

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-3432
THE PARK

HELD: On Thursday, August 21, 2008 at 6:00 p.m. in the Amenities Room of the Park, 1723 Alberni Street, Vancouver, B.C.

PRESENT: Teri McEachern
Robert Trapp
Alan Boisset
Ravi Singh
Gaye Alcott-Fleet

REGRETS: Kachi Emeruwa

GUEST: Gilbert Larocque – Levelton Engineering

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:15 p.m.

COUNCIL RESIGNATION

Council member, Mr. Paul MacGillivray tendered his resignation as a member of the strata council due to the sale of his unit. The council would like to thank Mr. MacGillivray for his exceptional contribution to the strata administration over the last several years and wish him the best.

GUEST BUSINESS

Mr. Gilbert Larocque of Levelton Engineering was invited to attend the council meeting to review the building condition assessment prepared by Levelton Engineering. Based on the findings of Levelton's review and the information provided, it is Levelton's opinion that the building envelope at The Park is performing satisfactorily for the tower subject to the deficiencies listed hereunder but that the state of the townhouses requires additional investigation and testing.

Levelton Engineers observed various construction deficiencies and maintenance issues and has recommended the following deficiencies be addressed with the next year to prevent premature deterioration of building materials water ingress and related damages:

1. Waterproof penetrations on the roof which could lead to membrane failure.
Recommendation: Waterproof penetration areas.
2. Cap sheet de-lamination on the roof

Recommendation: Adhere and seal membrane.

3. Missing drain covers on the roof

Recommendation: Replace with proper drain covers.

4. Discontinuous exterior weather seals noted on many windows on the tower which could lead to water ingress.

Recommendation: Replace all compromised glazing tapes.

5. Sealant Failure

Recommendation: Replace all failed/damaged sealants.

Levelton completed a review of townhouse units 1727 and 1733. The occupants of unit #1727 and unit #1733 reported similar water ingress issues. Although there were signs of previous water ingress at unit #1733 Levelton was advised that repairs in the form of sealant application had been effected and no noted recent occurrence within unit #1733. However, moisture was depicted on the decks, the empty concrete planter of unit #1727 depicted the membrane had failed.

Levelton has recommended a specific problem investigation of the townhouses should be carried out to identify the sources of water and paths of water ingress and that a global repair strategy should be implemented for the totality of the townhouses. The testing should be carried out should include flood testing of various decks and planters and the water testing of relevant windows, doors and details.

Mr. Larocque estimated a maximum cost to complete the investigation of the townhouses. The council approved Levelton to proceed with additional investigation with townhouses #1773 and #1727.

Following further discussion, the council thanked Mr. Larocque for attending the meeting and he departed at 7:15 p.m.

The council will review the envelope condition survey and Levelton's recommendations and continue discussion at the next meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 22, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to adopt the July, 2008 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. Account Balances: The current balances for the 10th month as at July 31, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$380,711.42 (Including CRF Balance)
 - CRF Balance (Apartment) \$ 90,395.60 (Contingency Reserve Fund)
 - CRF Balance (Joint) \$140,318.36 (Contingency Reserve Fund)
3. Annual General Meeting:
 - a) The AGM has been scheduled for November 27th at 7:00 p.m. in the Amenity Room, 1723 Alberni Street.
 - b) Budget: The agent distributed a draft budget for the fiscal year commencing October 1st for council's review. The draft budget is for discussion purposes only and once the draft audit is finalized in October, 2008, the budget will be prepared in final form for presentation at the AGM.
4. Arrears: Council would like to thank all owners for ensuring that their strata fees are submitted on time.

BUSINESS ARISING

1. Caretaker: The council's decision to outsource the Caretaker's duties to an on-site managing service was based on a complete review and re-definition of the tasks required to manage a ten-year old modern building. These duties are to include extra security measures (video surveillance and fob control), tighter maintenance procedures (short term and long term) and managerial capabilities with sufficient computer skills to handle electronic files/communications. The conclusion was that it was necessary to separate and outsource the cleaning and managerial activities and, consequently to terminate the position of the Caretaker as we have understood it until now.

The council thanks Robert for his efforts and dedication with The Park and wishes him the best in his future endeavours.

The council has hired Cordial Management Services (Mr. Kevin Costea) on a three month probationary period to proceed with the building management, maintenance, and cleaning services as of September 1, 2008.

2. Building Condition Review – Levelton: Please see Guest Business.
3. TH#1773/#1727: Please see Guest Business.

4. Security

- a) Security Cameras: Dominion Security has completed the installation of 16 armoured dome cameras in high-exposure areas around the building at a total cost of \$22,000. Broadcast of several sites is available on channel 59.
- b) Fobs: Council is proceeding to obtain quotes to update the fob database along with installation of the security system and all doors leading to the parkade area. The quotes will be included in the next fiscal year's budget to be discussed and voted on at the Annual General Meeting.

5. Landscaping: Premier Landscaping has been contacted to remove the three bug infested trees in the front yard of unit #1773.

6. Water Damages – 22 Units/May & August: Barclay Restoration had completed 85% of the water damage repairs to 22 units incurred from a fire originating from unit #1508 back in May 22nd, 2008.

On Thursday, August 21, 2008 a contractor was installing a vanity in a unit on the 15th floor, hitting and breaking a water supply line causing water damages to several of the same units that were in the process of completing repairs incurred back in May.

Barclay Restoration is completing the emergency repairs and the cabinet installer's insurance company was called to discuss the damages and submit a scope of work. Barclay Restoration and VCS would like to apologize to all owners for the inconvenience caused from the unfortunate accident. Owners/residents will be notified with the scheduled date(s) of the repairs.

7. Bylaws: Council member, Alan Boisset is proceeding to review the strata corporation bylaws and upon completion will present the proposed bylaw amendments to council for review before presenting to the owners at the next Annual General Meeting.

8.

<p><u>REMINDER – GAS FIREPLACES</u></p> <p>Residents are highly recommended to turn off their pilot lights on their gas fireplaces during the summer as an energy cost-saving measure for the strata corporation. Leaving your gas pilot light on will still exert heat although the fireplace is turned off. Residents who require assistance with turning off and on their pilot lights should contact the Building Manager.</p>
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NEW BUSINESS

1. Fire & Safety: Vancouver Fire & Safety has recommended a high security lockbox be installed outside the building to be used by the fire department emergency responders during an emergency response. The lockbox system has been successfully used in Vancouver for more than 20 years and during that time the security of the lockboxes has not been compromised. The only authorized specialized keys for the lockbox are under

strict control of the Fire Department senior officers and the keys are firmly accounted for twice daily. The lockbox system provides the following:

- a) Immediate emergency entry in case of a fire, medical or other type of emergency.
- b) Prevents costly forced entry damage to front doors and windows.
- c) Allows faster Fire Department entry which reduces the potential damages because of a fire.
- d) Increases Fire Department efficiency.

A quote was received from Action Lock in the amount of \$792.05 to install a lockbox.

Council approved the quote and directed the agent to contact Action Lock to proceed with the installation.

2. Unit Doors: It has been brought to the council's attention that some residents are leaving their suite doors open which is allowing cooking aromas to waft through the hallways into owners' units, increases the amount of noise into neighbouring units and is a violation of the Fire and Safety Codes.

Residents are requested to be considerate to their neighbours and keep their doors closed.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be held on Wednesday, September 17, 2008 at 6:00 p.m.

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