

MINUTES
STRATA COUNCIL MEETING OF NOVEMBER 8, 2006
BUILDING ENVELOPE REHABILITATION PROJECT
STRATA PLAN VR2657
CEDAR COTTAGE ESTATES.

Strata Council Members:			
Jane Leroux		Manda Harmon (Regrets)	
Trine Whist			
Mabel Taunu			
Jason Hopkins		Peter Rivard	Planact Management:
Tina Dam (Regrets)		Guest: Paul Jarrett	Owner

CALL TO ORDER

A quorum being present, the meeting was called to order by Peter Rivard acting as chair at 7:15 PM.

RAIN SCREEN WARRANTY

The council discussed two options presented by National Home Warranty that will cover a period following the Contractors' warranty. The consensus was that both a five (5) year full rain screen warranty and the Maintenance Operations Program was the appropriate choice. The amount for this option had been considered in the levy amount and the funds are available.

It was **MOVED** and seconded by council that National Home Warranty Programs Ltd. be contacted to request an invoice for a Five (5) Year National Envelope Warranty with a Maintenance Operations Program. Payments for both programs are to be paid from the Restoration Project Funds.

CARRIED (4/0/0)

A location for the site office is needed. The only area on the property has a short needle tree in the middle of it. The contractor has offered to remove this tree and at the end of the project plant a more appropriate one such as a Flowering Cherry, Japanese Maple or a Magnolia in its place at no cost to the strata. A letter will be sent to council by the Contractor stating the above details.

It was **MOVED** and seconded by council that the Contractor be permitted to remove the short needle tree on the north east corner of the property if the Contractor will replace it with one of council's choosing at the end of the Rehabilitation Project at no cost to the strata.

CARRIED (4/0/0)

LOGISTICAL MATTERS

- a. Due to the contractor needing an area to store windows and other materials, Planact requested that they be allowed to poll the owners and arrange use of parking stalls #s 24, 25, 26, 27 & 28. Those using these stalls would be asked to use another parking stall that would be assigned to them by Planact for the duration of the Project.
- b. The security of the suites during the project was discussed. Problems that occur will be considered on an individual basis. Special attention will be paid to keeping doors closed at all times.
- c. A storage location for items of the Owners will be considered. Fuel & flammable items will not be permitted to be stored in any area supplied.

NEXT COUNCIL MEETING

Next Committee Meeting date & location – to be determined.

ADJOURNMENT AT 8:30 PM.

Minutes prepared by

Planact Management Ltd.
Peter Rivard, Project Manager

Joanne

From: "Peter" <peter@planactmanagement.com>
To: "Jane Leroux" <janeleroux@shaw.ca>; "Jason Hopkins" <thejhop@gmail.com>; "Mabel Taunu" <mtaunu@shaw.ca>; "Manda Harmon" <mandah@shaw.ca>; "Tina Dam" <tinska@canada.com>; "Trine Whist" <twhist@yahoo.com>
Cc: "Leslie Brock" <parkplaceprop@telus.net>; <service@planactmanagement.com>
Sent: Friday, November 17, 2006 12:44 PM
Attach: 2657 SCM Minutes 06-11-08 .pdf
Subject: 2657 SCM November 8, 2006.

FYI.

Regards,

PLANACT MANAGEMENT LTD.

Per:

Peter Rivard
Project Manager

Tel: 604-216-8782
Cel: 604-341-4598 (After Hours Voice Mail)
Fax: 604-739-3110
eMail: peter@planactmanagement.com

www.planactmanagement.com
327 Renfrew Street
Vancouver, B.C., V6K 5G5

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 2657
"CEDAR COTTAGE ESTATES"**

HELD: Tuesday, October 3rd, 2006
Unit #102 "Cedar Cottage Estates"
1868 East 11th Avenue, Vancouver, B.C.

PRESENT:	Trine Whist	Vice President	Unit #104
	Jason Hopkins	Treasurer	Unit #301
	Mabel Taunu		Unit #201
	Mondo Harmon		Unit #204
	Jane Leroux	Head/Bldg Reno	Unit #101
	Leslie A. Brock	Park Place Property Services Ltd.	

REGRETS:	Tina Dam	President	Unit #101
-----------------	----------	-----------	-----------

The meeting was called to order at 6:35 PM.

ADOPTION OF MINUTES

It was moved/seconded (Leroux/Whitst) and Carried to approve the minutes of the previous Council meeting dated July 4th, 2006, as circulated.

BUSINESS ARISING FROM THE MINUTES

1. **Lighting W/E Side:** Park Place confirmed that the exterior lights on the west and east side wall have been replaced and are now operating properly.
2. **Garage Door:** Park Place reported that the garage door servicing has been completed and a contract for annual servicing has been setup with Overhead Door Company.

3. **Keys:** Park Place confirmed that there was no response from owners about returning of service room keys, therefore Park Place recommended that the service room locks be rekeyed and keys only be distributed to Council members and we ensure they are handed in upon resignation of any members in future. Council agreed.
4. **Entercom:** Park Place confirmed that the entercom repair was done quickly after the last meeting.
5. **Gate Rear Lane:** A quotation for the installation of an aluminium gate was submitted and discussed. It was agreed that this project be included in the budget for approval at the AGM.

FINANCIAL REPORTS

It was Moved/Seconded (Hopkins/Whist) and Carried to approve the Financial Reports up to August 31st, 2006.

The Accounts Receivables were discussed. We would like to remind everyone that your strata fees are due on the 1st of each month.

CORRESPONDENCE

There was no correspondence submitted at this meeting.

NEW BUSINESS

1. **Plumbing:** There is unusual gurgling sounds coming from the kitchen sink of #101. It was agreed that this matter be checked into and clear the line.

