

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS, STRATA CORPORATION  
LMS 4383, THE MONDRIAN, HELD ON TUESDAY OCTOBER 28TH, 2003 WITHIN UNIT 2503 – 969  
RICHARDS STREET, VANCOUVER, B.C.**

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

**REGRETS:** Stephen Elliott

**PROPERTY MANAGER:** Joan Bird ColyVan Pacific

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

**ADMINISTRATOR'S REPORT**

Council reviewed the Administrator's report and discussed the ongoing concerns with people not reserving the elevator prior to moving in and out of the building. Residents are not supervising their move-in or move-outs and therefore are jeopardizing the security of the building. Eddy and Joy reported that each month is very busy with move-in and outs of both buildings especially on weekends and after regular business hours. Council presented Eddy with a list of Administrative duties and requested he review the list and provide input as to what the day to day duties include besides the ones listed by Council. Finance Officer, Ed Fontana will be going over Dutch Maintenance contract in detail to determine what duties or service is required in order to maintain the Mondrian at the highest level seven days a week.

Joy informed Council that the day to day reports on the activities at the Mondrian are e-mailed to the Property Manager, Council President and Finance Officer every week.

Joy reported that there was a problem with the computer system that programmes the fob's and garage gate transmitters. Cobra Systems removed the computer from the office and is cleaning the hard drive as there were several computer viruses located on the computer. Due to the computer system being down, some owners/residents were inconvenienced in having their Fob's programmed. We apologise for any inconvenience.

Council requested Joy and Eddy log the elevator call outs/breakdowns on a more consistent basis and to record the cause of breakdown as reported to them by residents. The Property Manager informed Council that Colyvan's on-call service keeps a written report on every after hours call including weekend emergency calls for the Mondrian. These reports are sent to Colyvan Pacific on a daily basis by e-mail. The Property Manager will forward a copy of all of the emergency reports to the on-site Administrator for the Mondrian records.

**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 AUGUST, 2003 COUNCIL MEETING MINUTES**

It was moved by Dennis Kelli, Seconded by Ed Fontana to approve the minutes dated September 29th, 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 3<sup>rd</sup> 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 September 2003 (see attached) for your reference.

### **Draft Operating Budget for 2003/2004**

Finance Officer, Ed Fontana informed Council that he will have a draft operating budget prepared for the next meeting November 18<sup>th</sup>, 2003 for Council's review and discussion. The Property Manager will be instructing the Controller at Colyvan to close off the accounts payables for the Mondrian as the budget fiscal year end is October 31<sup>st</sup>. This will give the accounting department time to book any invoices or expenses that are related to the fiscal year end. The year end Financial Statement will be made available by November 12<sup>th</sup>, 2003.

Council will be preparing a 5 year Capital Cost Plan for discussion at the November 18<sup>th</sup> Council Meeting.

### **Arrears Report Update**

Council is continuing to enforce the deleting of Fob's and transmitters; for owners who are in arrears of their Strata Fees owing. As a result of delinquent owner's this has resulted in an inconvenience to those tenants who are renting. Owner's can avoid being penalized by enrolling in the Pre-authorized payment plan for the payment of their strata fees.

### **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 receivables 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 15<sup>th</sup> 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**

Council is asking for volunteers who are interested in forming a Block Watch Committee. The only way to fight the on going crime in your neighbourhood is to get involved in a Block Watch Program as per information from the City Police. If you are interested in forming a Block Watch Committee please submit your name in writing to Council. You can drop off your information at the Mondrian Office. Tenants can also get involved in the Block Watch Program.

The Mondrian is still experiencing some break and enters to vehicles in the underground parking, however the break and enters and vandalism has decreased considerably since Security has been placed on-site.

**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 VEHICLH 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.

## **Elevator Operations**

A meeting will be arranged with Bosa representatives, Thyssen Elevator, and Council to discuss the continuing problems with the elevator(s) specifically the elevator in Mondrian 2 building.

## **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.

Council would like to thank the residents who do wait for the gate to close completely after exiting and entering the building. Council is considering implementing fines against those owners strata lot who do not wait for the gate to close or against those who allow others to tailgate you into the building by way of the front or rear entrances. A reminder that you are on "video" surveillance and your fob and remote is recorded each time you use it to access the building.

## **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 Joy in the Manager's Office at Mondrian 1 @604-669-1879 or e-mail her at [mondrian@shaw.ca](mailto: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**

The Draft proposed bylaws have now been vetted by the lawyer with recommended changes in accordance with the Strata Property Act regulations. The draft bylaws will be sent to all owners for review. There will be an information meeting held for all owners on November 24th, 2003 to discuss the proposed draft bylaws as well as other items. Council will be preparing an Agenda for the information meeting. Please note that no votes will be taken at the information meeting. This meeting is mainly to discuss the draft bylaws, budget, etc. prior to the Annual General Meeting to be held on Monday, December 15<sup>th</sup>, 2003. Owners will receive a copy of the Agenda and a copy of the draft bylaws prior to the Information Meeting.

### **Dryer Duct Cleaning**

Council will be budgeting for the cleaning of the dryer ducts for Mondrian 1 building only in the next fiscal year's operating budget. The dryer ducts for Mondrian 2 building (969) will be cleaned in the following year's operating budget.

