

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS, STRATA CORPORATION  
LMS 4383, THE MONDRIAN, HELD ON MONDAY, SEPTEMBER 29TH, 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

**REGRETS:** Stephen Elliott  
Tracey Kulchyski  
Dennis Kelli

**PROPERTY MANAGER:** Joan Bird ColyVan Pacific

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

**ADMINISTRATOR'S REPORT**

Eddy informed Council that he has now hired a permanent Office Administrator and introduced Joy Cayme to Council. Joy has many years in office administration as well as supervisory skills. Joy is committed to providing the Strata Corporation with the services it requires in the day to day operations on-site. At this time both Eddy and Joy reviewed the monthly report for September with Council detailing items that remain outstanding or are awaiting Council authorization.

Eddy reported that there continues to be problems with owners/tenants who are not booking the elevator in advance for their move-in and move-outs. Owners/tenants continue to abuse the use of the Visitor Parking. Repeated violators are being ticketed and towed. Residents continue to leave garbage in their parking stalls and miscellaneous items outside the lockers in the aisle way.

Council receives copies of the Administrators report on a weekly basis of the on-going activities around the building. Weekly Security reports are left at the Office on-site for review. Council requested copies of these reports be sent to the Property Manager for review as well.

Eddy reported that there are problems with the function of the office computer as it keeps shutting down. Council requested that Eddy look into obtaining quotes for a new computer system with updated software and a combined printer/fax machine.

Council thanked both Joy and Eddy for their report.

**Guest Business**

At this time Council welcomed two representatives from PremStar who provided a presentation for alternative gas purchase options. The representatives went through the proposal in detail on how the strata corporation can save money on the gas costs. A detailed analysis was presented to Council. Following the presentation, Council informed the representatives that Council will review the proposal and discuss it at the October Council Meeting and get back to them with a decision.

At this time Council met with the owner of #2103 M2 to discuss her request to park her scooter in the alcove area on her floor. The owner informed Council that she has canvassed her neighbors on her floor, asking them if they had any objections to her request. Some of the residents on her floor were

not available at the time and others had no objection. The owner explained that she has a medical condition that requires her to use a scooter. Following the discussion, Council informed the owner that they had no objection to her request provided it does not interfere with the safety of others on her floor. The owner also provided the Council with some suggestions for security and to have Council investigate the cost for a 24 hour Concierge service for both buildings. Council is currently in the process of review all services provided for the operation of the building including quotes for concierge service, additional weekend coverage, additional security cameras, etc. Council thanked the owner for her suggestions and attending the meeting to discuss her request.

### **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/SECONDED** (Fontana/Foti) to approve the minutes dated August 18th, 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. The step by step instructions for getting on the website are included with these minutes.

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 August (see attached) for your reference. Ed met with Colyvan's new Controller to discuss the monthly financial statements and the status of the allocation of some of the budget categories as well as the deficit owing to the Contingency Reserve Fund and current operating deficit for 2002/2003. Ed will be

preparing a proposed draft operating budget for discussion in October and options for recovering the operating deficit and the deficit owing to the Contingency Reserve Fund.

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

Treasurer, Ed Fontana will be preparing a proposed draft operating budget for the next fiscal year. The budget will be reviewed and discussed at the next Council Meeting in October. Once Council has approved a proposed operating budget for 2003/2004, it will be included in the Annual General Meeting notice to be discussed and ratified at the up coming Annual General Meeting to be held in mid December.

### **Arrears Report Update**

Council will be instructing Colyvan as to what action will be taken to collect the outstanding funds owing. Council will continue to publish the names of the delinquent owners in the elevators and owner's key fob's who remain outstanding. Several owners have commended the Strata Council for taking such action to recover outstanding strata fees owing. This action has proved to be effective in the collection of outstanding strata fees owing.

### **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 "loitering" 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.**

### **Elevator Floor Tiles Replacement in M1**

Council has received no further response from the owner who volunteered to replace the elevator floor tiles in Mondrian 1 therefore, Council will be obtaining quotes for the tile replacement.

### **Elevator Inspection Update**

As there continues to be problems with the elevators breaking down in Mondrian 2, Council will be meeting with Bosa's representatives and Thysson Elevator rep to discuss and resolve this ongoing matter.

### **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.

### **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**

Council President, Jack Wolman provided Council with a 2<sup>nd</sup> draft of the proposed bylaws. A bylaw meeting will be called to discuss and finalize the proposed bylaws prior to being distributed to the owners and voted on at the Annual General Meeting to be held in December.

### **Dryer Duct Cleaning**

Council has received an additional quote for the cleaning of the dryer ducts. The Property Manager will obtain an updated quote from one of the suppliers who previously quoted earlier in the year to ensure that the quote reflects the correct method for cleaning the dryer ducts. The most effective method for cleaning the dryer ducts is from the inside and outside. Council will be budgeting for the cleaning of the dryer ducts in this next fiscal years operating budget. It is expected that the dryer duct cleaning will commence within the next few months.

