

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, January 19, 2010
Within the Meeting Room
At 1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE: Seng Jin Ooi
Gary Atkins
Jacqueline Mercier
Mani Razaghi Kashani
Ryan Hills

REGRETS: Connie Goy
Nolan Peterson

GUESTS: Strata Lot Owner #68
Strata Lot Owner #150
Resident Manager

SENIOR STRATA AGENT: Fern Barker Crosby Property Management Ltd.

The Strata Agent acted as chairperson and called the meeting to order at 7:00 pm.

GUEST BUSINESS

- 1) Fobs: The owner of strata lot #68 attended to request approval from the Strata Council for another 4 key fobs as the owner was renting their suite and required these for the tenants and the management company. The request was approved.
- 2) 5 Year Warranty: Ken Leimer of Strata lot #150 a new owner, attended the meeting to offer his assistance with the five year warranty review which expires July 24, 2010. The Strata Council agreed that as he was an engineer, his insight would be of benefit. The Strata Agent will forward a copy of the two year review completed by RDH Engineering and the two quotations from Morrison Hershfield and RDH to Ken.
Discussion ensued with regard to using RDH vs another firm not connected to the building and it was agreed not to dismiss the use of RDH but rather to obtain, if possible, another couple of quotations for review. The Strata Council agreed that the Strata Agent arrange for the two /three engineering firms to meet with Council, if possible, on February 2, 2010.
The owner offered to scan the drawings onto a disc for safekeeping for about \$500. The Strata Council decided to defer this decision. The owner asked for approval to review the drawings on site to see what was there to which the Strata Council gave their approval.

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- 3) Resident Manager: At this point of the meeting Frank, the Resident Manager attended to advise Council that he had removed the items from the storage and electrical room as requested. He also spoke with regard to the leak in the storage locker, which has been addressed by Hallmark and which is still leaking to a small degree in heavy rains. The Strata Agent advised that Hallmark had dug up and cleaned out 5 drains; Power Pros had dug up the conduit to ensure there were no leaks from that area and found none; a crack in the cement irrigation box had been located which could not be repaired till spring; and that any sealing of any drain pipes cannot be done until spring. As trades will be unable to respond quickly to floods during the Olympics, he was asked and confirmed that he knew where all the water shut offs were. He was asked about the weekend staff and whether they were doing the jobs they were requested to do. He confirmed that some of the work was getting done with close supervision.

RECORDING COUNCIL POSITIONS:

Following the Annual General Meeting in December the following volunteered and accepted the following positions:

President: Connie Goy
Treasurer: Seng Jin Ooi
Secretary: Jacqueline Mercier

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held November 17, 2009 as previously distributed. CARRIED

It was agreed that Jacqueline would continue doing the review of the minutes prior to distribution.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the November and December 2009 financial statements. CARRIED

Seng noted that a significant number of key fobs had again been purchased and wondered if maybe another key scan clean up was required as it seems too many fobs are being given out. He reported that there was a loss of \$8000 for December over what had been budgeted for the two months, but noted that the year to date actual was still in a surplus position of \$11000.

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) Landscaping Upgrades/Removal of Plants from Garden Area: The Strata Agent advised that Connie had been unable to convince the site personnel at the construction site in the laneway to let the Strata remove the large rocks they had dug up. It was agreed that the Strata would just arrange purchase through the landscaper for the rocks to be put on the Homer side to stop people from walking through the new shrubs. The landscaper had advised that the plantings, as per the quotation and removal of shrubs by the playground, was completed. A walk around will be conducted after the Olympics.
- 2) Fire Inspection: Fire Pro had provided a quotation for repairs as a result of the November fire inspection which were approved by the Strata Council.
- 3) Inspection: A notice had been received from the US Inspector who attended the building in September on behalf of the insurance broker/underwriter that the items left on top of the storage lockers and storage in one of the electrical rooms was to be removed. A date in February was given for the work to be done or insurance would be cancelled. Correspondence, to be sure this was done, was received twice within the month of January from both the US inspector and the agent from CMW Insurance. The removal of items has been completed. The Strata Council reiterated that as a result of this situation, the Bentley will not be using CMW as the Strata insurer again. Insurance renews August 1, 2010.
- 4) New Lighting Fixtures in Lobby & Paint Lobby Different Colours: Deferred.
- 5) Update Repair re: Hot Water: Hallmark was called in to source out the potential problem with the lack of hot water in strata lot #45. Hallmark had replaced a faulty pump on the second floor which has apparently corrected the problem for the owner on the 8th floor.
- 6) Olympics: A review of which Council members will be around during the Olympics as well as the duties of the security company and the Resident Manager's extra watchful eye and response to shutting off water was reviewed.
- 7) Leak Strata Lot#64: The owner of the suite where the source of the water originated has made repairs to the plumbing and the ceiling of the suite below him. The owner had advised that he was still disputing that he was responsible for the costs and had advised he would be attending this meeting to again discuss the issue with the Strata Council. He did not show.
- 8) Leak Strata Lots #131 & 132: The Strata Agent advised the Strata Council of the details of this leak and advised that an insurance claim had been filed with the deductible being charged back to the owner of the source of the water.

CORRESPONDENCE

- A resident requesting a replacement visitor parking pass at no cost. Their visitor's vehicle had been broken into and the pass stolen. The Strata Council approved the request due to the circumstances.
- The Strata Council reviewed correspondence to and from a resident and the violating suites with regard to noise. A strata lot which had been brought to a hearing of the Strata Council a year ago was again apparently creating excessive noise as a result of what was reported as band practice in the suite.

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- Another owner had been a witness to people throwing cigarette butts over the balcony, spitting over the balcony and creating noise. The owner responsible for these violations disputed them saying even if they were witnessed, they were not being done from his strata lot.
- The father of the owner of strata lot #64 gave a letter he had written to the President to the Resident Manager to deliver to her. The letter dealt again with the issue of responsibility for the costs. He advised that the leak had been as a result of connectors that this did not fit properly together. The owner's father refused to accept the opinions of Clark Wilson, the legal firm representing the Strata Corporation, sent to the owner of the Strata lot, and reiterated by the Strata Agent, that the costs to repair were those of the owner. He still felt that the costs should be the responsibility of the Strata Corporation. The Strata Agent and Council had discussed that issue with the father of the owner several times. The Strata Council again concurred with the directions of the lawyer with regard to insuite repairs and the bylaw of the Strata Corporation that the responsibility for repair and costs are those of the owner. The Strata Agent will respond on behalf of the Strata Council.

All other correspondence received and sent was included in the Council agenda for their review.

NEW BUSINESS

- 1) Building Envelope: Discussed above.
- 2) Repairs to Courtyard – Hallmark: Power Pros – Noted above.
- 3) Generator: Battery Replacement: It was agreed to approve the replacement of two batteries on the generator for \$518, when the June service is done.
- 4) Spring Window Cleaning: It was agreed to arrange for spring window cleaning with Champion Window Cleaning again this year.
- 5) Dryer Vent Cleaning: It was agreed to arrange for dryer vent cleaning to be done early spring by Power Vac prior to the window cleaning. Insuite will again be offered at a reduced rate.
- 6) Pressure Washing: It was agreed not to proceed with pressure washing of the ramp and visitor parking at this time, as requested by Frank. It was agreed however to look at the sump pump pits to determine how dirty they are as a result of the dirt washing down from the construction site. If the pits are fairly dirty, Roto Rooter will be called to clean them out prior to the Olympics, to ensure they do not back up or the pumps quit during a heavy rain and trades cannot reach the building.
- 7) Park/Common Area Pressure Washing: It was agreed to arrange this work for early spring to be done again by Style Pro.
- 8) Frank's Vacation/Coverage: The coverage during the Resident Managers vacation was done by Luda from Yeomans Building Maintenance. She had done an excellent job again.
- 9) Engaging New Weekend Relief: Following discussion of the pros and cons of changing companies for cleaning as well as emergency coverage, it was agreed to obtain quotations to be reviewed at the March meeting for a change of company. It was agreed that Yeomans would be asked to bid based on Luda doing the work on the weekends and someone in the immediate area being able to respond to an emergency.
- 10) Break in: A break-in to the parkade had happened during the holidays with several cars being broken into. The Resident Manager and a council member had attempted to see where the thief may have gained access but it were unable to pinpoint exactly how he got in.

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As a result, several stairwell doors had been re-keyed and access will now be only with a restricted key. Security had not been engaged for the holiday season which may or may not have caught the thief, as a result of the Resident Manager and several Council members being around during that time.

Meetings are scheduled for: February- no meeting, March 23rd, April 20th, May 18th, June 15th, July 27th, Sept.21st, October 19th, November 16th, December 14th AGM.

There being no further business the meeting adjourned at 10:00 pm

Following the meeting, the Strata Agent stayed to discuss a leak into a strata owner's suite and the subsequent repairs to the hardwood flooring.

Fern Barker
Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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THE BENTLEY**

Held on Tuesday, November 17, 2009
Within the Meeting Room
At 1001 Homer Street, Vancouver, B.C.

| | | |
|-------------------------------|--------------------|---------------------------------|
| COUNCIL IN ATTENDANCE: | Connie Goy | President |
| | Seng Jin Ooi | Treasurer |
| | Jacqueline Mercier | Secretary |
| | Ryan Hill | |
| SENIOR STRATA AGENT: | Fern Barker | Crosby Property Management Ltd. |

The Strata Agent acted as chairperson and called the meeting to order at 7:00 pm.

GUEST BUSINESS

Guest: The owner of Strata lot #140 attended to discuss a water mark he had on the ceiling of his bathroom, asking for Council and the Strata Agent to make arrangements with the other owner to do the work.

The other owner had been advised of the situation by the Strata Agent and the Resident Manager and had been asked to attend to the problem with the suite below. The owner of the suite above had advised that the water was not from her suite as all caulking of tiles, shower and tapes had been done and therefore, she was not going to do anything further.

The owner of SL #140 had not opened his ceiling to determine where the moisture was coming from. The Strata Council advised the owner that he would need to open up the ceiling and if the moisture was from the suite above, to contact the owner above (as he has been provided the contact information already) and let them know that indeed it is from their suite. The owner of strata lot #147 would then be given an opportunity to engage their own contractors to make the repairs.

The Strata Agent and the Strata Council explained that an insurance claim could not be filed and they are following the legal advice of the lawyers at Clark Wilson to only put the owners in contact with each other, provide trade information if requested, and the matter had to then remain between the two owners.