2. **Insurance:** Park Place would like to advise all owners that any improvements or upgrades you do in your strata lot they are not covered by the Strata Insurance policy. Improvements would include new appliances, wallpaper, upgraded carpets, hardwood Flooring, etc. Please ensure that you purchase improvements on your own personal Insurance policy.

3. **Roof Leak/206:** It was noted that there was a roof leak recently that caused damage to a couple of units that require some interior repairs. Park Place will ensure the repairs are followed up with. The insurance company has been notified of the incident.

4. **3rd Floor Leak:** It was noted that again there is a section of pipe on the 3rd floor that needs replacement as it has pin hole leaks in it. Council approved the replacement of this section. It was also noted that the hole in the wall on the 3rd floor should be covered with a white board to keep access to the area available. Park Place will arrange for this.

5. **Lockers:** There has been discussion in the past about the construction of lockers in the storage rooms and also to provide a proper area for bike storage. This matter was discussed to some length and it was agreed to obtain quotes for this project and we can also include it in the next budget.

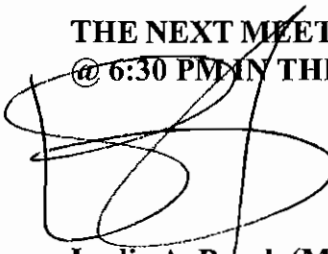
6. **AGM:** The date of the AGM was scheduled as follows;
Thursday, Jan 25th/07 @ 6:30 PM

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 2657
"CEDAR COTTAGE ESTATES"**

**OCTOBER 3rd, 2006
PAGE FOUR**

There being no further business to transact the meeting terminated @ 7:35 PM.

**THE NEXT MEETING IS SCHEDULED TO BE HELD THURSDAY, JANUARY, 25th 2007
@ 6:30 PM IN THE LOBBY.**



Leslie A. Brock (Mrs)

PARK PLACE PROPERTY SERVICES LTD.

#240 11590 Cambie Road

Richmond, B.C. V6X 3Z5

TEL: (604)271-7788 (24 hours - after hours, emergencies only please)

FAX: (604)271-7733

EMAIL: parkplaceprop@telus.net

LAB/ms

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 2657
"CEDAR COTTAGE ESTATES"**

HELD: Tuesday, July 4th, 2006
Unit #102 "Cedar Cottage Estates"
1868 East 11th Avenue, Vancouver, B.C.

PRESENT:	Tina Dam	President	Unit#101
	Trine Whist	Vice President	Unit #104
	Jason Hopkins	Treasurer	Unit #301
	Mabel Taunu		Unit #201
	Jane Leroux	Head/Bldg Reno	Unit #101
	Paul Jarrett		Unit #204 (Guest)
	Leslie A. Brock	Park Place Property Services Ltd.	

REGRETS: Manda Harmon Unit #204

The meeting was called to order at 6:35 PM.

ELECTION OF OFFICERS

Officers were elected for Council and noted above.

ADOPTION OF MINUTES

It was moved/seconded (Whist/Dam) and Carried to approve the minutes of the previous Council meeting dated April 12th, 2006, as circulated.

BUSINESS ARISING FROM THE MINUTES

1. **Repairs:** Since Park Place has taken over Management they confirm that there have been two leak repairs scheduled and there are areas in the common hallways that require repair to drywall. Council provided Park Place with a background on the ongoing problems occurring in respect to plumbing leaks. Ms Leroux advised that she will be meeting with Planact in the near future and one of the items to be discussed is the possibility of replumbing the building. The repair costs for plumbing leaks is getting to be too much. Ms. Leroux will report back to Council and Park Place of this meeting.

MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 2657
"CEDAR COTTAGE ESTATES"

JULY 4th, 2006
PAGE TWO

2. **Garbage:** It was noted that the new garbage container was arranged by Park Place and recently the lock has been installed. We appreciate everyone's co-operation in ensuring the lock is secured after each use.
3. **Roof Leak:** Park Place requested some background on the recent roof leak. Council provided same, and it was confirmed that to date there have been no further problems.
4. **Gardening:** It was noted that the cleaners have agreed to attend to cutting the grass for now. During the building renovations the gardens will likely be affected. It was also noted that we are awaiting a quote for some pruning of the shrubs/hedges.
5. **Entrance Lights:** Ms Leroux confirmed that the entrance lights have been addressed however the exterior lights on the west and east side of the building are out and need replacement. Park Place will arrange for the replacement of these lights.
6. **Garage Door:** The matter of preventative maintenance on the garage door was discussed. After discussion, it was agreed unanimously to arrange for service on the garage door 2 x per year. Park Place will set this up.
7. **Parking/Lane:** The ongoing problems with parking in the lane persist. It was noted that Park Place has sent a letter to the City requesting their assistance in the matter. This will be followed up.
8. **Management Transfer:** Park Place confirmed that the transfer of management is going quite smoothly. There are still several units owing the increase in their strata fees from the Annual General Meeting held in May.
PLEASE NOTE THAT ALL OWNERS PRESENTLY ON THE AUTHORIZED PAYMENT PLAN, WILL HAVE THE INCREASED AMOUNT ADJUSTED BY PARK PLACE. ANY OWNERS PAYING BY CHEQUE WE WOULD APPRECIATE THAT YOU FORWARD THE INCREASE DUE AS SOON AS POSSIBLE.

FINANCIAL REPORTS

After discussion, it was noted that Council had not received the final statement provided by Baywest. Park Place will forward copies to Council for their perusal.

The Accounts Receivables were discussed. We would like to remind everyone that your strata fees are due on the 1st of each month.

CORRESPONDENCE

There was no correspondence submitted at this meeting.