### **Interior Hallway Maintenance**

Council discussed the interior hallway maintenance program. Council will discuss this item with Dutch Maintenance to see if it can be included in their contract. The duties would involve patching and painting walls where necessary, removal of graffiti, etc.

### **Mechanical Equipment Deficiencies**

The Property Manger reported she has received a list of deficiencies prepared by Latham's Mechanical for Mondrian 2 mechanical equipment. This list will be sent to Bosa for their review and response.

Council President, Property Manager, and representative's from Bosa and the original mechanical engineer met on-site to review and discuss some items previously reported with regard to the operations of the mechanical equipment and emergency generator leak. These items were discussed in detail. Bosa has agreed to attend to deficient items as per the list provided. The Property Manager will follow-up with Bosa requesting an update as to when these items will be completed.

### **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.

## **Building Envelope Inspection Quote for Mondrian 2**

Council is in receipt of a quote for the building envelope inspection for Mondrian 2. This will be included in the proposed operating budget for the next fiscal year. The building envelope inspection will be done prior to the expiration of the 2 year warranty for Mondrian 2 which is September 14<sup>th</sup>, 2004.

## **Mondrian Newsletter**

The newsletter will be posted on the Mondrian website.

## **Satellite Options for Mondrian 2**

Council has received a proposal from Star Choice to install the satellite equipment for Mondrian 2. This proposal will be presented at the Annual General Meeting for discussion by the owners of Mondrian 2.

## **Noise Complaints re; The Dufferin Hotel Patrons – Update**

Residents are requested to report all complaints with respect to the noise and conduct of patrons at the Dufferin Hotel to the Mayor's office. The only way the Bylaws Enforcement department is going to act on these complaints and the late hours of operations to 4:00 a.m., is if residents in the area call the City of Vancouver's Bylaws Enforcement Department. The extended hours of operations is still under review by the City and unless you voice your complaint, it will not have an effect on the extended hours.

A letter has been sent to the Mayor with regards to the excessive noise and obnoxious behaviour from patrons leaving The Dufferin Hotel after the late night closing hours. The Council requested that the Mayor put some pressure on the Police Department to patrol this area on a more frequent basis to determine if the loitering is a reoccurring problem due to the extended hours of operation. To voice your complaints please contact City Hall @ (604) 873-7011.

## **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 is expecting another quote from Pumphouse Fitness for the servicing of the fitness equipment and for the repairs to the treadmill.

## **Damage to Common Property**

The Property Manager informed Council she has reported the damaged light fixtures at the rear of the Mondrian to the Manager's of the two separate delivery truck companies who damaged the light fixtures. Both Manager's have contacted the Property Manager and have requested further proof of the incident be sent to them regarding this matter. The Property Manager will continue to pursue this matter with the respective companies in resolving this matter.

## **Security Guard Discussion**

The Property Manager informed Council that the Security Company supervisor has now changed security guards for the evening shift due to several complaints received regarding the guard's conduct. The Property Manager

has also presented Council with an alternate quote from another company for the security guard services. Council requested that one more quote be obtained for budgeting purposes.

## **NEW BUSINESS**

### **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 1<sup>st</sup>, 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)

### **Insurance Appraisal**

The Property Manager reported that an updated appraisal has now been completed and the actual replacement value of the Mondrian is valued at approximately \$50,000,000.00 dollars. The increase in replacement value from \$42 million to \$50 million will reflect an increase in the cost of the premium. The building's insurance policy does not expire until April 1<sup>st</sup>, 2004. The Property Manager will obtain quotes prior to the expiration.

### **Metal Meshing**

Council has received a quote for the installation of metal meshing for various areas around the perimeter of the building and areas where the security of the building is vulnerable. The quote includes 3 options of materials to be used. Council has requested a separate quote for two areas on the north side of Mondrian 2 where there is a potential security risk.

### **Garage Gate Quote**

Council has received a quote from Ideal Doors to remove and replace the upper garage gate and install a new smaller gate further down the ramp. The existing upper gate is not conducive to the wear and tear and was not designed for this type of excessive traffic. This was brought to Bosa's attention by the original gate installer (Ideal Doors) when it was installed. The cost of the new gate would be \$7,240.00 plus g.s.t. Council's intention is to have Bosa Ventures pay for the installation of the new gate as it is considered a common area deficiency and was reported to Bosa on several occasions.

### **Notice Board in Mailrooms**

Please be reminded that all notices posted on the notice board in the Mailroom of Mondrian 1 and Mondrian 2 must be dated. Residents are reminded that NO OUTSIDE ADVERTISING IS TO BE POSTED ON THE NOTICE BOARDS IE; SUITES FOR RENT IN OTHER BUILDINGS, SOLICITATION, ETC. Notice not related to The Mondrian will be removed immediately.

## **CORRESPONDENCE**

Council reviewed all correspondence from Owners with regard to various issues such as noise complaints, dog's defecating on the common and limited common property, dog's urinating on balconies, garbage left in the common areas, security breaches, vandalism to the common property, etc. The Property Manager has responded to owners complaints, concerns, and requests as per the direction of Council.

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.

### **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 9:00 p.m.

**NEXT MEETING**

The next scheduled Council Meeting will be held Tuesday, November 18<sup>th</sup>, 2003 at 5:30 p.m. within unit #2503, 969 Richards Street, Vancouver.

**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.**