

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS, STRATA CORPORATION LMS 4383, THE MONDRIAN, HELD ON TUESDAY, JANUARY 27, 2004 WITHIN UNIT 2503 – 969 RICHARDS STREET, VANCOUVER, B.C.

COUNCIL IN ATTENDANCE: Jack Wolman
Tracey Kulchyski
Dennis Kelli
Ross Allen
Craig Sinclair
Bruno Foti

REGRETS: Ed Fontana

PROPERTY MANAGER: Joan Bird Property Manager
ColyVan Pacific Real Estate Management
Administrator: Eddy Jalbert Dutch Maintenance Ltd.

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

ELECTION OF COUNCIL POSITIONS

Council President	Jack Wolman
Vice-President	Ross Allen
Treasurer	Ed Fontana
Secretary	Tracey Kulchyski

ADMINISTRATOR'S REPORT

Eddy attended the meeting and distributed a written report to Council on the day to day administration and events that have occurred since the last Council Meeting. Eddy informed Council that due to unfortunate circumstances, it was necessary to terminate Randy, the on-site office administrator. Eddy, has since hired a new administrator for the office and assured Council that the new Administrator will be more suited to carry out the day to day duties for the Mondrian.

Eddy has prepared a "to do list" for the handy man to attend to over the next month. The list includes miscellaneous repairs in the common areas ie; hallways, gym, doors, etc. Clean out locker rooms of miscellaneous items left in the aisles.

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 NOVEMBER 18TH, 2003 COUNCIL MEETING MINUTES

It was **MOVED / SECONDED** (Kelli/ Foti) to approve the minutes dated November 18th, 2003.
CARRIED

Distribution of Council Meeting Minutes

A reminder to all owners, that in future Council Meeting minutes will only be available by the following due to the high cost of photocopying and postage:

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 @ 604-683-8399 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.

If you have an e-mail address and would like a copy sent to you by e-mail, please provide Lisa Kaisers with your e-mail address. You can e-mail Lisa at lkaisers@colyvanpacific.com please provide Lisa with any changes in your e-mail address or any changes in your mailing address and contact numbers where you can be reached in the event of an emergency. It is a requirement of the Strata Property Act and your Bylaws that you provide the Strata Corporation and the Management Company of any changes in the above so that we may contact you with any information regarding the Mondrian.

FINANCIAL REPORT

Finance Officer, Ed Fontana prepared a detailed monthly financial status report for the month of December which was e-mailed to all Council Members for their perusal.

Arrears Report Update

As of January 31st, 2004, the current amount outstanding in arrears was \$51,043.66. The majority of the amount outstanding is due to the Special Levy owed for the prior years operating deficit for both Mondrian 1 and 2.

There are also several owners who are not on the Automatic Payment for their monthly strata fees and therefore will need to send in a cheque for difference owing for the month's of November and December 2003 as the new approved Operating Budget for the Mondrian was passed at the Annual General Meeting on December 15th, 2003 with an increase in the strata fees for 2003/2004 fiscal budget year.

For those owner's on the Automatic Payment plan for your payment of monthly strata fees, the difference owing for November and December's strata fees has been taken out with your January 1st, 2004 payment.

Please be advised that the deadline to pay your Special Levy was January 30th, 2004. If you have not paid your Special Levy, you are requested to do so immediately. The Strata Council has instructed the Management Company to commence assessing late payment fines in the amount of \$50.00 per month for those owners who have not sent in their payment. In order to avoid a late payment penalty, you are encouraged to send in your payment as soon as possible.

PLEASE BE ADVISED THAT FOR THOSE OWNER'S WHO ARE ON THE AUTOMATIC PAYMENT PLAN FOR YOUR MONTHLY STRATA FEE PAYMENTS, YOUR SPECIAL LEVY WILL NOT BE AUTOMATICALLY WITHDRAWN FROM YOUR ACCOUNT. ALL OWNERS ARE REQUIRED TO SEND IN A CHEQUE FOR THEIR SPECIAL LEVY AMOUNT OWING.