NEW BUSINESS

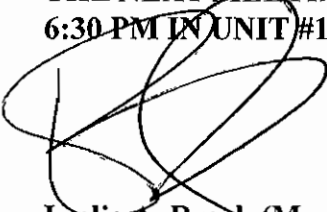
1. **Keys:** There was general discussion on common area keys. It was agreed that Park Place will follow up on this matter and try to determine the whereabouts of some keys.
2. **Enterphone:** Park Place inquired about the enterphone system. Council confirmed the matters. Ms Whist advised that she has been experiencing problems with the enterphone. She cannot access anyone when they buzz her unit. Park Place will arrange for this repair.
3. **Gate Rear Lane:** It was noted that the rear access is in need of securing as anyone can presently access the property. After viewing the area Park Place felt that the construction of an aluminium gate would be possible. Quotes will be obtained for this project.

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 2657
"CEDAR COTTAGE ESTATES"**

**JULY 4th 2006
PAGE FOUR**

There being no further business to transact the meeting terminated @ 7:35 PM.

**THE NEXT MEETING IS SCHEDULED TO BE HELD TUESDAY, OCTOBER 3rd, 2006 @
6:30 PM IN UNIT #101.**



**Leslie A. Brock (Mrs)
PARK PLACE PROPERTY SERVICES LTD.
#2113 11871 Horseshoe Way
Richmond, B.C. V7A 5H5**

**TEL: (604)271-7788 (24 hours - after hours, emergencies only please)
FAX: (604)271-7733
EMAIL: parkplaceprop@telus.net**

LAB/ms

Cedar Cottage Estates

Strata Plan VR2657

1868 East 11th ave.

Vancouver, BC V5N 1Z1

**Strata Council: Jane Leroux, Trine Whist, Paul Jarrett, Erika Hardman,
Jason Hopkins and Mabel Taunu**

Minutes of the Strata Council Meeting

Held April 12, 2006

In Attendance: Trine Whist, Jane Leroux, Erika Hardman, Manda Harmon, and Mabel Taunu

Regrets: Jason Hopkins and Paul Jarrett

Meeting Called to order at 7:55 pm

Agenda Items:

1. **Property Management Companies:** Our contract with our property management company, Baywest Management, ends at the end of May. Council president, Jane Leroux, has been researching other prospective property management companies.

Plan: Council members, Paul Jarrett and Mabel Taunu will continue to research and contact prospective property management companies to assess the cost and scope of service to decide on an appropriate property management company.

2. **Roof Leak:** There was a leak in the roof this week as a result of the heavy rain and a vent that was not adequately sealed. The roofing company came in to temporarily seal the leaking area.

Plan: As the leak on the roof has been temporarily dealt with, further repairs will be addressed during the building remediation that includes repairing the roof.

3. **Hot Water Pipes:** We are continuing to have pinhole leaks in the pipes leading from the hot water tank. A leak was noted in suite 104 and in the hallways on the 2nd and 3rd floor. These leaks were addressed by the plumbing company, DMS. As well, suite 103 had a leak into its bathroom. This leak is also being addressed by the plumbing company and council president, Jane Leroux, will follow up on this.

Plan: While the leaks are being dealt with as they occur, the chronic and ongoing nature of the leaks suggests that council may need to consider another special assessment to address the pipes on the east side of the building.

4. **Security Gate:** Due to the security issues that have been occurring over the last month, council is considering putting up a security gate that spans the back of the

property. Concerns were brought up regarding whether the gate should be put up after the building remediation, however, council feels that building security and the safety of owners is paramount.

Plan: Council member, Trine Whist, will contact potential contractors to determine the scope and cost of the project.

5. **Repairing Dry Wall in the Hallways:** As addressed in the previous meeting, no drywall repair will occur until after the building remediation.
6. **Entrance Light:** There seems to be a short circuit in the outside light fixture at the building entrance. Council president, Jane Leroux, has contacted an electrician to address this and to put up more security lights outside the building. The electrician has been unusually busy this time of year and will be coming to address this issue ASAP.
7. **AGM:** Our annual AGM is overdue.

Plan: Jane will contact Baywest Management to determine whether the meeting can be held prior to the expiration of our contract.

Ongoing Items from last meeting:

1. **Garage Door:** Council member, Paul Jarrett, needs to contact the garage door company to determine replacement costs, annual service costs and costs for scheduled visits between scheduled service.
2. **Parking in Alleyway:** Council member, Jason Hopkins, contacted the City to determine the proximity to the parkade that vehicles could park in the alleyway. The distance is 1.5 meters and council has agreed to post a note on vehicles that infringe this bylaw. The council also expressed concerns regarding safety and visibility when exiting the driveway when vehicles are parked in the alleyway.

Plan: Council president, Jane Leroux, will contact Jason Hopkins to see if he can contact the City again regarding parking in the alleyway and safety concerns.

3. **Kaola Tee Invoice:** As the company has been paid for the initial amount quoted on the first invoice, council has agreed to not pay the sum quoted on the second invoice.

ANNUAL GENERAL MEETING MINUTES CEDAR COTTAGE ESTATES – STRATA PLAN VR 2657	THURSDAY – MAY 25, 2006
---	--------------------------------

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Rueque alguien que lo traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

बहुत महत्वपूर्ण विवरण है इसे ध्यान से पढ़ें और इसे हिंदी में अनुवाद करें

NEW MAINTENANCE FEES RETROACTIVE TO JANUARY 1, 2006 ARE ATTACHED.
--

TIME & LOCATION:

7:00 p.m.
Lobby - 1868 East 11th Avenue
Vancouver, BC V5N 1Z1

2006 STRATA COUNCIL

PRESIDENT

Jane Leroux - #102

TREASURER

Trine Whist - #104

AT LARGE

Paul Jarrett - #204
Mabel Tāunu - #201

Don Wong – Strata Manager

BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
VANCOUVER, B.C. V6J 3G7

Phone: (604) 714-1536
Fax: (604) 592-3879
E-mail: dwong@baywest.ca

PRESENT:

8 strata lots represented
6 in person
2 by proxy

Don Wong, Strata Manager - Baywest Management

(1) CALL TO ORDER

The meeting was called to order at 7:05 p.m..