### **Interior Hallway Maintenance**

The Strata Council discussed the general maintenance of the hallways ie; damage to walls, painting, etc. Following the discussion it was the decision of Council to obtain a quote from a qualified contractor to undertake minor repairs and touch-up's to the hallways in both Mondrian 1 and 2. These touch-up's will specifically be restricted to minor maintenance to nicks in the walls and touch up paint as a result of residents moving in and out of the building and general wear and tear.

### **Mechanical Equipment Deficiencies**

The Property Manager reported that she has sent a letter to Bosa Ventures with an attached list of deficiencies. A copy of the letter has also been sent to London Guarantee who is the warranty provider. No response has been received from Bosa as of the writing of these minutes.

### **Building Envelope Inspection – Mondrian 1**

Council has forwarded a response to Bosa with respect to the Building Envelope Report. Council is currently awaiting a response from Bosa as to what items remain outstanding that need to be rectified. A copy of Council's response has also been forwarded to London Guarantee for their reference.

### **Mondrian Web-site Access - Reminder**

The Website technician has provided step by step instructions on how to access the Mondrian website. (Please see attached for your reference). Should you have problems accessing the website, please contact Lisa Kaisers at Colyvan's office at 604-683-8301 ext.224 for assistance.

### **Mondrian Newsletter**

This project is in progress.

### **Satellite Options for Mondrian 2**

Council President, Jack Wolman has investigated options for Satellite providers for the Mondrian and following a thorough investigation, a proposal will be forthcoming from Star Choice. Star Choice is currently providing alternate cable service for Mondrian 1.

### **CORRESPONDENCE**

The Property Manager reported she has received and responded to various correspondence and e-mails from owners and tenants as per Council's instructions. Several of the letters received were with regards to complaints of other residents living in the Mondrian who are violating the bylaws, for example, excessive noise emanating from other residents units, complaints regarding dogs who's owners are allowing them to urinate on their balconies causing the urine to run down onto other owner's and tenant's patios, people throwing items off of their balconies and landing on other residents patio's and balconies, security concerns, etc.

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.

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

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 areas on a more frequent basis to deter

### **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.

## **NEW BUSINESS**

### **Fitness Equipment Repairs**

Recently it was reported that one of the treadmills has broken down and in need of repair. The cause of the breakdown to the treadmill was a result of possible vandalism (according to the fitness technician). Rocks were found jammed underneath the electrical cover which caused approximately \$1,000 dollars worth of damage. Council is currently in the process of obtaining quotes for the repairs to the treadmill. Council discussed the option of replacing the treadmill with a different exercise machine such as an elliptical trainer, a vote was taken resulting in the majority of Council electing to repair the existing treadmill. Currently there are no funds in the operating budget for replacing equipment.

### **Guest Suites**

Council discussed and voted to remove the T.V. from both guest's suites and to cancel the expense for cable. If possible, the T.V.'s will be installed in the gym with cable provided. The Property Manager is currently investigating if cable is available in this area and the cost involved to connect the T.V.'s.

### **Damage to Common Property**

It was witnessed on two separate occasions trucks making a delivery to the new Nester's Market across from the rear entrance to the Mondrian, hit the exterior lights along the wall and broke them. Council has the name of both delivery trucks who caused the damage and the Property Manager has contacted the Manager of Nester's Market regarding this damage. A formal letter will be sent to Nester's Market requesting they pay for the replacement of the broken light fixtures. Council has received a quote from an electrician to replace and re-locate the light fixtures higher to prevent future damage at a cost of \$1,100.00. Council is requesting Nester's Market pay for some of the costs.

### **Maintenance Specification**

Council President, Jack Wolman is currently drafting a specification for the role and responsibilities of the on-site staff for the day to day operations of the Mondrian. Council has requested Eddy from Dutch Maintenance provide them with input once he has reviewed the specifications prepared by Council. This matter will be reviewed and discussed prior to the next Council Meeting.

### **Security Guard Discussion**

Council discussed the performance of the security company and the security guards. The contract is currently under review.

### **Strata Management Contract**

Council is reviewing the current Management Contract with Colyvan Pacific and will obtain competitive quotes for comparison. Council met with the President and General Manager of Colyvan to discuss the services currently provided and review the terms of the contract. Currently, Council has not indicated that they are recommending changing Management Companies, but are doing due diligence in reviewing all contracts currently in place for the operations of the Mondrian.

### **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 8:30 p.m.

### **NEXT MEETING**

The next scheduled Council Meeting will be held Tuesday, October 28<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.