The owner was not pleased as he felt again that Council members and the Strata Agent should be the co-ordinators to fix his problem as he felt the owner above him might not take responsibility for the cost of the repairs. The owner left the meeting at 7:30 pm

Guest: The owner of strata lot #45 attended the meeting at 7:00 pm, without requesting in advance to be on the agenda and was asked to return at 7:30 pm. which he did. The owner was reminded that attendance at a Council meeting must be requested well in advance to ensure Council has time at the meeting to hear his complaint.

His complaint was that there was a lack of hot water in his suite and he had contacted the Strata Agent on Sunday without a response until Monday and that he had left several messages Monday morning with the Strata Agent as he felt this was an emergency. The Strata Agent had responded to his calls and advised that a plumber could be called but the owner would need to cover the costs if found to be in his suite.

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Therefore, in order to possibly save the owner an unnecessary expense, if the problem was found to be in his suite, she suggested first testing the water with a thermostat at the lowest use time of the day to determine the temperature of the water at entry to his suite. As well, she would try to contact the owner above and below his to see what the water temperature in their suite was before contacting the plumber.

The owner had complained about a lack of hot water when he had moved in several months back and had been advised to contact a plumber to see if there was a problem in his suite. The owner advised Council that he had contacted a plumber who said the line into the suite was cool and should be hot to the hand. He refused to provide information on who the plumber was and did not provide any written documentation from the plumber.

The owner did not respond in writing that he would pay the bill, instead he responded that if the costs were reasonable, he would do so. Therefore, no plumber was called on Tuesday.

The Strata Council advised him that a plumber could be called out to source out the problem but again he would need to confirm that if the problem was found to be in suite, he would be responsible for the costs, to which the owner agreed to confirm in writing. The owner then left the meeting at approximately 7:55 pm.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held October 26, 2009 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the October 2009 financial statements. 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) Landscaping Upgrades/Removal of Plants from Garden Area: The work was not completed as yet and Premier had been notified that the small plants need to be replaced with larger ones. Premier responded and advised that due to root size, it would be difficult to put in larger plants but if the blocks were moved from the Homer/Nelson corner, they would then replant. Connie offered to go to the construction site in the laneway and see if they would give the Bentley the large rocks they had dug up. If so, Inline would be hired to bring them over to the sides of the building on the Nelson side and place them in locations which would reduce people and their dogs going through the shrubs.

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- 2) Fire Inspection: The annual fire inspection by Fire Pro has been scheduled for November 23rd, 24th, 25th with in suite testing taking place between 4:00 pm – 8:00 pm on the 24th and 25th to accommodate residents.
- 3) Carpet Cleaning: Was scheduled with Service Master for November 16th. Reports are that the work was very well done and the Resident Manager is pleased with the cleaning.
- 4) Inspection: No report has been received as yet for the US Inspector who attended the building in September on behalf of the insurance broker/underwriter.
- 5) Mat-Front Door: The Strata Agent advised that the logo had been obtained and it was agreed to confirm pricing with Woodwyant which would include the Bentley logo. Connie will ask her son to provide a quotation as well through Canadian Linens.
- 6) New Lighting Fixtures in Lobby: It was agreed that new fixtures were needed throughout and that a committee be struck to come up with ideas for new lighting, looking at the same time of changing the colour schemes in the lobby and to then present a couple of options to the owners to vote on later in the year.
- 7) Insurance Claims: Both the moving truck (from Alberta) grate incident and the towing truck fire sprinkler damage have been completed as monies have been received from both to cover the damages they caused.

CORRESPONDENCE

There was no correspondence for discussion.

NEW BUSINESS

- 1) Landscaping: The Strata Agent had prepared a summary of landscaping costs from 2005 to current for Council information. It was agreed to engage Premier Landscaping again for 2010 as the quotation received in prior years from Para Space for \$14,000.00 for basic work, was double Premier's rate and was too much to budget for this year.
- 2) Budget: The draft budget was reviewed and agreed to with a proposed increase of about 3%, with \$15,500 being budgeted for security during the games. A resolution will be proposed for the 5 year building envelope review, which is due mid 2010 to be taken from the CRF, to keep the increase in strata fees to a minimum.
- 3) Caretaking: The Resident Manager had advised that the weekend coverage was not sufficient and Mathew was not doing the vacuuming and other duties that were given to him to do. It was agreed that Arash and Mathew will be spoken to about the concerns and that a copy of the job description would be sent to Council for review as it is felt that vacuuming and other duties may not be part of the job description of the weekend coverage. It was agreed as well that it was best to stay with Arash as back up emergency coverage as he was just across the laneway, rather than considering a change prior to the 2010 Games. However, consideration after the games might be reconsidered if it is indeed found that the weekend staff is not doing what they were hired to do.
- 4) Crosby Increase: A 1% increase in management fees was approved by Council.

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The meeting adjourned at 9:20 pm.

The next meeting is the Annual General meeting scheduled for December 8th, 2009.

Fern Barker
Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Wednesday, October 26, 2009
Within the Meeting Room
At 1001 Homer Street, Vancouver, B.C.

| | | |
|-------------------------------|--------------------|-----------|
| COUNCIL IN ATTENDANCE: | Connie Goy | President |
| | Seng Jin Ooi | Treasurer |
| | Jacqueline Mercier | Secretary |
| | Ryan Hill | |

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| LICENSED SENIOR STRATA AGENT: Fern Barker | Crosby Property Management Ltd. |
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The Chairperson, Fern Barker called the meeting to order at 7:00 pm.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held September 23, 2009 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the September 2009 financial statements. 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) Landscaping Upgrades/Removal of Plants from Garden Area: The work is in progress. The Council expressed concerns, however with the very small plants which were planted along the Nelson side, as they were already being stepped over with dogs still going through. As well, concern was that the shrubs at the back by the playground were moved into one of the other planters. The Strata Agent will be in touch with the landscapers with regard to these concerns and once all is completed, a walk around with the landscapers and Council will be arranged prior to payment.

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Held on Monday, October 26, 2009

- 2) Garbage Containers: The containers were moved to the front by Inline Projects at Connie's direction.
- 3) Water Leak Repair: The repair to the lobby ceiling has been completed with the costs being billed back to the owner of the suite where the source of the leak occurred.
- 4) Gargoyle Security during Olympics: Discussion with regard to costs and coverages took place. It was moved/seconded to sign an agreement with Gargoyle Security for 5 weeks coverage for approximately \$15,500.00.
- 5) Dryer Vent Cleaning: Exterior cleaning was completed by Power Vac on September 14th.
- 6) Window Cleaning: Champion Window Cleaning started work September 21st and have completed the work.
- 7) Winterization: The irrigation and parkade fire sprinkler lines have been drained and prepared for winter.
- 8) Cleaning of Parkade: Parkade pressure washing by Style Pro will be done on October 26th, 27th and 28th. Notices were posted approximately 3 weeks in advance.
- 9) Inspection: No report has been received as yet for the US Inspector who attended the building in September on behalf of the insurance broker.
- 10) Picture: The glass on a picture in the lobby which had been broken by tenant's friends, has been repaired and re-hung, with the cost being billed back to the strata lot owner. The tenants, their parents and their friends have caused problems for both the resident manager and the Strata Agent with regard to owning up to the damage and then wanting to view the cameras.

CORRESPONDENCE

There was no correspondence for discussion.

NEW BUSINESS

- 1) Inner Gate: A quote to replace the upper portion of the inner gate was received from Ideal Door for \$995.00 as a result of broken welds was approved.
- 2) Preventive Maintenance: Preventive Maintenance had been set up last year with Creative Door, however as they had not responded when needed, they were no longer servicing and Ideal had been brought in to do so. It was agreed to set up preventive maintenance on both gates 3 times per year for a cost of \$250.00 per visit.
- 3) Cell Phone: A new cell phone had been purchased for Frank as the one he was working with was about 4 years old.
- 4) Carpet Cleaning: Service Master will be doing the carpet cleaning in late November early December.
- 5) Fire Inspection: The annual fire inspection will be held in November early December with insuite testing being done two evenings during the week rather than a weekend or during the day.
- 6) Budget: Items for consideration will be the HST (7% on labour now exempt), inclusion of the security costs, 5 year warranty review, changing all light fixtures on the main floor as well as consideration for changing the colour of the lobby.

The meeting adjourned at 8:20 pm.

Minutes of the Council Meeting
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Held on Monday, October 26, 2009

Next Meeting Date: November 17, 2009

December 8, 2009 - AGM

Fern Barker
Licensed Senior Strata Agent
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| COUNCIL IN ATTENDANCE: | Connie Goy | President |
| | Seng Jin Ooi | Treasurer |
| | Jacqueline Mercier | Secretary |
| LICENSED STRATA AGENT: | Fern Barker | Crosby Property Management Ltd. |

The Property Manager called the meeting to order at 7:00 pm.

Ryan Hills attended and was welcomed back as a Council member.

GUEST: The owner of Strata lot #61 attended the meeting to address Council with regard to the towing of his girlfriend's car from visitor parking. He felt that the rules were not clear enough and that more monitoring of times should be done and that the bill should be paid for by the Strata. The Strata Council explained that the rules are very clear and patrols are done on a regular basis by an outside firm. Although the Council members understood the frustration of being towed, reimbursement will not be done.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held July 18, 2009 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the July and August 2009 financial statements. 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

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) Landscaping Upgrades/Removal of Plants from Garden Area: Connie agreed to begin purchase and plantings of the shrubs and plants for the front entrances. The Strata Agent will arrange for the moving of the two heavy ashtrays to the front entrances and will have Premier Landscaping move the shrubs in the back by the playground and do the improvements on the Nelson side.
- 2) Water Leak: The owner of the suite above the lobby has still not done maintenance in the suite and thus, the hole in the lobby ceiling remains. The owner has been advised that the hole can be closed up. The Strata Agent had been hoping to reduce costs to the owner by re opening the area when the water test is done, however as it has been several months the lobby ceiling will be repaired and re-opened as necessary which will be at the owner's' cost.
- 3) Gargoyle Security: It was moved/seconded to engage Gargoyle Security for 6 weeks of on site security for a cost of \$25 per hour during the Olympics with the agreement signed well in advance. CARRIED. The new budget will reflect this cost.