(2) CALLING THE ROLL & CERTIFICATION OF PROXIES

All 18 strata lots were eligible to vote at the Annual General Meeting. As a quorum requires representation by one third of eligible strata lots, a quorum in this instance required representation by 6 strata lots. As 8 strata lots were represented, 6 in person and 2 by proxy, a quorum was established and the meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved and seconded that proof of notice of meeting had been provided by the requirements of the Strata Property Act.

CARRIED

(4) ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING OF SEPTEMBER 7, 2005

It was moved and seconded to adopt the minutes of the Annual General Meeting of September 7, 2005 as previously distributed.

CARRIED

(5) INSURANCE REPORT

The Strata Corporation's insurance agent is Coastal Insurance Services Ltd. and the current policy runs from October 1, 2005 to October 1, 2006. The main features of the policy are:

- All property coverage for \$2,461,000
- Earthquake coverage at 10% deductible
- General liability at \$10,000,000
- Directors and Officers liability at \$2,000,000
- An annual premium of \$5,076.00

It was pointed out that Strata Council members and the Strata Manager that conduct strata corporation business and in doing so, act on the best behalf of the owners, are covered under Directors and Officers liability.

A new appraisal was effective November 15, 2005 resulting in an increase in the All Property amount by \$123,000.00 which resulted in an additional premium of \$172.00.

(6) PRESIDENT'S REPORT

Council President, Jane Leroux briefly highlighted the following:

- Building remediation is on track and construction is scheduled to start in August or September 2006.
- Some owners have met with Council member, Mabel Taunu about color schemes
- Gary Meeds, General Manager Planact Management is handling remediation procedures efficiently and is keeping Council up-to-date
- Owners have been provided information on when to apply for loan from HPO
- It was a challenge finding a property management company due to the building remediation. Council is pleased to announce that effective June 1, 2006, Park Place Property Management has been appointed as the new property management company and the new Strata Manager comes highly recommended.

In closing, Ms. Leroux thanked the current Council and Strata Manager for their work and effort.

(7) CONSIDERATION OF 2006 BUDGET

The Strata Manager briefly discussed the rationale for the two proposed 2006 budgets, and pointed out the difference is budgeted legal fees. Proposed budget #1 had a 9.6% increase in strata maintenance fees, and Proposed budget #2 had a 6.7% increase. A majority vote was then held and it was unanimously moved and seconded to adopt proposed budget #1. Therefore there is a 9.6% increase in strata maintenance fees.

CARRIED

A copy of the approved 2006 budget and maintenance fees are attached. The increase in strata maintenance fees is retroactive to January 1, 2006. If you make payments by automatic withdrawals please ensure your bank account will accommodate the extra debit.

If you make payments by post-dated cheques, please include a cheque payable to Strata VR 2657 for the retroactive amount and forward to Park Place Property Management.

**CEDAR COTTAGE - VR2657
PROPOSED BUDGET
JAN 1 TO DEC 31, 2006**

	A	B	G
1	G/L		2006
2	Acct		Proposed
3			Budget
4		RECEIPTS / REVENUE	
5	5500	Owners' Contributions	58,846.00
6	5510	Bylaw Penalties	-
7		Surplus from Previous Year	2,557.00
8	5600	Interest Income	300.00
9	5620	Late Payment Interest	-
10	5610	Keys / Remotes	-
11	5855	Move In / Out Fee	-
12	5680	Other Income	
13		TOTAL RECEIPTS / REVENUE	59,703.00
14			
15		EXPENSES	
16		Administration	
17	6030	Appraisal	-
18		Audit	250.00
19	6150	Insurance Deductibles / Claims	2,500.00
20	6170	Insurance Premium	6,800.00
21	6190	Legal Fees	1,500.00
22	6230	Miscellaneous	100.00
23	6290	Postage / Photo / Office	400.00
24	6291	Property Taxes	-
25		Total Administration	11,550.00
26			
27		Utilities	
28	6520	Electricity	2,500.00
29	6530	Gas	14,000.00
30	6540	Water & Sewer	4,500.00
31		Total Utilities	21,000.00
32			
33		Contracts	
34	7110	Elevator & License	1,900.00
35	7230	Garbage Collection	1,800.00
36	7570	Pest Control	-
37	7590	Property Management	8,000.00
38		Total Contracts	11,700.00
39			
40		Repairs & Maintenance	
41	8092	Fire Protection	700.00
42	8110	General Repair & Maintenance	7,000.00
43	8150	Lamp Replacement	100.00
44	8155	Landscaping Maintenance	2,000.00
45	8170	Locks / Keys	125.00
46	8270	Supplies	100.00
47		Total Repairs & Maintenance	10,025.00
48			
49		Major Project Expenses	-
50			
51	9010	Contingency Reserve Fund	5,428.00
52			
53		TOTAL EXPENSES	59,703.00
54			
55		SURPLUS / (DEFICIT)	-

**CEDAR COTTAGE - VR2657
PROPOSED MTCE FEES
JAN 1 TO DEC 31, 2006
(9.6 % Increase)**

UNIT	STRATA LOT	UNIT ENTITLEMENT	BASE MTCE FEE	CRF PORTION	TOTAL MTCE FEE (Retroactive to Jan 1/06)
101	1	860	243.92	25.75	269.67
102	2	754	213.86	22.58	236.44
103	3	868	246.19	25.99	272.18
104	4	818	232.01	24.49	256.50
105	5	687	194.86	20.57	215.43
106	6	896	254.13	26.83	280.96
201	7	860	243.92	25.75	269.67
202	8	985	279.38	29.49	308.87
203	9	868	246.19	25.99	272.18
204	10	828	234.85	24.79	259.64
205	11	698	197.98	20.90	218.87
206	12	878	249.03	26.29	275.32
301	13	860	243.92	25.75	269.67
302	14	985	279.38	29.49	308.87
303	15	868	246.19	25.99	272.18
304	16	818	232.01	24.49	256.50
305	17	698	197.98	20.90	218.87
306	18	878	249.03	26.29	275.32
		15,107	4,284.83	452.33	4,737.17
	ANNUAL		51,418.00	5,428.00	56,846.00

(8) ELECTION OF THE 2006 STRATA COUNCIL

The Strata Manager called for volunteers and nominations for Strata Council. Subsequently, the following owners were then elected by acclamation to hold office for the remainder of the 2006 fiscal year:

Jane Leroux - #102
Trine Whist - #104
Mabel Taunu - #201
Manda Harmon - #204

Council members will be elected to position at the first Council meeting.

