

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 4383
THE MONDRIAN**

Held on Monday July 5, 2004 at 5:30 pm
Within Unit #2503 – 969 Richards Street
Vancouver, BC

COUNCIL IN ATTENDANCE:	Jack Wolman Ed Fontana Craig Sinclair Dennis Kelli Shelley Prince Dave McCurrach	President Treasurer
GUEST:	Mr. Eddie Jalbert	Dutch Building Maintenance
REGRETS:	Ross Allen	Vice-President
SENIOR PROPERTY MANAGER:	Kevin D. Green	Crosby Property Management Ltd.

The meeting was called to order by the Strata Council President Mr. Jack Wolman at 5:31 pm.

Mr. Wolman then welcomed all of the Strata Council Members to the meeting and further welcomed the two new Council Members being Shelly Prince and Dave McCurrach and advised them that the remaining members of the Strata Council looked forward to working with them on the everyday dealings of the Strata Corporation for the remaining portion of the fiscal year.

GUEST BUSINESS

There was no Guest Business.

CARETAKER BUSINESS

Mr. Eddie Jalbert, the owner of Dutch Building Maintenance then appeared before the Strata Council upon request to discuss a number of issues regarding the building, janitorial duties and work being attended to around the Strata Corporation.

The Strata Council were then referred to the detailed written report as supplied by Dutch, which had been provided to the Property Manager and was contained within the Agenda.

Mr. Jalbert was then questioned on some specific issues by the Strata Council in reference to his written

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report, security items, concerns regarding the security guard, parkade cleaning, entrance areas cleaning, problems with the garbage areas and also pressure washing.

Owners are advised that extensive cleaning and pressure washing of the underground parking area and also the entrances to both buildings will be attended to by Dutch in the immediate future. Appropriate notices will be posted with respect to this project.

After a few brief additional procedural matters and items to be attended to by Dutch via the Property Manager, Mr. Jalbert then thanked the Strata Council and respectfully left the meeting.

APPROVAL OF THE MINUTES OF JUNE 10, 2004

There being no errors and omissions, it was then moved and seconded to approve the Minutes of the Meeting of the Strata Council held on July 10, 2004 as previously circulated. MOTION CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager then introduced the financial statements for the month up to and including May 31, 2004, which had been previously prepared by Colyvan.

The Treasurer, Mr. Ed Fontana then addressed the Strata Council, noted he had reviewed the financial statements in detail and had not found any problems or concerns at this time.

The Property Manager further noted that the June financial statements being the first ones that had been prepared by Crosby Property Management Ltd. had recently been finalized and after additional discussion, it was agreed that the Treasurer would attend to the offices of Crosby Property Management Ltd. and meet with the Controller and the financial statement clerk along with the Property Manager if available, to review the statements and review the entire preparation procedure and distribution as required.

Mr. Fontana further provided additional information to the Strata Council regarding the cash position of LMS-4383 The Mondrian and it was noted that there was currently, as of the above-noted statements an estimated \$10,000.00 operating deficit. It was also noted that expenditures would be watched closely to ensure that in the future, if possible, the Strata Corporation would conclude their fiscal year on budget if able.

There being no additional discussion, it was then moved and seconded to adopt the financial statements for the months up to and including May 31, 2004 as prepared by Colyvan and distributed accordingly. MOTION CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

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REPORT ON LITIGATION

A brief discussion then ensued with respect to an outstanding insurance deductible for strata lot # 343.

It was noted that this insurance deductible was \$10,000.00 and after a brief review, it was then moved and seconded to proceed with small claims collection proceedings against the above-noted strata lot for the outstanding insurance deductible, being \$10,000.00 and any and all costs in addition that were incurred and could be collected. MOTION CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES

A. Directives

The Property Manager then quickly referred the Strata Council to the list of directives contained within the agenda, as prepared in conjunction with the Strata Corporation's Action List. It was noted that the directives would be reviewed upon the in-depth review of the Action List, which would be completed by the Strata Council.

B. Action List

The Strata Council then entered into a detailed review and a point-by-point discussion on the previously-mentioned Action List and items to be attended to by the Property Manager, Strata Council Members, contractors and various other persons.

Specific attention was paid to dryer vent cleaning, mechanical maintenance, overhead door repairs, janitorial concerns and issues, the recent warranty review which had been completed, possible elevator upgrades, security and other items effecting the security and general maintenance of the common property.

It was noted that many of the Action List items would come up for discussion later in the meeting and many of the Action items were closed and concluded as applicable.