CORRESPONDENCE

There was no correspondence for discussion.

NEW BUSINESS

- 1) CMW Inspection: Discussion with regard to an inspection being conducted by an underwriter from the USA ensued. As a result of the broker here in Vancouver not making arrangements in advance of the insurance renewal date for an inspection and this inspection being conducted by someone the strata has not approved who was from the USA(thus different fire safety standards than Canada) and as a result of the unprofessional manner in which questions by the Strata Agent were addressed, it was agreed unanimously not to use CMW Insurance again. The Council noted that they will wait the deficiency report from this company and will dispute the report and the unauthorized inspection, if it affects the insurance in any way. It was noted that the reason for the change from BFL to CMW was a small difference in the premium.
- 2) Exterior Dryer Vent Cleaning: Completed September 14th.
- 3) Window Cleaning: Completed September 21st.
- 4) Winterization: The Irrigation and parkade have been winterized.
- 5) Cleaning of Parkade: Parkade pressure washing will take place late October.
- 6) Brick work and "dropped" cement by flower beds will be repaired in October.
- 7) Snow Removal: Snow removal will be done by Arash, Matthew (Arash Bldg Services) on weekends and by the Resident Manager and volunteers during the week.
- 8) Five Year Bldg Warranty Review: Quotes for November
- 9) Mats: In progress waiting for the Bentley logo to be forwarded from an owner who has a copy.

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- 10) **Moving Rule:** It was moved/seconded and CARRIED to amend the moving rule as follows:
 - a. **The moving fee will apply to move-ins only and will be \$150.00, to be effective October 15th, 2009.**
- 11) **Leaf Blower/Ladder:** The Resident Manager has again asked to purchase a leaf blower. The Council adamantly agreed that it would not be necessary and therefore, no purchase was approved. He had also been asking about a smaller ladder and had been asked (for over year) to advise which one he wanted in particular so that it could be purchased for him.

There being no further business to be transacted at this meeting the meeting was adjourned at 8:50 pm.

The next meeting date is scheduled for October 27th, November 17th and the Annual General Meeting is scheduled for December 8th.

Fern Barker
Senior Licensed Strata Agent
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Held on Tuesday, July 28, 2009 at 7:00 pm.
Within the the Meeting Room

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| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Seng Jin Ooi | Treasurer |
| | Jacqueline Mercier | Secretary |
| | Connie Goy | |
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |

The Property Manager called the meeting to order at 7:00 pm.

GUEST: An owner spoke to the Strata Council with regard to fines and cleaning charges which had been assessed to the strata lot an access to the lounge and gym being revoked as a result of their tenant's miss use of the lounge. The owner was most apologetic about the actions of the tenants and advised that they had left the property without paying rent and had caused damages in the suite, to which he had been most surprised as the references had all been good. The owner was thanked for attending and left the meeting at that point. The Strata Council discussed the situation and agreed that the fine for miss use of the lounge would be reversed, access to the recreational facilities be reactivated and that the cleaning charges would not be reversed.

Resignation: At this point of the meeting Jennifer resigned as she had sold her strata lot and was moving within the month. Jennifer will be greatly missed on the Strata Council for the concern and time she volunteered over the past three years. Council members as well as the Property Manager wished her well in her new endeavour.

President: It was agreed that Connie Goy would take on the role as President for the rest of the term.

Minutes: Jacqueline was volunteered to review the draft minutes prior to distribution.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held June 9, 2009 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the May and June 2009 financial statements as presented. 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) Landscape Upgrades

The Property Manager and the Landscapers had met and conducted a walk around to assess the feasibility of the proposed improvements. The binder had been turned over to Premier so they could provide a cost per section based on the proposals. It had been agreed that the shrubs next to the playground would be moved into the front flower beds in September/October. A council member expressed concern with the cost of having the landscapers purchase and plant a number of shrubs. The Council member offered to arrange purchase, deliver and planting of shrubs for the front, back and interior courtyard areas, as well as replace the missing shrubs along Nelson. The council agreed. As well the Strata Council agreed to have the two garbage bins which were in storage in the parkade put on their sides in the two front beds to form a barrier to people walking across the flower beds and would form a back drop (rather than rock) to shrubs.

2) Elevator/Card Reader/Enterphone Problems

The Property Manager advised that several problems had been encountered during the past month and will be looking for the "agreement" from/to Cobra that if the Strata installed surge protection on the elevators and equipment, there would be no further problems. Further investigation with Cobra is required.

3) Parking Stall

A recent sale of a strata lot had found that the assignment document provided to the owner had shown the incorrect parking stall number. Owners are reminded that they should ensure they have correct assignment documents for the parking space they occupy and the lockers. These assignment documents must be "transferred" with any sale.

4) Work

Painting had been done of the worst walls throughout the tower; however the Property Manager noted that many floors required additional walls to be done as they were showing the wear and tear greatly.

It was agreed to have Style Pro go through once more and do further touch ups. It was agreed as well that a full repainting for the tower would be planned for early next year and budgeted for.

5) Richmond Elevator/Cunnings Generator

The Resident Manager had conducted a generator testing with both companies in attendance without incident. Richmond Elevator advised that he must bring the elevators to the ground floor before doing the test and Cunnings stated that a surge protector should be installed between the generator and the elevators to reduce the chances of power spikes when the generator is turning on and off. A cost for this is in the process of being obtained.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, July 28, 2009

CORRESPONDENCE

Correspondence was with regard to noise complaints and moving fees.

An email had been received from a non resident with regard to being towed from the parkade and asking that the towing charges be reimbursed. The Strata Council discussed the issue and agreed that it was their opinion that the patrolling company was doing their job of keeping the visitor parking area parking under control. The Strata Council reflected to a time when there was no towing and parking was impossible to control, with people using the parking for games, long term stays and residents second stalls. It was agreed that the towing charges would not be reimbursed and noted that even Council members had been affected from time to time.

NEW BUSINESS

1) Repairs/Work Planned

The Property Manager noted that during the walk around with the landscapers it was noted that in several areas the brick, sidewalks and cement edging was in need of repair, which will be done in the early fall. As well some areas will need to have more dirt brought in (i.e. entrance to common courtyard) to re level the stones.

Dryer Vent Cleaning: September

Window Cleaning: October

Building Wash: October

Pressure Washing: October

Five Year Bldg Warranty Review: Quotes for November

2) Leak into Lobby

The Property Manager reported that the leak into the lobby which had recently been patched and painted had become wet again. A plumber had been called, with agreement from the suite directly above the area, to open the ceiling area and determine the source of the leak. Hallmark had determined that the leak was as a result of the shower needing to be re caulked. As well he had noted that there was moisture stains between the shower and toilet, however had not opened this areas as it was an "owner responsibility".

The Property Manager had advised the owner of the suite of the situation and asked that they confirm when the work in the suite was completed so that the ceiling repair could take place. Subsequently a call from the owner home insurance company had been received advising that the cost of damages were in excess of \$4000 and therefore the Strata was to file an insurance claim. The Property Manager was shocked to receive such information as the repair to the ceiling would only be around \$500-600 and had refused to file any such insurance claim.

The adjuster advised that there was significant damage to the suite, to which the Property Manager could not understand why a small ongoing leak to the ceiling below the suite could amount to that extent. The adjuster had advised that the leak had occurred from the suite above them, ran down through their suite and then into the lobby.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, July 28, 2009

The Property Manager advised the adjuster that was most unlikely and in both scenarios the owner would still be reasonable for repairs and would need to go after the suite above them to have them address their in suite repairs if indeed that was the case. However, the Property Manager as well questioned how would a small, ongoing leak into the lobby (noticed a year previously) be from a leak from the suite above them and the owner not to have noticed damage to their suite for over a year. The matter is still under investigation.

3) Mats

It had been agreed that a mat with the Bentley logo on it for the front door for winter would be nice. However, no one seems to have the logo for the Bentley including Polygon so that mats can be made with the Bentley logo. Further searching for the logo will be done and if any owner has the logo on a home owners manual or sales advertisement, please forward a copy of it to the Property Manager.

4) Complaints

Excessive ongoing noise from three strata lots had been an issue this past month. The owner and tenants of one of the suites has already been to a hearing of the Strata Council, following calls for eviction. The residents of this strata lot are again causing problems and the owner has again been notified that this is unacceptable behaviour yet again.

Another suite has several residents in it who are throwing items such as lit cigarette butts and cans off their balcony along with unacceptable noise. The owner has been contacted in writing and verbally and has been asked to address this matter.

Several noise complaints have been received with regard to another unit as well.

Complaints with regard to a resident who has let their dog onto the balcony to urinate have been received with the owner being notified to address this matter.

The Resident Manager has been in touch with the residents of all suites as well.

There being no further business the meeting was adjourned at 9:35 pm

Next Meeting Dates are scheduled for: September 15th, October 20th, November 17th and the Annual General Meeting is scheduled for December 8th.

Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.,
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, June 9, 2009 at 7:00 pm.
Within the the Meeting Room

COUNCIL IN ATTENDANCE:

| | |
|--------------------|-----------|
| Jennifer Bergman | President |
| Seng Jin Ooi | Treasurer |
| Jacqueline Mercier | |
| Connie Goy | |

SENIOR PROPERTY MANAGER:

| | |
|-------------|---------------------------------|
| Fern Barker | Crosby Property Management Ltd. |
|-------------|---------------------------------|

The Chairperson called the meeting to order at 7:00 pm.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held April 28, 2009 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager noted that the month of April had run a budget deficit of about \$16,000.00 as a result of several large expenses (cobra repairs, hydro vault cleaning, etc) which occurred during the month; however the year to date actual is still ahead of budget by about \$4700.00.

It was moved/seconded to approve the April 2009 financial statements. 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) Work Completed/In Progress

Cobra has installed the parts and the power surge protectors for the fob reader system and the elevator readers. Cobra will be installing the camera by the garbage room in the near future.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, June 9, 2009

Power Pro has installed the timers in the gym, which should reduce the waste of electricity after 11:00 pm and as well, deter those still in the room after 11:00 pm as there will be no lights.

Touch up painting is underway as well.

2) Landscaping Upgrade Preparation

The Property Manager will arrange with Premier Landscaping over the next month to do the upgrades as proposed late last fall.

One of the Council members expressed concern with plants being put into the two pots out front during the summer, as they do not get watered. It was agreed that it would be the responsibility of the Resident Manager to water the plants on a daily basis by taking a pail of water from the billiards room kitchen or an outdoor tap.