(9) GENERAL DISCUSSION

An owner raised a question about the hallway drywall repairs and why such repairs were not completed. Council President, Jane Leroux explained that since the building is undergoing remediation that it would not be cost efficient to do such repairs twice. It was also pointed out that Council consults with Planact Management before proceeding with repairs to ensure unnecessary expenditure.

(10) ADJOURNMENT

There being no further business, the meeting was adjourned at 8:08 pm.

**MINUTES
OF THE SPECIAL GENERAL MEETING
OF THE OWNERS, STRATA PLAN VR 2657
Cedar Cottage Estates**

Held on Thursday, March 2, 2006
In the Main Lobby 1868 East 11th, Vancouver, B.C.

1. CALL TO ORDER

At the request of the President and with the consent of those attending, Gary Meeds, Project Manager agreed to act as Chairperson for the meeting.
The meeting was called to order at 7:02 pm.

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

After registration, it was confirmed that there were 12 strata lots represented in person and 4 represented by proxy, for a total of 16 voting members.

The Chair determined that the number of eligible voters exceeded the 1/3 necessary to establish a quorum and declared the meeting competent to proceed with the business at hand.

3. FILING OF PROOF OF NOTICE OF MEETING

The Chair presented a copy of the Notice of Meeting prepared and distributed to Owners fourteen days in advance of the meeting and declared that notice has been duly and properly given.

The Chair acknowledged one more voter being represented by proxy for a total of seventeen (17) eligible voters.

4. PRESENTATION BY THE PRESIDENT

President Leroux's report was distributed to owners together with the notice of the SGM and provided below for the record.

In the fall of 2004, the Strata Corporation engaged RDH Building Engineering Ltd to inspect and perform various tests on the building envelope. On January 10, 2005, RDH provided their Building Envelope Condition Assessment Report. Based on the investigation they have identified water ingress problems and related deficiencies to the common property and have generally recommended significant rehabilitation of the building envelope wall assemblies. The original "Order of Magnitude Budget" that was included in the RDH report was for \$1,300,000 in terms of 2004 dollars. We have included a comparison of those budget items with the proposal Global Project Budget which the Owners are asked to approve.

The Strata Corporation has a statutory duty to repair and maintain the common property and common assets for the benefit of the Owners and the powers and duties of the Strata Corporation must be exercised and performed by the Strata Council.

This past fall, the Owners approved the engagement of Planact Management Ltd to serve as the Project Manager and to assist Strata Council in developing and executing the remediation strategy on behalf of the Owners. During the past few months Council has met with the Project Manager and most recently with Gary Bawtinheimer, of SEL Engineering Ltd and reviewed the proposed scope of work, budget and strategy for remediation of the building exterior. Council considered three options for recladding of the repaired exterior:

1. to reclad with vinyl siding in the place of stucco with the addition of wood fascia trim boards around the windows and as a horizontal band at the through wall flashing of each floor level. The fascia boards would be finished in a complementary color to provide an attractive custom look.
2. to reclad with acrylic stucco similar to the existing finish.
3. to reclad with vinyl siding in place of stucco.

As a result of our review and consideration of the merits of the various options it is the recommendation of Council that the Owners approve Special Resolution A-2006 which provides for Option 1 outlined above. The Strata Corporation is required to engage a professional engineer to work through the design and tender phase and to provide field inspections during construction and the necessary letters of assurance required by the City of Vancouver. The Project Engineers engagement will include but is not limited to the following:

1. completing the "conceptual design" process, which includes the scope of work necessary to adequately repair the building envelope defects that have been identified; and
2. preparation of detailed documents, including repair specifications, drawings and the tender package,
3. analyses of the bids and recommendations on selection of the successful General Contractor,
4. regular field inspections during construction and site reports on the status of work, change orders and deficiencies.
5. certifying of substantial performance of the contract and filing of the Restoration Certificate with the HomeOwner Protection Office.

It is Council's intention to complete our due diligence review of potential candidates to act as the Project Engineer and to proceed with the engagement following approval the proposed resolution by the Owners.

It was **MOVED** by Terpstra, 202 and Seconded by Barthelemy, 106 to receive the President's report.
CARRIED

5. RESOLUTION "A-2006" – DESIGN PHASE OF THE REMEDIATION PROJECT

The Chair referred the owners to the Special Resolution proposed in the notice package which requires $\frac{3}{4}$ of the eligible owners voting in favor for approval of the resolution.

It was **MOVED** by Hardman, 306 and seconded by Whist, 104 to open the floor for discussion on the Special Resolution A-2006.
CARRIED

The following is a summary of the discussion.