SHOULD YOU HAVE ANY QUESTIONS REGARDING THE AMOUNT OWING OR ANY QUESTIONS CONCERNING YOUR ACCOUNT STATUS, PLEASE CONTACT OUR ACCOUNT'S RECEIVABLE DEPARTMENT, SUSAN MARVEL AT EXTENSION 237.

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 withdrawal.

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

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 Committee Report

Ross Allen provided Council with a written and verbal report following a walkabout of the common areas by the security committee. Suggestions and recommendations for improved security were put forth for Council's review and consideration. Council will provide the security committee with a response to their report.

Reminder to all Residents as follows:

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.

Elevator Operations

The reliability of the elevators in M2 has improved, however the on-site staff is keeping a log detailing any breakdowns.

Elevator M2 Phone Monitoring

The Property Manager and Council Member, Tracey Kulchyski will be drafting a letter to Bosa requesting re-imbursement for the monthly monitoring charges due to the elevator phone in one of the M2 elevators not working for approximately 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 the on-site Administrator 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.

Dryer Duct Cleaning for M1

The Property Manager will review the quotes with Ed Fontana prior to awarding the contract for the dryer duct cleaning for Mondrian 1. The cleaning of the dryer ducts will be done within the next few weeks. The cleaning of the M2 dryer ducts will be scheduled for next year.

Overheating of Underground Parkade

The fans in the parkade are now operating. Council will review this matter in August 2004 as it is part of the outstanding common area warranty claim.

The supply fan grills have been cleaned with the exception of the fan in the P3 level. Access to this fan is not possible due to the location of the fan which clashes with the bike storage fence. A letter has been sent to Bosa requesting they correct this deficiency. This matter has been deferred as part of the common area warranty claims.

Security System Update

Jack reported that the Strata Corporation is not able to cancel the current lease of the enterphone for Mondrian 1 or Mondrian 2. Council discussed the current contract with Cobra Systems for the monthly monitoring of the elevator and fire alarm systems. This matter will be discussed further at the February Council Meeting.

2nd Mortgage Payments re: Caretaker and Guest Suites

Council has received the documentation from Bosa regarding the payments of the second mortgages for the above suites. Arrangements are in progress for the payments of the mortgages.

Building Envelope Report Update (M1)

The Council has responded to Bosa with respect to the Building Envelope Report for M1. Council Member, Ross Allen has volunteered to set-up a meeting with Bosa representatives in an effort to resolve the warranty items in an amiable fashion.

Rear Alley Lights Update

The Property Manager has forwarded letters to the two separate delivery truck companies with a copy of the invoice requesting payment for the replacement of the damaged light fixtures. To date no response has been received from these companies. The Property Manager will follow-up with the two companies regarding this matter.

CORRESPONDENCE

The Property Manager reported she sent a letter to an owner in M1 requesting payment of the insurance deductible in the amount of \$2,500.00 as a result of an insurance claim in 2003. The Council deemed the owner responsible for the deductible, as the claim arose as a result of the faulty mechanism on the owner's washing machine. The owner responded to Council's request and in doing so, requested the Council provide them with information as to who's responsibility it is to pay the deductible for the insurance claim. The Property Manager informed the owner of the Bylaws and the Strata Property Act pertaining to insurance claims as well as the duties of an owner regarding

responsibility to maintain and repair the common and limited common property in accordance with the Strata Property Act and the Strata's Bylaws. Council awaits a further response from the owner regarding this matter.

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.

Insurance Claim re; Water Damage Deductible

Currently there is an outstanding insurance deductible in the amount of \$10,000.00 that needs to be paid as a result of a plumbing defect with the bathtub stopper in an owner's unit. This insurance claim happened in 2003 in Mondrian 2 building. Due to 2 large insurance claims for water damage for the Mondrian, the insurance underwriters increased the deductible from \$2,500 to \$10,000 for the last insurance policy renewal. This claim has been paid out with the exception of the deductible portion remaining to be paid to the Restoration Company who performed the repairs in restoring the damage to 4 suites which were affected. The Property Manager forwarded a letter to Bosa requesting they pay the insurance deductible as the cause of the water damage was a result of a deficiency with the owner's bathtub plumbing and should have been covered under Bosa's Warranty. The Property Manager provided Bosa with all the information as requested pertaining to this matter. Bosa has responded to the Council by stating that they have referred this matter to their Warranty division for their review. This matter will be discussed with Bosa along with the other outstanding warranty items that have not as yet been resolved. If necessary the Council is prepared commence with Small Claims action to collect the amount owed.

