

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

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Held on Tuesday, March 18, 2008  
Within Penthouse 2-989 Richards Street  
Vancouver, B.C.

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**COUNCIL IN ATTENDANCE:**

Ross Allen	President
Stephen Elliot	Vice-President
David Rowan	Treasurer
Shirley DeBons	
Jacy Lee	
Dennis Kelli	

**REGRETS:** Craig Sinclair

**SENIOR PROPERTY MANAGER:** Marianna Pandey Crosby Property Management Ltd.

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The meeting was called to order at 5:48 p.m. by Ross Allen, Council President.

**RESIDENT MANAGER'S REPORT**

The Strata Council reviewed the Resident Manager's monthly report and noted the following outstanding items requiring Strata Council's attention or authorization:

Council reviewed the following report on items outstanding or pending.

- (a) **Pavement:** On Nelson Street side in front of the Contemporary Gallery is sagging. Council approved the repairs by Safeguard and this will be done by end of March.
- (b) **Intercoms in M1/M2:** This is part of the enterphone upgrade project, which Council is currently reviewing.
- (c) **PRV valve and booster pump issues:** Council approved Latham's quote-RM will ensure it's completed and report next month
- (d) **Cleaning/janitorial:** ServiceMaster Janitorial has been hired by the Strata Council and the problem will be resolved as of April 1, 2008, when a permanent janitor will start.
- (e) **Heat trace panel in M2 electrical room:** This has failed and Houle Electric will order the part and install. Approved by Council.
- (f) **Vandalism/break and enter-dates and details provided for council's review:** Provident Security was obtained for the Easter Long Weekend. Council will get a quotation for a permanent contract depending budget allowance.
- (g) **Fobs/clickers registration:** Ongoing with deadline of March 31, 2008. NEW FOB/CLICKER RULE PLACED by council-referenced below.

**Minutes of the Council Meeting  
The Owners Strata Plan LMS 4383  
Held on March 18, 2008**

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- (h) **Underground parkade epoxy injections:** Weather Seal completed the injections, however they have to return to site to perform testing. Property Manager followed up.

Strata council also reviewed the list of completed items and deemed them as satisfactory.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held February 20, 2008 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the February 2008 financial statements. CARRIED. It was moved/seconded to pay for the invoices resulting from the repairs in a townhome for the following vendors: electric repairs performed by Houle Electric and Power Pros, as well as Rudy Fehr invoices for repairs after the project. The cost will be funded as a withdrawal from the Contingency Reserve Fund. 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.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives  
The Strata Council reviewed directives given to the Property Manager and/or Resident Manager and concluded that all items have been completed satisfactorily. Pending items will be reviewed again at the next Council meeting.
2. Bemco Quote Pending  
The Strata Council received a second quotation as per the Spratt Emanuel engineering review from Allstar Holdings and they had several questions to be clarified. They requested that the Property Manager follows up with Bemco building envelope maintenance and obtain more details on their existing invoice as well as any exclusion that their quotation may contain. This will be further reviewed at the next Council meeting.
3. Landscaping Progress  
The Strata Council President, Ross Allen, reported that a committee consisting of Mondrian Strata, Greenway Landscape Architects and The Contemporary Art Gallery will be meeting some time in April to discuss further information that the City of Vancouver may have released and will update at the next Council meeting.

**Minutes of the Council Meeting  
The Owners Strata Plan LMS 4383  
Held on March 18, 2008**

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4. Janitorial Staff/Update  
The Property Manager reported that Service Master was successful in hiring a permanent janitorial staff which they fully believe will be the best fit for The Mondrian. Stewart French from Service Master Janitorial will start with the building on April 1, 2008. If you see Stewart throughout the property please introduce yourself and make him feel welcome and part of the team.
5. Fob Registration  
The Strata Council reported that the fob registration is in progress and that a large amount of fobs have not yet been registered and is somewhat of a concern to the Strata Corporation. There will be a last registration on March 31, 2008 between 5:00 p.m. to 9:00 p.m., where the Strata Council and Resident Manager will be registering fobs that have not yet been registered. Please contact the Resident Manager at (604) 669-1879 to arrange a time if you are coming to see Rusti Asan outside of the allotted times. Rusti's working hours are 8:30 a.m. to 4:30 p.m., Monday to Friday. The Strata Council requested that the Property Manager advise that Rusti will be needed for overtime on March 31, 2008. The Strata Council will be deleting any unregistered fobs following the last registration date of March 31, 2008.
6. Security System Upgrade  
This item is pending as further quotations are being obtained from Acme, Chubb and CASI Installation. The Strata Council is planning a committee consisting of Dennis Kelli and Stephen Elliot to determine what are the specs, what does the Strata Corporation need and once the specs are determined, it will be circulated to all of the companies which will ensure that everyone quotes on the same spec. This will be further discussed at the next Council meeting.
7. Lobby Art  
Shirley DeBons, Council member, reported that the art has been purchased and installed in the lobby of Mondrian II. The Council noted that the art is looking great.
8. Interior Touch-up Painting  
It was moved/seconded to approve a quotation from Pro Star Painting for various interior touch-up painting. CARRIED. The painting will commence within the month of March 2008 and the Resident Manager will post notices.

**CORRESPONDENCE**

The Strata Council reviewed correspondence received with respect to:

- (a) Chargeback;
- (b) Bylaw infractions and noise;

The Strata Council reviewed and will be responding to all owners in writing and in accordance with the bylaws and the Strata Property Act.