1. Unit 106 does not have any overhang protection over the ground floor patio. One of the main principles of building protection is to deflect the rainwater from the exterior and control it through the use of eaves and gutter to downspouts. During the design phase the engineer will recommend the addition of a glass and aluminium canopy above exposed sliding doors or windows.
2. An owner indicated observing black spots on the ceiling of the closet. The Project Manager suggested that it may indicate a lack of air circulation and the presence of high humidity in the area. This could be from water ingress through the wall or roof or by condensation from un-insulated pipes or ducts in the ceiling. This should be investigated further as we get into the design work.
3. The current roofing system is in poor condition and there has been a history of water ingress through failure of the membrane. Replacement of the roof membrane and related components is within the proposed scope of work. The new roofing system should last 20-25 years with proper maintenance and servicing.
4. An owner expressed dislike for certain aesthetic aspects of vinyl siding. Resolution A-2006 provides for the use of vinyl siding with the addition of wood fascia trim at windows and as a horizontal band at the through wall flashing. The design intent is to provide for a contemporary look with clean lines and colour combination that will endure. The design detail will be refined before going to tender and colour selections can be made during construction.
5. Questions on the market perception of stucco verses vinyl siding and resulting differential in real estate market value brought a variety of comments and opinion. Both systems provide the essential "rainscreen" protection for the building envelope. Vinyl is easier to keep clean and to repair in the event of a leak in the cladding. Stucco has gotten a "bad rap" in the newspapers and is often the focus of the "leaky condo" discussion. A Development Permit will be required to change from the existing stucco to vinyl siding and that cost is included in the budget.

6. *Replacement of window and exposed sliding doors is included in the proposed scope of work. The thermoseal units in the existing windows and doors are near the end of their estimated useful life and the frames are not thermally broken. The Third Party Warrantor will put a deductible on the policy if they are not upgraded.*
7. *The federal government Energy Incentive program does not extend to allow strata's to claim a rebate when improving the efficiency of the windows.*
8. *The Homeowner Protection Office Non-interest Reconstruction program was discussed at length.*
 - The owner should organize their personal finances with full understanding of the terms and conditions for qualifying for the program.
 - When the special resolution is approved, the Project Manager will advise HPO and provide a copy of the minutes. The owner should complete the HPO Application and go to the bank for letter of mortgage denial. The completed application should be sent to HPO.
 - HPO will commence processing the no-interest 2nd mortgage loan and will advise the owner of approval or rejection. Clause G. of the special resolution provides for waiver of the penalties where an owner has been approved by HPO and a copy should be provided to the Strata Corporation through the Project Manager.
 - When the construction contract has been awarded, HPO will contact each owner requesting that they make arrangements with a lawyer selected from their list, to prepare and sign the mortgage documents.
 - Two to three week after the Building Permit is issued and the legal documents signed, the special assessment funds are paid to the Strata Corporation on behalf of the owner.

The Chair recognized a call for the question from the floor and the proposed Special Resolution, having been duly moved and seconded was **CARRIED**

Special Resolution A-2006 considered and approved as follows:

BE IT RESOLVED, BY 3/4 VOTE, THAT the Owners, Strata Plan VR 2657, Cedar Cottage Estates, do hereby authorize and instruct as follows:

- A. The Strata Council, after due diligence shall engage a Professional Engineer (the "Consultant") to design and supervise the construction of a new building envelope system for Cedar Cottage Estates.
- B. The scope of the project shall include, but is not limited to remediation of the following components of the building envelope:
 1. *complete wall assemblies with vinyl cladding and wood fascia trim as indicated in Option 1.*
 2. *windows and doors.*
 3. *roofs, gutters and downspouts.*
 4. *patio, balconies and decks.*
 5. *base of wall improvements.*
- C. The establishment of a budget not exceeding \$1,138,284.00 (the "Project Budget") in accordance with the attached budget summary.
- D. To fund the cost of project the Owners hereby approve a Special Levy upon the owners of one million one hundred thirty-eight thousand two hundred eighty-four (\$1,138,284.00) dollars to be assessed immediately against all owners of record as of the date of the Special General Meeting, based on their unit entitlement as per the schedule attached and payable in two (2) equal installments on May 1 and August 1, 2006.

Section 109 of the Strata Property Act shall apply if a lot is conveyed during the term of the levy.

Special Resolution A-2006.....cont'd

- E. This special assessment shall be considered as part of the common expenses of the Strata Corporation. If an owner is in default of a payment hereunder for a period of three (3) months, a Certificate of Default in Payment shall be registered pursuant to Section 116 of the Strata Property Act of British Columbia; and
- F. A late payment penalty of two hundred dollars (\$200.00) per month shall be assessed against any strata lot owner who fails to make the required payment within seven (7) calendar days of it being due.
- G. In the event an owner has been approved for funding under the HPO interest subsidy program and the advance has been delayed as a result of HPO administrative policy or other reasons beyond the control of the owner the provisions of clause E and clause F may be waived by Council upon written request from the owner.
- H. In order to account as to the use of the funding approved by this resolution, the Strata Council shall open a separate account in the name of the strata corporation designated "Strata Plan VR 2657-Project" and all receipts and disbursement shall be processed through that account and reported to the Owners together with the progress of the work.
- I. The Strata Council may strike a committee of volunteer owners to work with the Strata Council, the Consultant and the Project Manager during the project and the Project Manager shall keep the Owners informed of all important developments through the minutes of the regular project meetings.
- J. The Strata Council shall have the authority and power to:
 - 1. *execute and deliver all instruments and documents under the common seal of the strata corporation; and*
 - 2. *make final decisions during the design and construction work in accordance with the scope of this Resolution and Project Budget; and*
 - 3. *do all such acts and things as the Strata Council may deem necessary or advisable in the furtherance of this Resolution.*

The Budget and Schedule of Assessments accompanying these minutes form a part of the Special Resolution as approved.

6. Other Business

- A. President Leroux was asked about the current relationship between the Strata Corporation and the Strata Manager Don Wong, of Baywest Properties Ltd. The owners were given an explanation of the issues that have been raised by Council and their expectations for improved service levels by Baywest in the future.
- B. The overhead garage door is sticking and has been found in an open position a number of times. This will be reported to Baywest for action.

There being no further business the meeting adjourned at 8:10 pm.

Respectfully submitted on behalf of the Strata Council.