3) Removal of Shrub from Garden Area

Clark Wilson had been asked to respond to the issue of the “poison” shrubs in the common area by the playground. Their response was to ensure that the Strata Corporation does not go through the time and expense of being sued if someone claimed they were sickened by the berries or leaves; the best course of action was to remove them.

It was moved/seconded quite reluctantly that the shrubs with the “poison” berries and leaves are to be removed. CARRIED.

The Property Manager will arrange with Premier to have them removed and plant new shrubs in their place.

4) Improvement

The improvement which took place in one of the subpenthouse suites had been approved, with an Indemnity Agreement signed.

5) Richmond Elevator

A response from Richmond Elevator, following their attendance in one of the penthouse suites, with regard to a noise complaint from the owners, was that there was nothing wrong with the equipment, the noise from the elevators in the suite were faint and their advice was to contact Chris Wolfe of Vibra-Sonic Controls to offer some strategies to reduce the ambient noise in the suite. As this is an insuite issue and does not seem to affect any other suites at this time the decision to engage a noise consultant would be that of the owners.

CORRESPONDENCE

Correspondence was with regard to noise complaints, missing form k's, moving fees, charge backs and closing an August insurance claim.

NEW BUSINESS

1) Stone Ashtrays

One of the Council members suggested that possibly the large stone ashtrays, which are currently stored, could be put on their sides and used in the garden improvements, possibly for flowers or the likes. The Property Manager advised that she had sent an e-mail to Crosby Property Managers advertising the ashtrays for sale but there were no takers. She will ask the landscapers if they could come up with some ideas on how to use them.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, June 9, 2009

- 2) Keys
The Resident Manager had advised one of the Council members that a set of keys were missing from the lock box since his vacation. Note: The keys had been provided to Houle Electric during the electrical vault cleaning and have since been returned.
- 3) Mats
A Council member advised that the resident manager had contacted Woodwyant to provide a quote on a mat with the Bentley logo on it for the front door. As well, the Resident Manager was enquiring on mats for the parking levels that had gone missing.
The Property Manager advised that she had instructed the resident manager to go to Home Depot or Walmart and pick up two inexpensive mats and had not ordered a quote for the front door logo mat.
- 4) Security
It was agreed to engage security for the 2010 Games, which will need to be set up with the security company now to ensure the current rates. Security will overlap the resident manager's hours and will be on 24 hours on the resident manager's off time. The Property Manager will arrange with the security company.

The meeting adjourned at 8:30 pm.

Next Meeting Dates are scheduled for: July 28th, September 15th, October 20th, November 17th and the Annual General Meeting is scheduled for December 8th.

Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.,
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Notice of the Council Meeting to be held on
Tuesday, April 28, 2009 at 7:00 pm.
Within the the Meeting Room

| | | |
|-------------------------------|--------------------|-----------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Ryan Hills | Treasurer |
| | Jacqueline Mercier | Secretary |
| | Seng Jin Ooi | |

REGRETS: Connie Goy

SENIOR PROPERTY MANAGER: Fern Barker Crosby Property Management Ltd.

The Chairperson calls the meeting to order at 7:15 p.m.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held February 24, 2009 as previously distributed. CARRIED.

It was noted that there was no quorum for the meeting held March 31, 2009 and therefore the meeting was an informal meeting with Cobra and no minutes were produced.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the February and March 2009 financial statements. CARRIED. It was noted that the mechanical repairs for year to date were \$9,513.00 versus a budget of \$10,000.00 as a result of two sump pumps which needed to be purchased and the cost to replace a parkade fan.

REPORT ON UNAPPROVED EXPENDITURES

As a result of the complications with the fob and security system, approval had been given to expend and an unbudgeted amount of \$7000.00 on two control panels and power surge equipment.

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.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on April 28, 2009
GUEST BUSINESS

Cobra Security: Update from an informal meeting of March 31, 2009: Paul (the sales representative) and Chad (the technician) attended the meeting to explain the cost of the control boards and how they related to the elevator card readers, the security system and the other card readers.

A drawing had been provided to help explain and it was determined that there were two control panels needing replacement: a refurbished one which had been put into the "security system" and another for the elevator card readers.

It was agreed at that point as well that as it was felt that the problems with the control boards came about as a possible spike in the power or dirty power that surge protectors would be worth installing and may save on future problems. It was noted that several buildings in the downtown area had the same problems and since installing the protectors there had been no further problems.

It had therefore been agreed to the replacement of the one control board with a refurbished one and to pull out the other, have it assessed to see if it could be repaired, and if not install a new elevator control board.

A letter will be written to Cobra advising that if there are indeed any further problems with the systems that operate off of these control boards they would be at Cobra's expense to repair as they had recommended that this was the solution.

BUSINESS ARISING FROM PREVIOUS MINUTES

1) Work completed/in progress:

- (a) **Pressure Washing:** The parkade pressure washing has been completed, it was noted that this year was extremely dirty as a result of the amount of snowfall however the pressure washing had turned out well considering. Pressure washing of the common areas was anticipated to take place by beginning of May 2009.
- (b) **Hydro Vault Cleaning:** Was completed by Houle Electric in one evening instead of two. Houle Electric still had some minor work to do which was being done during the day. There were no problems associated with this cleaning and the repair to one of the transformers was done at the same time.
- (c) **Painting Touch Ups:** Painting touch ups will be done again throughout the building. It was noted that there was a "dent" in the wall on the 14th floor that needed repairs as well as the 24th floor as a result of some renovations which were taking place in one of the suites on that floor.
- (d) **Dryer Vents:** Interior dryer vent cleaning has been done with one Council member noting that on the corner units apparently the cleaning can be done only from the exterior. This will be looked into by the Property Manager. The Property Manager noted that a couple of suites had asked for their money to be returned as they or their tenant had not been home and had missed the cleaning. These had not been reimbursed as the strata lot owners pay a reduced rate per suite which is completely dependant on the number that sign up. If reimbursement is made to those who are not home the strata is still billed for them and the others owners then pick up the costs.
- (e) **Exterior Dryer Vent Cleaning:** This did not take place as planned as Power Vac had missed scheduling in the exterior in time, which needed to be done prior to the window cleaning. As window cleaning could not be rescheduled, dryer vent cleaning was not done.
Following discussion it was agreed that as the windows had just been done the exterior dry vent cleaning would be done in the fall prior to the fall window cleaning. If done now dust and lint would be on the windows all summer and it was felt most owners would prefer the clean windows through the summer.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on April 28, 2009

- (f) **Window Cleaning:** Has been completed by Champion with success and no reports of footprints or any other complaints.
- (g) **Sump Pumps:** Both pumps have now been installed.
- (h) **Exhaust Fan:** The blades for the fan arrived and when installation was being done it was found that the motor was damaged as well as the brackets holding the motor to the walls had broken. The motor was replaced and the brackets re welded. The other fans were looked at the same time and no problems were found.
- (i) **Landscaping Upgrade Preparation:** It was agreed that rather than a couple of owners volunteering and trying to arrange the purchase and delivery of materials, the plan which had been previously approved would be presented to the landscapers and they would be asked to just proceed.
- (j) **Removal Of Shrubs From Garden Area:** It was agreed that as there were questions as to whether the shrubs should be removed from the garden area as a result of berries that might make someone sick and that there were other shrubs and trees that would do the same if eaten, a letter from the lawyers would be obtained to clarify if they need to be removed or not.
- (k) **Washroom:** On hold to address cost at the Annual General Meeting.
- (l) **Garbage Room:** The card reader and cameras will be installed shortly as it will be expensed under the art work funds.

CORRESPONDENCE

Correspondence received had been responded to.

A chargeback to a strata lot as a result of water damage from that strata lot had remained unpaid and not responded to by the management company Easyrent Real-Estate after three letters had been sent.

It was agreed that a title search be done to locate the mailing address of the owner of the strata lot and send the letter to the strata lot owner.

The owners of one of the penthouses had written to Richmond Elevator, as well as the Property Manager on their behalf, asking for them to address the noise being experienced in their suite again. Apparently several people from Richmond elevator and Polygon had met on site and some further sound proofing had been done. Richmond Elevator advised in writing that the noise was normal and that they would arrange for a crew to raise the elevator noise machine again and adjust the isolation to see if that made any difference for the owners.

It was agreed that another letter would be sent by the Strata Corporation as well, as the council remains vigilant in monitoring the operation of the elevators and wishes to ensure shut downs remain at a minimum and as the noise (previously resolved) has been reported again by the penthouse and the owner from the strata lot directly below.

NEW BUSINESS

- 1) **Franks Vacation:** Luda had been engaged to cover for his vacation and had done very well with no complaints of any kind being received.
- 2) **Timers Gym:** A quotation from Power Pro had been received for \$900.00 to install timers in the gym and billiards room. One of the Council members had researched the cost of the actual times and found them to be very inexpensive, however after reviewing the installation and what would need to feed into them it

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on April 28, 2009

was agreed it was better to have Power Pro do the install. It was agreed to have Power Pro install the timers in the gym but not to do the billiards room at this time.

3) **Fire Pro:** Quotes which had been forwarded following the fire inspection in November, were reviewed and approved.

4) **Creative Door:** A quotation for the quarterly preventive maintenance on the garage gates at \$175.00 per visit was approved.

5) **Improvements:** Several approvals had been granted for installation of hardwood flooring with indemnity agreements being signed on all over the past couple of month. The minimum sound proofing requirements had been exceeded on all installations.

It appeared that a major improvement taking place in one of the upper floors may not have received approval and would be followed up on by the Property Manager.

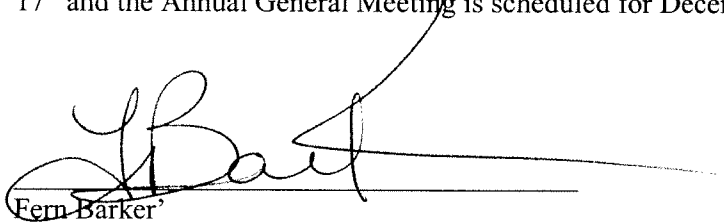
OWNERS ARE REMINDED THAT ALL IMPROVEMENTS MUST BE PRE APPROVED BY THE STRATA COUNCIL AND INDEMNITY AGREEMENTS MUST BE SIGNED

6) **Resignation:** Ryan advised that he had to resign from the Strata Council as a result of a move from the Bentley due to his employment. The Strata Council and the Property Manager thanked him for his great work on Council and that his contribution would certainly be missed.