**Minutes of the Council Meeting  
The Owners Strata Plan LMS 4383  
Held on March 18, 2008**

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**NEW BUSINESS**

1. Clarification on Protocol on Obtaining Quotations  
It was moved/seconded that work exceeding \$3,000.00 will get an automatic second quotation. CARRIED. The protocol will not apply when the matters are urgent or emergencies.
2. Welcome Package  
The Strata Council discussed that the welcome package to new owners needs to be revised. The Strata Council assigned Shirley DeBons, Council member, to this task. Shirley will review the package and report to the Property Manager with items that are to be included or excluded in the package. This will be reviewed at the next Council meeting.
3. Dryer Vent Cleaning  
This will commence within the month of April as part of a general yearly building maintenance. Notices will be posted by the Resident Manager.
4. Window Washing  
Champion Window Cleaning will proceed with exterior inaccessible window cleaning within the month of April, as this is part of a yearly building exterior maintenance. CARRIED.
5. Contemporary Art Gallery/Pavement Repairs on Nelson Street  
After review of quotations, it was moved/seconded to approve a quotation from Safeguard Contracting which is to remove the pavers and reinstall pavers in front of the Contemporary Art Gallery. CARRIED.
6. Concerns  
The Strata Council was advised by Bemco that there is some minor blistering on the surfaces of some areas of the roofs of townhomes. Marine Roofing investigated and reported that the blistering is not an issue and confirmed that this will not cause any water damages, as the surface beneath is sound and well sealed by original roofing contractors.
7. Fob Rule

**All 1 bedroom strata lots are permitted to own up to and not exceeding 3 Fobs and 3 keys. Any amount exceeding the approved amount must be requested in writing to the strata council and must be approved by the strata council prior to purchase.**

**All 2 bedroom strata lots are permitted to own up to and not exceeding 5 Fobs and 5 keys. Any amount exceeding the approved amount, must be requested in writing to the strata council and must be approved by the strata council prior to purchase.**

It was moved/seconded to approve the specific fob numbers effective March 24, 2008. CARRIED.

**Minutes of the Council Meeting  
The Owners Strata Plan LMS 4383  
Held on March 18, 2008**

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8. Latham's Quotation

It was moved/seconded to approve various outstanding Latham's quotations. CARRIED.

9. Mechanical Preventative Maintenance Contract

The Strata Council assigned Shirley DeBons to take upon a task and bring to the Strata Council some suggestions for preventative maintenance contractors. This will be discussed at their next Council meeting.

10. Protocol on Repairs of In-suite Issues vs. Common Property

The Strata Council discussed in great detail the duty and care of the Strata Corporation versus the duty and care of individual owners and what they are responsible for. As per the advice of legal Council and Corporate lawyers involved in the Strata Property Act and strata affairs, the Strata Council agreed with the following procedure which will be followed by the Resident Manager, Strata Council and its agents:

- 1) As per the Strata Property Act, the Strata Corporation has a duty to ensure, but does not have a duty to repair or maintain fixtures of any in-suite related incidents. When an incident occurs which is related to the responsibility of an owner that determines that the damages were a result of faulty appliances, toilet or anything within the strata lot that does not belong to the Strata Corporation or is not common property, the protocol will be that the Resident Manager and/or Property Manager may be contacted if it is an emergency and water is leaking. The Resident Manager will attend to ensure the water and damages are stopped by either shutting off the water or assisting in shutting off the water and calling out an emergency trade to make any initial repairs to only stop further damages. Once it is an in-suite related matter, the experts or trades, the Strata Corporation, its agents or the Resident Manager will be removed from any further mitigation.
- 2) If a loss of any nature such as a flood or fire is related to common property, which is legally defined in the Strata Plan (i.e., all property from the halfway point within a wall and outward from a strata unit.) the Strata Council, its agents and Resident Manager will be involved in carrying out the repairs. Should the damages be major, the Strata Council will file an insurance claim upon review and damages will be completed as part of the insurance claim. Should the Strata Council decide not to file a claim and the damages are common property related, the Strata Corporation will arrange repairs and pay for repairs out of the Strata Corporation's budget. The Strata Council voted on the above protocol, the result of the vote was ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. The Strata Council requested that the Resident Manager and the janitorial company be advised of this latest protocol.

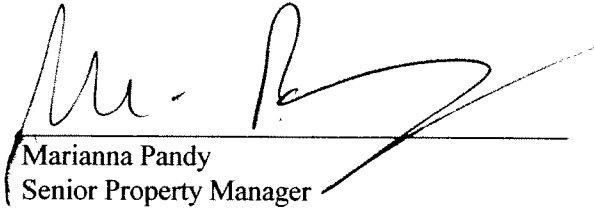
11. Resident Manager Computer

Stephen Elliot reported that he has reviewed the current computer system and has seen several issues: it was moved/seconded to purchase backup software for the Resident Manager's computer files. CARRIED.

**Minutes of the Council Meeting  
The Owners Strata Plan LMS 4383  
Held on March 18, 2008**

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There being no further business, the meeting was adjourned at 8:05 p.m. The next meeting will be held on Wednesday, April 23, 2008 at 5:45 p.m. in Penthouse 2, 969 Richards Street.



Marianna Pandy  
Senior Property Manager  
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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.**