PLANACT MANAGEMENT LTD.

Tel: (604) 216-8782

Fax: (604) 739-3110

Pgr: (604) 650-2908

Email: service@planactmanagement.com

GEM/p-2657-sgm-2006 03 02-min.doc

STRATA PLAN VR 2657-Cedar Cottage Estages
Schedule of Strata Lot Special Levy Payments based on Unit Entitlement for funding A-2006

SPECIAL LEVY SCHEDULE A-2006 (Approved)				
Strata Lot	Suite Number	Unit Entitlement	Special Levy A-2006	100% of Unit's Entitlement
			Total Levy	1-May 1-Aug
1	101	860	\$64,799.40	\$32,399.70
2	102	754	\$56,812.48	\$28,406.24
3	103	868	\$65,402.20	\$32,701.10
4	104	818	\$61,634.76	\$30,817.38
5	105	687	\$51,764.16	\$25,882.08
6	106	896	\$67,511.90	\$33,755.95
7	201	860	\$64,799.40	\$32,399.70
8	202	985	\$74,217.90	\$37,108.95
9	203	868	\$65,402.20	\$32,701.10
10	204	828	\$62,388.20	\$31,194.10
11	205	698	\$52,593.00	\$26,296.50
12	206	878	\$66,155.60	\$33,077.80
13	301	860	\$64,799.40	\$32,399.70
14	302	985	\$74,217.90	\$37,108.95
15	303	868	\$65,402.20	\$32,701.10
16	304	818	\$61,634.76	\$30,817.38
17	305	698	\$52,593.00	\$26,296.50
18	306	878	\$66,155.60	\$33,077.80
15,107			\$1,138,284	

Note:

1. Section 109 of the Strata Property Act provides that; if a special levy is approved before a strata lot is conveyed to a purchaser,
2. the seller owes the strata corporation the portion of the levy that is payable before the date the strata lot is conveyed, and
3. the purchaser owes the strata corporation the portion of the levy that is payable on or after the date the strata lot is conveyed.

**STRATA PLAN VR 2657 - CEDAR COTTAGE ESTATES
ENVELOPE REHABILITATION PROJECT
PROJECT BUDGET ESTIMATES**

		---Option 1--- Vinyl Siding Wood Trim	
Part III HARD COSTS		Budget	Notes
A. Construction:	1. Construction Costs	643,750.00	
	2. Contractor Bonding	10,042.50	
	Sub Total	653,792.50	
B. Contingency:	1. General	193,125.00	30% of Construction Bid
	2. Supplementary		
	a) Landscaping	7,500.00	
	Sub Total	200,625.00	
C. Options:	1. None	0	
	Sub Total	0	
SECTION SUB TOTAL		854,417.50	
Part IV SOFT COSTS		Budget	Notes
D. Insurance:	1. CGL & CCL Premiums	21,568.09	No GST
	2. HPO Fees	450.00	No GST
	3. Warranty	67,753.40	
	Sub Total	89,771.49	
E. Legal:	1. Contract vetting	1,000.00	
	Sub Total	1,000.00	
F. Consulting:	1. Engineering Design	18,000.00	
	2. Construction Estimates	2,500.00	
	3. Engineering Supervision	51,500.00	8% of Construction
	a) Permit Building	5,750.00	Includes \$750 for disbursements
	b) Permit Development	5,750.00	Includes \$750 for disbursements
	4. Project Management		
	a) Design & Tender	5,000.00	Est. 3-4 months to complete
	b) Construction & Wrap	32,000.00	Est. 8 month to complete
	5. Duplicating/mailling	500.00	
	Sub Total	121,000.00	
G. Maintenance	1. Manual	3,500.00	
	Sub Total	3,500.00	
SECTION SUB TOTAL		215,271.49	
HARD & SOFT COSTS		1,069,688.99	
Part V Other		Budget	Notes
H. GST		68,594.23	
TOTAL FUNDING REQUIRED		1,138,283.21	
Part VI Contribution		Budgeted Levy	Notes
I. Special Levy to be Collected		1,138,283.21	Tracked by property manager
J. PST Relief Grant application		-23,923.69	
NET GLOBAL ESTIMATES		\$1,114,359.52	

This notice contains important information which may affect you. Please ask someone to translate it for you.

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.

Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.

Minutes of the Council Meeting held at 7:00 PM on Monday, February 6, 2006, at 102-1868 East 11th Avenue, Vancouver, B. C.

Council Members:		Jason Hopkins	Unit 301
Jane Leroux	Unit 102	Manda Harmon (sub)	Unit 204
Trine Whist (regrets)	Unit 104	Planact Management Representatives:	
Paul Jarrett (regrets)	Unit 204	Gary E. Meeds – General Manager	
Mabel Taunu (regrets)	Unit 201	Peter Rivard – Project Manager	
Erika Hardman (regrets)	Unit 306	Guest: Gary Bawthinheimer, Consultant SEL Engineering Ltd	

1. CALL TO ORDER

A quorum present, the meeting was called to order by President Leroux at 7:05 PM.

2. APPROVAL OF COUNCIL MEETING – NOVEMBER 9, 2005.

It was **MOVED** and seconded that the minutes of the council meeting held November 9, 2005, approved as distributed.

CARRIED

3. PURPOSE OF THE MEETING

The meeting was called for the expressed purpose of starting the remediation planning process.

- To introduce the parties.
- To consider the preliminary scope and remediation options.
- To consider the project budget and funding requirements.
- To develop the project strategy and timeline.
- To plan for the Special General Meeting of Owners.

4. INTRODUCTIONS

- Gary Meeds and Peter Rivard were introduced as representatives of Planact Management Ltd., who have been engaged to act as Project Managers on behalf of the owners. Peter will serve as keyperson on the project with peer review and supervision by Gary Meeds.
- Gary Bawthinheimer is a Consultant with SEL Engineering Ltd. SEL has been engaged to prepare the preliminary design scope for budget purposes.
- It was agreed that Jane Leroux, Council President will act as the key contact and as Council Liaison to serve as a part of the Project Team.