Common Area Warranty Update

As previously stated in other items in the minutes, Council is attempting to meet face to face with Bosa in an effort to resolve all warranty claims prior to commencing with litigation.

The Property Manager provided Council with a copy of the Common Property Warranty document detailing the terms of the warranty provisions.

Common Area Warranty M2

Council will co-ordinate a building inspection walkthrough with the building committee to review any outstanding common area warranty deficiencies.

Security Guard Contract

Following several complaints from owners regarding the conduct of the security guards for Imperial Security, it was the decision of Council to terminate their contract and enter into a contract with Concord Security. It is hoped that the service will improve and that there will be no further issues regarding the conduct of the security guards. The Property Manager has informed the Supervisor for Concord of the recent problems and has given specific guidelines to the Supervisor as to what the Strata Corporation expects from the security guards while patrolling the building.

Bylaws for the Mondrian

The Bylaws for the Mondrian that were passed at the Annual General Meeting have now been registered at Land Titles and will be distributed to all owners within the next week.

Owners are requested to keep a copy of the Bylaws in your possession at all times and to comply with All the Bylaws as stated.

Non-Resident owners who are currently renting their strata lot or intend to rent their strata lot are required to provide their tenant(s) with a copy of the Bylaws prior to moving into the Mondrian. You, the owner are responsible at all times to ensure that your tenants have read the Bylaws and are responsible to ensure that they and their visitors comply with the Bylaws at all times. You are responsible to make sure that each time you change tenancies, that the new tenant has been given a copy of the Bylaws and any amendments of the Bylaws from time to time. If your tenant does not comply with the Bylaws, you are the person who will be fined or penalised as the result of your tenant not complying. Your co-operation in this matter is appreciated.

Electrical Vault Cleaning for M1

The Property Manager reported that she has received an order from BC Hydro's Inspection Division stating that the electrical vault servicing is due. The Property Manager informed Council that this is standard procedure and that the electrical vaults require cleaning every three years due to WCB's safety regulations. The Property Manager will obtain quotes for the vault cleaning and has informed BC Hydro that the Strata Corporation will attend to this as soon as the quotes have been reviewed and the contract has been awarded. Owners will be provided with details regarding this matter once the cleaning has been scheduled.

Operating Procedures Information

Council Members, Jack Wolman, Ross Allen, and Tracey Kulchyski will be preparing a list of standard operating procedures to assist with the Move-In and Outs, Rental of Guest Suites, Use of Recreation Facilities, Towing of vehicles, and Mail Box Key replacement (which is the owner's responsibility).

Rear Alley Parking Concerns

Council has requested the Property Manager contact the Property Manager for the Metropolitan Towers requesting they agree to install No-Parking signs on their side of the lane.

Recycling Area of M2

The security committee will review options and determine the best alternative to secure the recycling area located in M2.

Repair and Maintenance Items

Council has requested that the on-site staff be more vigilant in inspecting repair work conducted by some of the contractors to ensure that the work has been done properly. Some of the recent repairs to the common area have proven to be inferior.

Landscape Contract Renewal

Tracey has volunteered to investigate other landscape contractors for the maintenance of the grounds.

M1 Elevator Tiles

The M1 elevator tiles require replacement, however there are currently no funds budgeted for this in the 2003/2004 operating budget. The approximate cost for the tile replacement in both elevators is \$1,500.00. This item will be deferred to next years operating budget.

Mondrian Website

Council has found a volunteer owner who will set-up a website for the Mondrian and will contact Shaw to determine the procedures and requirements.

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 February 18th, 2004 within Unit #2503 M2 at 5:30 p.m.

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.