7) **Treasurer:** Seng offered to take on the role of Treasurer which was accepted by Council.

There being no further business the meeting was adjourned at 8:45 p.m.

The next Council meetings are scheduled for: June 9th, July 21st, September 15th, October 20th, November 17th and the Annual General Meeting is scheduled for December 8th, 2009.



Fern Barker

Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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.

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, February 24, 2009
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|-------------------------------|--------------------|-----------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Ryan Hills | Treasurer |
| | Jacqueline Mercier | Secretary |
| | Connie Goy | |
| | Seng Jin Ooi | |

GUEST: Strata lot # 0001

| | |
|---|---------------------------------|
| SENIOR PROPERTY MANAGER: Fern Barker | Crosby Property Management Ltd. |
|---|---------------------------------|

The Chairperson calls the meeting to order at 7:15 pm.

GUEST BUSINESS

The wife of the owner and the two tenants from the suite attended the meeting to address the request for the owner to evict the tenants. The request had been prompted by numerous requests to keep the garbage off the patio and cigarette butts out of the planters, as well as the significant number of stains on the patio. The tenants and owner's wife advised Council that they had never been notified of the problems, However the Resident Manager, who was also in attendance, advised that the tenants had been spoken to on many occasions. The tenants agreed that they had been notified verbally but then stated that neither they or the owner had received written correspondence. The Property Manager noted that numerous letters had been sent by mail and she had personally attended at the suite as well. A Council member noted that the correspondence from the owner indicated that the secretary had filed away the correspondence.

After the guests left, the Strata Council voted to reverse the request for eviction this time as the tenants appeared to now understand the consequences of not adhering to the bylaws and rules. And as well, had cleaned up the patio and assured Council that it would not happen again. The owner's wife assured Council as well that a home address would be provided for correspondence relating to this strata lot. The Council did agree that there will be no further considerations given.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held January 27, 2009 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the January 2009 financial statements. CARRIED.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, February 24, 2009

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) Work In Progress:

- a) Hydro vault cleaning: This shut down and cleaning is a requirement of BC Hydro which is to be done every 3 years. Houle Electric has made arrangements with BC Hydro and will be doing the vault cleaning on Monday, March 9th to Tuesday, March 10, 2009 from 11:00 pm. until 5:00 am. and on Monday, March 16th to Tuesday, March 17, 2009 from 11:00 pm. until 3:00 am. During this time there will be no power in the suites. Elevators and parkade gates will be on backup so they will be affected as well. Residents are reminded to put batteries in alarm clocks, reset alarms in the morning, turn off your computers, and try to minimize the opening of your fridge and freezer during this time.

Residents are also asked to please take extreme care with security at all times. Do not let anyone into the building that does not have an operating key fob, let the gates close completely before proceeding, ensure all common doors are closed securely behind you and do not leave anything in your vehicles.

- b) Window cleaning with Champion Window Cleaning is scheduled for April 6-14th.
c) Pressure washing of the parkade is scheduled with Style Pro for March 16 – 18th.
d) Dryer vents exterior cleaning with Power Vac is scheduled for March 23rd.
e) Dryer vents interior cleaning will be scheduled for mid April.
f) Painting: Painting touch-ups continue throughout the building as usual, every 2-2 months with patch painting of the lounge being done this time and a request to have the stain on the ceiling in the lobby painted as well. The stain will then be monitored and if it returns, the ceiling may then need to be opened to determine where the water is coming from.
- 2) **Art Work – Mirror**: Two of the owners have researched and arranged purchase, delivery and installation of the mirror on the lobby wall by the elevators and 6 pieces of art work to replace the art work recently auctioned. There are damages however to the frames of the pictures in the billiards room which were damaged during delivery and they are trying to have the company replace them.
- 3) **Sump Pumps**: Hallmark has installed one pump, however the other still has not arrived. Hallmark as well has not advised why it is taking so long for the replacement of these pumps as it is assumed that they are very common and should be stocked here in Vancouver.
- 4) **Cobra Quote**: A quotation to install new software on the security system was still pending as the explanation as to why a fairly new security system would need a new reader board for \$4,800 was still not clear. An email explanation from Cobra did not answer the problems but instead offered a preventive maintenance deal for \$1,200 annually, which would be deducted from the \$4,800. The sales pitch and annual preventive maintenance program was not accepted by Council. It was agreed to further research this issue to determine if indeed this is the problem with the card readers.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, February 24, 2009

- 5) **Investments:** The Strata Council had approved \$100,000 for the CRF and \$35,000 of the art work profit be invested in two 24 month cashable GIC's.
- 6) **Roof Repairs:** The developer advised on February 18th that final work on the roof repair, the replacement of the lights and the repairs to the suite affected would be completed by the end of February.
- 7) **Insurance Claims:** The insurance claim for 6 suites affected by water damage filed in august 2008 is complete. The insurance deductible has been charged back to the suite where the source of the water originated.

CORRESPONDENCE

Correspondence addressed three leaks which were the responsibility of the owners to dry out and repair. Another addressed a window warranty matter that had been addressed by Star Line Windows and the developer.

Three owners had been charged back the costs for emergency callouts for issues in their suite which were considered to be the owner's responsibility.

Another owner has been advised that the cost for emergency response for restoration for their suite and the one below will be their cost as well.

A letter had been sent, following receipt of written complaints, with regard to excessive noise from one of the strata lots.

NEW BUSINESS

- 1) **Exhaust Fan:** The blades on one of the fans in the parkade have been bent when the bolts fell out of the fan motor. The complete fan needs to be replaced for \$1564.00 and is on order through Hallmark
- 2) **Landscaping upgrade preparation:** Volunteers have come forward to offer help with the planned improvements which will be arranged for the first week of May.
- 3) **Removal of Tree from Garden Area:** It was agreed to have the landscapers remove the two trees in the garden area next to the playground that apparently have berries that are considered potentially poisonous to children.
- 4) **Quotes Pending:**
 - a) Washroom installation
Hallmark has been asked to review the plumbing drawings to determine if a washroom can be built in the billiards room. If so, they will be asked to draw up specifications which will be put out for quotation.
 - b) Camera by Garbage Room
A quotation was received some time ago, which will be updated and arrangements for the camera to be installed will be made.
- 5) **"Brothel":** One of the suites in the building has been reported by a potential purchaser as being a brothel. A letter has been sent to the suite asking for their response to the allegations, however no response has been received. Therefore, one further letter will be sent by registered mail and if no response, the proper authorities will be contacted.

Council meetings are scheduled for:

March 31st, April 28th, June 9th, July 21st, September 15th, October 20th, November 17th and the AGM for December 8, 2009.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, February 24, 2009

The meeting was adjourned at 9:10 pm.

Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD., General Office # (604) 683-8900 (24 Hours),
www.crosbypm.com

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| <p>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.</p> |
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, January 27, 2009
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|-------------------------------|--------------------|-----------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Ryan Hills | Treasurer |
| | Jacqueline Mercier | Secretary |

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| REGRETS: | Connie Goy |
| | Seng Jin Ooi |

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| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |
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The Chairperson calls the meeting to order at 7:00 pm.

It was agreed that Jennifer would continue to hold the position of President, Ryan Hills would take on the role of Treasurer and Jacqueline agreed to hold the secretary position.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held November 18, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for October, November, and December 2008 were deferred to provide Ryan time to review the statements. It was agreed that the Strata Council would not receive copies of the financial statement and that the statements and copies of invoices to Ryan would be through email.

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 **Caretaker:** Following discussion with regard to the current salary and benefits for the Resident Manager, it was agreed that an additional increase of 1-2% would be approved to offset the taxable amount on the MSP. It was also noted that MSP would not be reimbursed to July but would be reimbursed as previously decided to November 2008. The Property Manager advised that the Resident Manager declined the offer of a benefit package through Blue Cross and would continue with the taxable benefit being added to his payroll to compensate for the loss of a benefit plan through Martello.
- 2 **Work Being Planned:**
 - a. Dryer vent cleaning with Pro Air will be set up to be done every year and will be arranged for the spring, hopefully prior to the window cleaning.
 - b. Hydro vault cleaning with Houle Electric is being arranged for the end of March, with dates and information being provided to residents well in advance of the dates. It was agreed that the shut down would be done at night to minimize disruption to residents.
 - c. Window cleaning will be arranged for the spring with Champion Window Cleaning.
 - d. A quotation for a building wash was not approved as the quote was fairly substantial and the Council felt that it would be better if it was done after construction of the new buildings on Richards.
 - e. Pressure washing with Style Pro will be arranged again for the spring.
3. **Smithrite:** The Property Manager advised that there was no contract that she could find with Smithrite and had asked Smithrite to provide a copy of the contract which they are advising needs to be renewed.
4. **Security:** The Property Manager advised that she had been in touch with Cobra in an attempt to understand their quote of \$4,000.00 to do a software upgrade to reduce the chances of the fob readers not working again. The explanation was not clear and it was therefore agreed to not pursue this upgrade at this time.
5. **Smart Car/Parkade:** The City had advised that the intention of the parking stalls was one vehicle, one stall. As well, the Fire Department confirmed the same as well and strongly noted that storage of any kind is not permitted under the fire code, in the parkade. Therefore, anyone parking two vehicles whether they are Smart cars or motorcycles or a combination of either is not permitted to do so.
6. **Travellers:** A letter had been received from Travellers, the building warranty provider, advising again, that the elevators are not covered under the building warranty.

CORRESPONDENCE

Correspondence addressed issues of leaks from and into several strata lots and the lockers, chargebacks and items being thrown off the balcony.