CORRESPONDENCE

The Strata Council then reviewed several items of correspondence sent to or received to the date of the meeting.

The items of correspondence made reference to external repairs, modifications, garbage, insurance deductible charge-back, the request for the installation of an air conditioner, janitorial concerns and other items effecting the security and general maintenance of the common property.

After additional discussion, the Property Manager was then advised to change the configuration and pick-up of the garbage bins in Mondrian 2, add an additional garbage bin and further re-locate the cardboard recycling bin, which was believed by the Strata Council to be an excellent solution to correct the on-going problems regarding garbage within the M2 garbage room.

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The Strata Council then further reviewed quotations for dryer vent cleaning and additional correspondence with respect to this matter. After an on-going discussion and after further reviewing the Strata Corporation's Operating Budget, it was agreed to proceed with dryer vent cleaning pursuant to the quotation as received from National Air Technologies for a contracted price of \$9,632.00 excluding GST. MOTION CARRIED.

The Property Manager noted appropriate notices would be distributed and this project attended to in the immediate future.

In review of the remaining items on the Action List, it was agreed that no additional action at this time, or direction or items to be attended to by the Property Manager, was required that were not already in progress.

NEW BUSINESS

A. Warranty Review

It was then officially noted that members of the Strata Council along with the Property Manager, had met with representatives from Bosa, St. Paul Guarantee the warranty insurance provider and other respective sub-contractors in regards to the Mondrian II 15-month Common Area Deficiency Warranty and identified deficiencies, which had been brought to the attention of Bosa by the Strata Council.

It was noted that a Warranty Claim was in progress with St. Paul and there were approximately fourteen (14) items which were in dispute and/or being attended to of which required St. Paul's involvement.

As instructed by the Strata Council, the Property Manager noted he had prepared a letter in draft regarding the identified deficiencies and would be forwarding it to the Strata Council for review of which would be forwarded to Bosa to be addressed.

Further information with respect to deficiencies would be provided at upcoming Strata Council Meetings and the outcome and/or decision from Bosa and St. Paul would be reported to the Ownership as required.

B. Fitness Equipment Maintenance

The Property Manager then referred the Strata Council to information contained in the Agenda from Pump House Fitness regarding maintenance and a maintenance contract proposal for the fitness equipment within the Strata Corporation.

It was noted that there was no current contract in place for annual maintenance and the proposal itself, which was estimated to cost \$400.00/year exclusive of GST, was quite reasonable and deemed absolutely necessary, for liability reasons, by the Strata Council.

With the above in mind, the Property Manager was advised to contact Pump House and proceed with the Maintenance Service Contract for the fitness equipment.

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C. Janitorial Configuration

The Strata Council then entered into a lengthy discussion regarding the internal janitorial services being provided by Dutch, the on-site administrator hired by Dutch, the possibility of employing a Resident On-Site Caretaker, the possibility of reconfiguring the entire LMS-4383 The Mondrian staff and other issues of this type.

A great deal of discussion and review took place with respect to this matter and specific attention was paid to the constraints within the Operating Budget, complaints from owners, the overall general cleanliness of the building, the use and feasibility of having an on-site administrator, the advantages and disadvantages of having a live-in Resident Caretaker, possibility of renting the suite owned by the Strata Corporation, additional financial matters and other various items with respect to this situation.

After a further in-depth review, it was then moved and seconded to adjust the staffing configuration at LMS-4383 The Mondrian and employ the services of a Resident Caretaker. MOTION CARRIED.

With respect to this item, it was noted the Property Manager would speak to Dutch Building Maintenance and enquire as to continuing their employment and services to the Strata Corporation at this time in a janitorial capacity only. The Property Manager also was instructed to obtain resumes and conduct an interviewing process for a live-in Resident Caretaker couple, which would be then short-listed and reviewed by the Strata Council.

Owners are advised that it is anticipated that this will take some time to implement and further information at upcoming Strata Council Meetings will be available.

C. Entrance Signs

A brief discussion took place regarding entrance signs and the Property Manager was kindly asked to have them installed at the entrances to both buildings.

D. Carpet Cleaning

As noted during the Dutch Ethical Building Maintenance Report, it was agreed that the internal carpets were quite dirty and required cleaning. The Property Manager noted he would obtain quotations and present them to the Strata Council for review.

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There being no further business it was then moved and seconded to adjourn the meeting at 7:50 p.m.

Kevin D. Green
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office 604-683-8900 (24 Hours)
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Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.