5. CONTRACT MATTERS

The following engagements have been authorized by the owners for consideration and approval by the Strata Council.

- a. The Strata Council has engaged Planact Management Ltd, as Project Manager to assist the Council in articulating the owner's needs and expectations and defining the scope of remediation work required. The contract with Planact was approved November 9, 2005.

- b. The Strata Council made an interim engagement of SEL Engineering to develop the preliminary design scope which would allow the development of a construction budget. This work is now completed.

The Council plans to proceed with engaging an engineering firm to design a remediated building envelope system and has established a budget not exceeding \$37,664.00 for estimated engineering and project management during the Design Phase. Council reviewed a proposal from SEL dated February 3, 2006, which sets out there services and fee estimates for various phases of the work.

- c. Ajax Construction Ltd., was engaged to prepare a Proforma Construction Budget based on the preliminary design scope developed by SEL. The Construction Budget provides the estimated cost for remediation based on three (3) cladding options.

6. TECHNICAL MATTERS

- a. Under the direction of SEL, Ajax Construction Ltd., a qualified contractor was hired to prepare a construction (hard costs) budget based on a scope of work that council and owners have established and the SEL can support. SEL has proposed three cladding replacement options as follows:

- Vinyl siding with wood trims around windows and doors on all elevations,
- Acrylic stucco throughout all elevations,
- Vinyl siding without wood trims on all elevations.

All of the options include the following:

- New windows and sliding doors.
- New balcony membrane and related work.
- New balcony railings.
- All related flashings, membranes and rainscreen wall system complete.
- Wooden barge boards at each floor level on all cladding systems.
- Renewal of flat and slope roofing system.

- b. With the construction budget in hand, Planact has develop a global budget for the remediation project. The global remediation budget includes the estimated hard construction costs, a contingency allowance for rot repair and unexpected costs, the costs for the Third Party Warranty and other Insurance and the estimated professional fees for the Project Engineer and Project Manager.

Council reviewed the budget presentation and discussed the merits of each of the options at length. The Estimated Global Budgets ranged as follows: Option 1 - \$1,111,629.52; Option 2 - \$1,284,015.40; Option 1 - \$1,079,144.43.

It was **MOVED** and seconded that Council present two preferred options 1 and 2 to the owners with the recommendation for approval of Option 1 – Vinyl siding with wood trims around windows and doors on all elevations.

CARRIED

- c. Project Timeline

These are busy times for the construction industry on the Lower Mainland. In terms of the overall timeframe for remediation at Cedar Cottage Estates, SEL suggests that we anticipate 2 ½-3 months for design and tender, 6-8 weeks for permit and mobilization, then 7-9 months for construction.

7. SGM PLANNING

- a. Date of the Special General Meeting of Owners - Thursday, March 2, 2006.
- b. Venue and Time
 - 6:30 pm Registration
 - 7:00 pm Call to Order

In the Main Lobby, owners asked to bring chairs.

- c. Reports and Presentation
 - Jane Leroux, President
 - Gary Meeds, Planact Management Ltd
- d. Proposed Special Resolution
 - Option 1 (recommended by Council), and
 - Option 2
- e. Planact Management Ltd to prepare and distribute the SGM Agenda Package

There was a full and frank discussion of the issues raised with many questions addressed regarding scope of work, options for repair, planning timetable and funding requirements.

8. NEW BUSINESS

- a. City of Vancouver Permit Issues

The Consultant has advised that a Development Permit will be required to change the cladding from stucco to vinyl. The cost for this process has been reflected in the budget and the additional time for approval is not considered to be significant.

It was also noted that there appears to be a non-conforming Limited Common Property balcony enclosure at the SW corner of the building. The City of Vancouver requires that all alterations be "permitted" and must conform to current building code. The design, permit and construction costs to bring the subject alterations into compliance have not been reflected in the Global Budget. The Strata Property Act regulates the approval process for changes to Limited Common Property and requires that the cost for such approved changes be borne by the owner. This will be a matter to be resolved between the strata lot owner and the strata council.

9. NEXT COUNCIL MEETING

Council will meet on a date to be determined by the President.

10. ADJOURNMENT AT 9:15 PM

Minutes prepared by: Gary E. Meeds, Project Manager
Planact Management Ltd
Date: February 28, 2006.

Notice to Owners Strata Plan VR 2657

**The Special Annual Meeting of Owners will be held on
Thursday, March 2, 2006, at 7:00 pm in the Entry Lobby Area.**

This is a very important meeting for your Strata Community.

A complete information package has been distributed to owners including the Special Resolution(s) and Levy that owners will be asked to consider and approve.

If you are unable to attend, please ensure that you complete and pass your Proxy Form to someone who will attend and represent your interests at the SGM.

Your attendance is encouraged and your participation welcomed.

Don Wong

From: Gary Meeds [gary@planactmanagement.com]
Sent: Wednesday, March 01, 2006 10:57 AM
To: Don Wong; 'Gary Bawtinheimer (REP)'; Gary E. Meeds; janeleroux@shaw.ca; Peter Rivard (PML); Erika Hardman; Jason Hopkins; Mabel Taunu; Paul Jarrett; Trine Whist
Cc: service@planactmanagement.com
Subject: VR 2657 Whoops!



nin council 2006 02
06.pdf (12...

To All;

Please discard the previous attachment as it may contain an error. Please print and take the attached as original. Thanks.
.....G

Gary E. Meeds
General Manager
PLANACT Management Ltd
327 Renfrew Street,
Vancouver, BC V5K 5G5
Tel. 604-788-2285
Fax. 604-739-3110
Website: www.planactmanagement.com