NEW BUSINESS

1. **Security** had been engaged for coverage over the holidays and there had been no reported security related incidents. Security for the Olympics will be a consideration and will be a discussion for an upcoming Council meeting.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, January 27, 2009

2. **Relief Caretaking:** Snow removal was of great concern during the holidays as the relief janitorial company had not done the work as expected. As well, there were concerns with different staff being on duty without approval or notification in advance.
The work had not been satisfactory and although Mateo is now back on regular duty, it was agreed that Arash Building Services be put on a three month probation to see if the issues/concerns are corrected.
3. **Leaks:** Polygon had quickly responded to notification of a leak into the storage locker and generator room. They determined that a garden light fixture needed to be resealed and a crack in the wall of the generator room caulked as well. Power Pro repaired the garden light leak and Style Pro caulked the corner wall of the generator room. There have been no further reports of water ingress.
4. **Roof:** The work on the roof still needs to be completed however it is expected that this will be done in early spring as there appears to be no further leaks in to the penthouse.
5. **Elevator Noise:** The owners in the penthouse have reported that again the noise from the elevators has become significant. Richmond Elevator has been asked to make contact with the owners to determine exactly what the noise is and possibly narrow down the problem.
6. **Art Work:** The art work was sold at auction and a cheque for \$36,670.00 was received. Quotes will now be obtained for several improvements which had been recommended in the resolution.
The funds from the sale will be put into a separate reserve which will show all purchases made against it.
As well, replacement art work was agreed to as proposed by two owners who had done the research for same.
Thank you: These owners were thanked sincerely for noting the value of the art work in the billiards room, advising Council of same, researching auction houses and for doing the research for replacement art.
7. **Mechanical:** Hallmark had been engaged to replace 2 sump pumps which had ceased to operate in December for a cost of approximately \$4,300. As well, they have been approved to clean the burner in the boiler for approximately \$610.00. It was noted as well that one of the exhaust fans in the parkade had broken apart and would need replacement with the cost yet unknown.
8. **Investments:** It was agreed to invest the CRF in a long term investment account and to invest the majority of the art work funds into short term investments.
9. **Refund:** The Property Manager reported that a refund had been given to the strata for copies that the Property Manager had felt were unnecessary in the last Council agenda.
10. **Mail Boxes:** A mail box had recently been broken into with a second unsuccessful attempt being made. Residents are reminded again of security and as well, to empty your mail box on a daily basis. An alarm can be built into the post office lock which will be looked into however, it will not stop mail theft but may still be of some benefit in slowing the potential thieves down a bit.
11. **Fobs/Enterphone/Form K:** It was suggested that to control fobs and keys, that a policy to consider would be that any new resident would need to contact Frank to record the fobs they had received. Any request for an enterphone change would require a form k to be on file and a check of the fobs as well. This would help reduce the number of fobs that might be taken when tenants move out and realtors, dog sitters, house keepers etc may have in their possession after a strata lot has changed occupants.
This procedure will be reviewed with the Resident Manager and put in place following approval of the Strata Council.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, January 27, 2009

Council meetings are scheduled for:

March 31st, April 28th, June 9th, July 21st, September 15th, October 20th, November 17th and the AGM for December 8, 2009.

The meeting was adjourned at 8:55 pm.

Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD., General Office # (604) 683-8900 (24 Hours),
www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, November 18, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|-------------------------------|------------------|--------------------------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Ryan Hills | Secretary/Vice President |
| | Seng Jin Ooi | |

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| REGRETS: | Nolan Peterson |
| | Garrett Munroe |

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|---------------------------------|----------------|---------------------------------|
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |
| PROPERTY MANAGER | Fernanda Mendo | Crosby Property Management Ltd. |

The meeting was called to order by the Senior Property Manager at 7:03pm.

GUEST BUSINESS

- 1) The Resident Caretaker, Frank Khoskham attended the meeting to discuss with Council his position in regards to an increase in salary and the possibility of a benefits package. The Strata Council informed that tonight they would be reviewing the Proposed Budget and would take this into consideration. He was informed that this Budget will be presented to the owners at the AGM for approval. The Strata Council and residents of The Bentley recognize his dedication and hard work throughout the years and greatly appreciate his efforts. The request of an increase and benefits package to be reviewed by the Strata Council. Frank was thanked and left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

The minutes for October 7, 2008 meeting were presented for review. The Council Members in attendance noted that the Minutes were in order with no errors or omissions.

It was moved/seconded to approve the minutes of the Council meeting held on October 7, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Senior Property Manager reviewed with Council the financial statement for the month ending September 2008.

After review, the Council Members in attendance recommended acceptance. It was moved/seconded to approve the financial statements for September 2008. CARRIED.

- 1) **Proposed Draft Budget** - The Senior Property Manager reviewed in detail the Draft Budget with some changes being considered and a final draft will be presented to the ownership at the Annual General Meeting.

Please be reminded that owners are not entitled to vote at the Annual General Meeting unless all strata fees have been paid in full. Strata fees in arrears can be paid by cheque on the day of the meeting.

- 2) **Ashton Mechanical invoice** – The Strata Council reviewed a request from an owner to waive the charges for repairing a leaking toilet.

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) **Work in Progress:**
 - Power Pros have delayed the work on the exterior lighting because of the weather, but have confirmed that the installation of the lighting will commence as soon as weather permits.
 - Roof Repairs – the repair is being addressed by Polygon and is work in progress.
 - Insurance Claim – The owner is making arrangements to have the insurance deductible amount paid.
 - Fire Safety – Fire Pro attended on November 13th to the 15th to inspect all of the common area and all insuite fire safety devices. A report is not yet available.

- 2) **Parkade Exhaust Pit** – A quotation was reviewed to clean out the exhaust pit bottom located in the underground parkade. Air-Vac Services have confirmed their pricing at \$300.00. Approved to proceed.

A Strata Council member suggested we place chicken wire mesh over the existing exhaust cover. This is an excellent idea and will prevent leaves and debris from falling into the pit. Approved.

- 3) **Capital Improvements** – Addressed in the previous minutes, an owner has submitted several suggestions for improvements on the complex. These suggestions are being reviewed by the Strata Council.

CORRESPONDENCE

The Strata Council reviewed items of correspondence received and sent to the date of the meeting. The Property Manager will respond as instructed by Council.

The Council President requested that to save on postage, copies of correspondence will be sent to her every two weeks.

As of December 1, 2008, Residents/Owners are welcome to phone, fax or mail all correspondence to Fern Barker, Senior Property Manager c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829, e-mail fbarker@crosbypm.com or call 604-683-8900.

NEW BUSINESS


- 1) Smithrite Contract Renewal – The Compactor Maintenance Agreement has expired and a renewal was submitted for semi-annual services. The term of the agreement is for two years, the cost per visit is \$200.00 and entails checking all hydraulics, electrical systems, minor adjustments to the hydraulic and electrical components, change hydraulic fluid annually and deodorize the container. The Strata Council is considering the renewal once past billings have been checked.
- 2) Dryer Vents – A quotation was reviewed to clean all of the exhaust ducts, risers, grills, turning vanes and dampers. The cost to conduct the dryer vent cleaning is \$5,280.00. This expense will be paid from the 2008/2009 budget. The cleaning to be scheduled sometime in the new year.
- 3) Security System – CIS has informed that the recent issue with the doors at the Bentley seemed to be due to the door controller firmware starting to fail and have suggested that sooner or later the door controller will need to be replaced; the cost is approximately \$4,828.00 plus tax. The Property Manager will follow up with CIS as more information is required before we proceed with this replacement.
- 4) Camera – A quotation was reviewed to install a camera in the garbage room entrance. The camera could be mounted on the column outside of the garbage room, this would help us to see individuals as they approach the door and check for large items dropped outside. The quoted amount for the additional camera is \$1,901.94 with tax. This quote is based on availability of wire via the garbage room card reader. The Strata Council approved the installation; the expense to be paid out of the 2008/2009 budget under Special Projects.
- 5) Landscaping Renewal Contract – The Property Manager made comparisons to a proposal received from ParaSpace and after discussion it was agreed to continue with the present company (Premier Landscaping) and renew the contract.
- 6) Management Fee Review – Discussion resumed with the Senior Property Manager and the Strata Council with regards to the Annual Management Fee with the approval of the proposed increase in management fees for 2008/2009.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, November 18, 2008**

- 7) Ryan Hills provided an excellent detailed report for planting suggestions at the "The Bentley"; the cost is approximately \$1,300.00 for new plants, soil and labour. After discussion, the Council approved this expense. The Property Manager will check for costs on new soil and labour charges.

There being no further business, the meeting was adjourned at 10:05 pm.

The next meeting is the Annual General Meeting, scheduled for December 17, 2008, registration at 6:30 pm and meeting to commence at 7:00 pm.



Fernanda Mendo,
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, October 7, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|-------------------------------|--|---------------------------------------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman Ryan Hills Seng Jin Ooi Garrett Munroe | President Secretary/Vice President |
| REGRETS: | Nolan Peterson | |
| PROPERTY MANAGER: | Fernanda Mendo | Crosby Property Management Ltd. |

The meeting was called to order by the Property Manager at 7:05 pm.

APPROVAL OF COUNCIL MEETING MINUTES

The minutes for the September 9, 2008 meeting were presented for review. The Council Members in attendance noted that the Minutes were in order with no errors or omissions.

It was moved/seconded to approve the minutes of the Council meeting held on September 9, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The financial statement for the month ending August 2008 was reviewed in detail. A discussion took place with respect to some line item expenses for Grounds-Improvements, Grounds Maintenance, Janitorial Supplies and Special Projects. Questions were raised regarding items coded to this expense category and a general ledger will be provided to the Council.

After review, the Council Members in attendance recommended acceptance. It was moved/seconded to approve the financial statements for August 2008. CARRIED

- 1) Arrears – The Strata Council was presented with a receivables list. A question was raised regarding the “Current Owed” column; the Property Manager advised that the amounts on the Current Owed are the same as the Total Owed column.

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) **Work in Progress** –The Property Manager reviewed with Council a detailed list of directives from the previous meeting concluding that some items have been completed; others require follow up with trades or work in progress.

