal year and it has been decided that as there was nothing indicated in the Disclosure Statement from the Developer to state that the townhouse owners were entitled to a gas rebate because they have their own hot water tanks, this rebate will no longer be provided to the townhouse owners. Townhouse owners are subject to common area expenses in accordance with their unit entitlement. The description of the hot water system is defined in the disclosure statement and any deviations must be addressed to Bosa directly by these owners and not the Strata Corporation. Letters have been sent to the owners of the Townhouses advising of Council's decision.

Security Upgrades

Quotes have been received to install cameras in the mail rooms of both buildings and a quote to lock off each floor in both buildings as well as lock off every 5th floor of the stairwells as per the requirements

of the Fire Code for B.C. This proposal has now been included in the AGM package for owners discussion and to be voted on as a special project.

Annual Fire Inspection for Mondrian 2

The annual fire inspection is due for Mondrian 2 building and will be scheduled for early January. It will be necessary to test your insuite smoke detector and heat sensor. Proper notification will be given as to the dates and time for inspection.

Janitorial Contract

Dutch Maintenance has provided Council with a list of "extra" duties they have provided outside of the terms of the regular monthly contract duties. Council will review the list and discuss with Dutch Maintenance.

Caretaker Suite Rent

Council has raised the rent on the caretaker suite from \$1,000.00 to \$1,050.00 per month effective March 1st, 2004.

Recycling Area

Owners voiced their concerns regarding the access given to some of the street people who take out the bottles, cans, etc. Some residents are allowing them into the recycle room at the Mondrian 2 building and not supervising them why they go through the bins. The locks on the recycle room door has been broken several times and repaired several times. Council will investigate options for the placement of the recycle bins.

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.

ADJOURNMENT

As there was no further business to discuss, the meeting was adjourned at 11:00 p.m.

NEXT MEETING

The next scheduled Council Meeting will be held in January following the election of the new Strata Council at the Annual General meeting to be held on December 15th, 2003 at the Holiday Inn on Howe Street, Vancouver , B.C.

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.