The items concluded are as follows:

- Garbage Room – Air Vac Services attended on September 23rd, drained all of the standing water in the bottom of the exhaust pit in the garbage compactor, vacuumed construction debris and leaves. The company recommends annual cleaning of all pit bottoms. The same company will provide quotes to clean the two additional exhaust pits in the underground parkade.
- Art Work – The Art was picked up by Heffel & Gibs.
- Smart Cars – As instructed, the Property Manager checked with Vancouver Fire Department. They have no objection to vehicles parked behind each other, provided they are not impeding access in case of emergency. The City of Vancouver Parking Manager has no restrictions and stated it is up to the Strata Council to decide.
- Hydro Vault – Houle Electric provided a quote to conduct the electrical vault testing. The Strata Council had previously agreed to carry out the testing after midnight; the test is done in two stages and requires a complete shut down of the building's electrical power. The cost is \$4,180.00 plus tax. The Council Members will proceed promptly only if the test can be done in late October or early November. A complete shutdown during the winter would not be recommended. If the tests cannot be conducted in late October or early November, the vault cleaning test would be done during the Spring.
- The painter has completed touch up painting in all of the recommended areas.
- Parkade – Pressure washing on schedule for October 6, 7 and 8 (all six levels). The Property Manager informed that a number of residents did not remove their vehicles as requested. Notices were posted well in advance of the pressure washing schedule, and residents are reminded vehicles not removed as recommended will be left at the owner's risk.
- Creative Door has replaced the springs on the parking gate.
- Correspondence has been sent to an owner and fines applied to the strata lot regarding continuing bylaw infractions. The management company looking after the unit have also been informed of the continuing bylaw infractions.

- Cobra has completed the change on the Authority Group for the stairwell access.

The following is a list of Work In Progress:

- Insurance Claim – The adjuster advised that the scope of repairs was over \$28,000.00 and as such two quotes were required. Edenvale and Canstar quoted with the job being awarded to Edenvale who presented the lower quote. Repairs are now in progress.
- Roof Repairs – Benkin Sheet Metal completed installation of the reglet flashing and sealant along the base of the mechanical unit shroud wall. The next step will be (i) touch up the concrete of shroud wall where plastic testing shroud was fastened, (ii) touch up all-guard silicon-elastomeric coating at patched concrete areas. Greg Brewster from Polygon has advised that this will be finished off in the next couple of weeks.
- Landscaping – Premier Landscaping have been contacted to provide written information regarding an opinion about some of the shrubs planted in the courtyard area. They will send a landscaper to the site to check out the type of shrub and provide us with a report.
- Exterior lights – Mike Nicholson from Power Pros have informed that the parts and pieces have been ordered and are now waiting for the shipping date.

CORRESPONDENCE

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

The items of correspondence received or sent made reference to the following:

- An owner asking to investigate a possible leak in the suite above
- Correspondence received regarding noise violations lasting past 4:30 am.
- Other item of correspondence regarding garbage bags left in the patio of a townhouse, complaint regarding the same resident letting their dog into the courtyard.
- Correspondence to an owner regarding bylaw infractions
- Letters of acknowledgement
- Copy of correspondence sent to Polygon was read out to the Council in reference to the repairs and painting on the roof; the colour applied does not match and is apparent on the roof cube. Polygon is addressing this deficiency in colour directly with the owner of the strata lot.

Residents/Owners are welcome to phone, fax or mail all correspondence to Fernanda Mendo, Property Manager c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829, e-mail fmendo@crosbypm.com or call 604-683-8900.

NEW BUSINESS

- 1) Annual Fire Inspection – Fire-Pro Fire Protection will be conducting the Annual Fire Safety inspection on all common areas and all in-suite fire safety devices. Please ensure that access to your suite is made available as a failed inspection could jeopardize the building's insurance as well as

everyone's safety. If you are unable to be home during the inspection time, we kindly ask that arrangements be made to have a neighbour or a friend in to allow access to your suite. The in-suite testing has been scheduled for **Saturday, November 15th between 8:30 am to 4:00 pm**, starting from the top floor; the townhouses will be tested last. A notice with details will be posted.

- 2) Elevator – On October 1st, one of the elevators stopped functioning. The elevator was repaired the following morning. The Property Manager was advised by Council that any future problems arising with the elevator, the company should repair it on the same day regardless of what time the breakdown occurred.
- 3) Winterization – Aquaflo Irrigation have been contacted to winterize the irrigation system; they will attend closer to the end of October.
- 4) Rooftop Shroud Wall – Polygon provided recent information that the wall concrete was patched and ground smooth; two coats of All-guard silicone wall coating were applied to the patched areas. They advised that Dow Corning has discontinued the existing colour used on the concrete walls at “Bentley” and a lighter colour was applied to provide contrast.
- 5) An owner reported a water mark on the bathroom ceiling; this was probably due to a toilet overflow from the suite upstairs. The residents above were contacted regarding this matter and no other problems have been reported.
- 6) The benefits package offered to the Resident Manager was reviewed with Council requesting that the Property Manager review available benefit plans before a final decision is made.
- 7) The Council was advised regarding an overtime move in charge; the amount will be charged back to the owner of the strata lot.
- 8) The Strata Council requested a copy of the Agency Agreement and a copy of the Resident Manager's contract. Both will be provided via e-mail.

OTHER NEW BUSINESS (as per Council)

- 1) During the window cleaning process, the workers left several foot prints and scuff marks on the walls of an owner's balcony. The owner has been working with the window cleaners to rectify the damage. The owner raised concerns about the Property Manager's release of her personal information to the window cleaners without first advising or asking the owner. The owner also indicated she would have preferred that the Property Manager be more actively involved in resolving this matter.
- 2) The Strata Council have requested the Property Manager follow-up when issues are raised.
- 3) **ANNOUNCEMENT** - The Strata Council is encouraging owners to provide them with ideas for Capital Projects to improve and enhance the quality of life at the “Bentley”. Please forward all information to the Property Manager.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, October 7, 2008**

There being no further business, the meeting was adjourned at 8:35 pm.

The next Council meeting is a Budget meeting and is scheduled for November 18th at 7:00 pm.



Fernanda Mendo,
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, September 9, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|-------------------------------|--|---------------------------------------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman Ryan Hills Seng Jin Ooi | President Secretary/Vice President |
| REGRETS: | Nolan Peterson Garrett Munroe | |
| PROPERTY MANAGER: | Fernanda Mendo | Crosby Property Management Ltd. |

The Property Manager called the meeting to order at 7:05 pm.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held on July 29, 2008 as previously distributed. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

As the treasurer, Colin McBride, is no longer on Council, the members present determined to pass the previous financial statements for April, May and June and also passed the July financial statement after a review of same with the Property Manager. It was moved/seconded to approve the financial statements for April, May, June and July 2008. 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) **Work in Progress** –The Strata Council reviewed the following list of directives from the previous meeting concluding that some of the items will remain outstanding as they require follow up with trades or work in progress.

- Garbage Room – A quotation was received from Air Vac Services to vacuum and clean out the pit and drain cover for the HVAC system located above the garbage compactor. Approved by Council.
 - Arrangements have been made with Heffel & Gibbs to pick up the art work. All necessary paper work and insurance is in place and as per resolution the art work will be presented to the auction house for sale on behalf of the Strata Corporation. Upon the sale of the art work, the Strata Council will look for replacement under \$5,000.00.
 - Champion Windows is conducting the window cleaning.
 - Power Pros is obtaining the necessary parts to replace/install exterior lights.
 - Hydro Vault – Houle Electric is in the process of sending a quote for the electrical vault testing. The testing will be done in two stages. During the testing the power to the building needs to be shut off for the procedure to be carried out. The Strata Council prefers that this work be done after midnight. Notices will be posted in advance of the procedure.
 - Landscaping – An opinion is being sought from the Landscaping Company as Council has been advised orally that the berries on the shrubs are not poisonous but is seeking written confirmation.
 - Touch up painting and patch work is scheduled to take place sometime this week.
 - Parkade – Pressure washing will take place on October 6th, 7th and 8th (all six levels of the parkade). The washing will be done in stages starting with the visitor parking. Vehicles have to be moved and notices will be posted two weeks prior.
- 2) **Smart Cars** - The Property Manager will follow up to determine if two vehicles can be parked in the same parking space and report to Council.
- 3) **Landscaping Upgrades/quote** - Following the request for participation from owners in improving the landscaping around the building, a Council member advised that he would be commencing work on this project and would be in touch with the owners(s) who indicated an interest in assisting with this work.
- 4) **Roof Repair/testing** - Correspondence was received from Polygon Construction advising that they are still trying to schedule Benkin sheet metal to complete the counter flashings and sealant in the shroud wall.

CORRESPONDENCE

The Strata Council reviewed items of correspondence sent or received to the date of the meeting and the Property Manager will respond as instructed by Council.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, September 9, 2008**

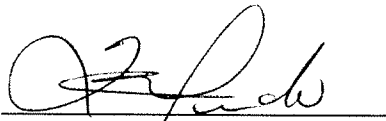
Residents/Owners are welcome to phone, fax or mail all correspondence to Fernanda Mendo, Property Manager c/o Crosby Property Management Ltd., Suite 600-777 Hornby Street, Vancouver, BC V6Z 1S4 – Fax: (604) 689-4829, e-mail fmendo@crosbypm.com or call 604-683-8900.

NEW BUSINESS

- 1) **Cleanliness** – Discussion ensued in relation to the ongoing issues regarding cleanliness in two separate suites. Correspondence will be sent to both residents.
- 2) **Insurance Claim** – An incident occurred on August 17th resulting in water damage to five separate suites. A claim has been filed and the insurance adjuster has given approval for the repairs.
- 3) **Garage Gate** – During a recent break down of the main gate, the technician noticed that the springs broke down and need to be replaced; the cost including parts and labor is \$800.00 plus taxes. Approved by Council.

There being no further business, the meeting was adjourned at 8:00 pm.

The next Council meeting is scheduled for October 7, 2008.



Fernanda Mendo,
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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| <p>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.</p> |
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, July 29, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|---------------------------------|---|---------------------------------------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman Ryan Hills Seng Jin Ooi | President Secretary/Vice President |
| REGRETS: | Nolan Peterson Garrett Munroe Colin McBride | Treasurer |
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |

The Chairperson calls the meeting to order at 7:05 pm.

Guest: re: Moving Fee

An owner attended to address the matter of a moving fee which had been assessed to her at the time of purchase and as well, when a tenant had moved into the suite. The owner felt that she should have been only charged the moving fee when the tenant moved in. She also felt that the fee should apply only to those who needed the elevator to move furniture, not those with suitcases or boxes or those who did not need the elevator booked off or pads up.

The Strata Council thanked the owner for attending and discussed the points raised and the rules. As with previous requests to review and amend the moving rules, it was decided that the moving fee applied to each change of occupant otherwise it would too subjective. Therefore, the two moving fees assessed on the strata lot would remain due and payable by the strata lot owner.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held June 3, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

Approval of financial statements for the months of April, May, and June 2008 – Deferred. The Treasurer was not in attendance.

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.

DEFICIENCIES

1) **Elevator – Richmond Elevator**

The Property Manager advised that there had been no shut downs or problems with the elevators in the past couple of months. A notice from Richmond Elevator had been received which included a copy of a 2005 report of work which should have been conducted by either Richmond Elevator or the developer. This report and a letter has been sent to Polygon, BC Safety and Richmond Elevator.

2) **Leaks: Garbage Room, Locker Room**

- a. The leak into the locker room seems to have stopped, even though the irrigation system is on, thus leading the Council to believe the matter may have been resolved.
- b. Dixon Sheet Metal had cut a hole in the air duct directly above the compactor to access the drain which may be contributing to the water problem in the garbage room. Polygon advised Frank to regularly clean this area which has not been agreed to by the Strata Council. A letter will be written to Polygon that for liability reasons, this will not be done by the Resident Manager or other Strata staff. If the area is able to be safely accessed and the strata does not incur unreasonable costs to maintain the enclosed area and the water problem is rectified, the Strata will accept the “repair”. However, if these conditions cannot be reasonably met, the Strata will anticipate a different solution to the problem.

BUSINESS ARISING FROM PREVIOUS MINUTES

1) **Resident Manager**

Frank has returned from his leave of absence and is back on the job.

2) **Smart Cars**

In progress.

3) **Stairwell Keys**

Stairwell keys are available to be purchased through the Resident Manager, by the registered owner of the strata lot.

4) **Special General Meeting**

It was agreed to schedule the Special General Meeting for August 20, 2008 and that the meeting be held “by proxy”. Owners are welcome to attend however, if they are unable to do so, are asked to please complete and return the proxy form.

Minutes of the Council Meeting
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Held on Tuesday, July 29, 2008

It was moved/seconded to propose the sale of a common asset (picture) to the owners at a Special General Meeting August 20, 2008, to enable the art work to be presented in the November auction.
CARRIED.

5) **Work in Progress**

Cobra will be in during the month of August to relocate and install an additional camera in the second floor hallway. They will also provide an estimate for installation of cameras in the elevators and by the garbage room/lockers for budgeting purposes for 2008-2009.

6) **Tow Truck Incident - Parkade Sprinkler (Insurance Claim)**

The insurance company had reimbursed the Strata Corporation for the cost to attend to and repair the sprinkler line damaged by the tow truck and the overtime by the caretaker, however had assessed a \$1,000 deductible which apparently will be recouped from ICBC.

7) **Truck Incident – Grate**

The insurance company was still working on this claim against the Alberta moving truck.

NEW BUSINESS

1) **Landscaping Upgrades**

A proposal from Premier Landscaping had been received with an estimate of around \$1,500 for additional plants/scrubs in the front entrance flower beds and another \$1,500 per “rock bed” for the Nelson side. It was agreed that owners would be invited to assist with purchase and placement of shrubs and rocks in these areas, thus saving on the costs. Council members will canvas the surrounding properties, taking pictures of their landscaping for ideas. The Property Manager will follow-up with Premier in regard to a shrub in the common center courtyard which is of concern.

2) **Insurance**

Quotations for renewal from three companies had been received and following review of the deductibles, coverages and premiums - it was agreed to re insure with BFL.

3) **Simson Maxwell**

Currently, the generator is serviced twice per year by Simson, however they are suggesting that four times per year is better. It was agreed to remain with the two servicing per year, as the Resident Manager tests and checks the generator monthly.

4) **Pest Control:**

Pest control has been set up for the Bentley as well as the Gallery, working together to control and monitor pests, in particular mice and rats. It has been noted that the old buildings on Richards are slated to be torn out in January 2009. At that time, preventive pest control measures will be taken and contact with the buildings in the immediate area, to be proactive will be done.

5) **Other**

A Council member noted that the Resident Manager had commented that the Temporary Resident Manager had not cleaned the tops of the pictures. Another Council member noted that the weekend relief person appeared to spend a significant amount of time smoking rather than working. It was also noted that there appears to always be junk in the garbage room and by the cardboard recycling bin and possibly an increase in next year's garbage budget to have this removed monthly which should be looked at. The Resident Manager had noted to a Council member a stain on the ceiling in the lobby area, which the Property Manager was aware of and had addressed with the owners above a few months prior. As the stain appeared not to have been damp for some time, it was a case of monitoring and if it looks wet again, contact the residents above to determine the source of the leak. The stain will be touched up when painting in the fall is done again.

6) Owner Responsibility/ Insurance Claims

Owners are again reminded that they are responsible for the costs to repair leaks in their suite and as well, to those suites below. Maintaining the caulking, checking the plumbing fixtures, cleaning dryer vents and checking to make sure washer hoses are connected, is extremely important. Insurance claims will not be filed on behalf of the strata corporation unless the damages are estimated to exceed the strata corporation deductibles. Owners are required to mitigate the damages immediately upon noticing a leak or flood however owners are again reminded as well, that these costs will or may be borne by the strata lot owner in which the leak or flood originated.

The meeting was adjourned at 8:44 pm.

Next meeting is the Special General Meeting on August 20, 2008.

Next scheduled Council meetings are September 9, 2008 @ 7:00, October 7, 2008 and November 5, 2008.

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, June 3, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|---------------------------------|--|---------------------------------------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman Nolan Peterson Garrett Munroe Seng Jin Ooi | President |
| REGRETS: | Ryan Hills Colin McBride | Secretary/Vice President Treasurer |
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |

The Chairperson calls the meeting to order at 7:40 pm.

It was noted that Todd Lingle has resigned from Council as he had sold his suite.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held April 29, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

Approval of the financial statements for April 2008 was deferred as the Treasurer was not in attendance.

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.

DEFICIENCIES

1) **Elevator – Richmond Elevator**

The manufacturer's report, along with additional information had been provided by Richmond Elevator. Several invoices for call-outs had been questioned and these questions had been responded to as well. The Strata Council continues to be pleased with the improvements noted in the operation of the elevators however, they took note that the most recent shut down of the one elevator was done without prior notice and was to replace bearings. The elevator situation is continuing to be monitored and it is anticipated that the bearings in the second elevator will be done as well. It is hoped that the replacement of the bearings will reduce or eliminate the noise issues reported by some residents.

2) **Leaks: Garbage Room, Locker Room**

The locker rooms have not experienced leakage since repairs were done by ITC; however they are being closely monitored. The garbage room leak is still ongoing and the repair and/or hatch to access the vent has not been done although Polygon had advised that the company was to arrive on site approximately two weeks ago.

BUSINESS ARISING FROM PREVIOUS MINUTES

1) **Resident Manager- Notice to Return**

The Resident Manager has confirmed that he will be returning to work on July 1, 2008. Crosby Property Management will be doing their best to have the Temporary Manager placed in another building, if possible.

2) **Insuite Leak**

The pipe has been repaired and the costs have been billed to the strata lot owner upon confirmation from Clark Wilson that as the pipe is exclusive to the use of the Strata Lot, it becomes an owner responsibility. The resident of the strata lot has asked that the Strata Council engage the services of a plumber or mechanical company to review the drawings and confirm that the pipe does not feed any other Strata Lot. The Strata Council did not make a determination as to whether the Strata Corporation would cover the cost for this review or not at the meeting but will do so in the near future.

3) **Truck Incident - Grate/Tow Truck Incident**

Parkade sprinkler (insurance claims) - these claims are ongoing through insurance.

4) **Ashtrays**

The ashtrays have been installed and the large garbage cans removed.

5) **Stairwell Keys**

The card reader has been installed and the keys cut for each stairwell floor. Following a lengthy discussion as to deposits, costs, replacement and lost keys, it was agreed that the following will apply:

RULES ADDITION:

KEYS:

Stairwell Keys:

- Stairwell keys will only be issued to the strata lot owner
- There will be a maximum of 2 keys per suite
- Only those who have purchased a stairwell key will have access to the stairwell through the card reader
- The cost of the key will be \$100 per key

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, June 3, 2008

- If a key is lost or stolen, the cost to re-key that particular floor may be charged back to the strata lot owner
- Keys will be numbered and recorded
Stairwell keys will be available from the Resident Manager after June 23rd, 2008

Bike Room Keys:

- Issued only to the registered owner of the Strata Lot for a cost of \$25.00 each to a maximum of 2 per strata lot

Storage Room Keys:

- Issued only to the registered owner of the Strata Lot for a cost of \$50.00 to a maximum of 2 per strata lot.
- Owners must show a copy of their assignment of a storage locker to be issued a replacement key.

6) **Special General Meeting**

It was agreed that a Special General Meeting will be planned for early to mid October to consider a couple of changes to common property.

NEW BUSINESS

1) **Smart Cars/ Co-op Cars**

The Property Manager will be investigating as to the bylaws and fire codes with regard to whether two Smart Cars are permitted in one strata corporation parking stall. Residents are reminded as well that co-op cars must be pre-approved by the Strata Council as a matter of security.

2) **Fire Safety Work**

Those residents advised of non-working smoke detectors are asked to confirm that they have had the smoke detector replaced. Residents are reminded that smoke detectors should never be disconnected and are to be tested on an annual basis.

3) **Fire Safety**

A Council member asked about the recording of names, number of people in a suite, contact information and fire safety plans for each floor, suggesting that the fire department might want this information if there was indeed a fire. The Property Manager advised that the fire department would love to have all of this information on record as well as monthly fire tests and fire wardens for each floor. However, due to the complexity of gathering and continually updating this private information, arranging that a fire warden be home on each floor at all times, etc. is impossible to do in a large building.

4) **Insurance Renewal**

The insurance renews in August and the insurance company had asked for the number of rentals in the building as part of the new policy with regard to rentals vs deductibles. The number at the Bentley appears to exceed the 50% and if confirmed, the deductible for any damage as a result of an illegal activity will be \$50,000. The Property Manager is working with the insurance company regarding the number of rentals in the building. If the number of rentals in the Bentley exceeds 50%, the deductible for any damage as a result of an illegal activity will be \$50,000.00.

3) **Loan/Surplus**

One of the Council members asked about how the contingency reserve could be spent and suggested a loan or line of credit be obtained to cover short term cash flows and wanted to know how much interest had been paid on late supplier payments. He also suggested that a corporation could not carry a surplus.

The Property Manager explained that the CRF can be used only to offset expenses that do not occur more than once per year and any use of the CRF must be pre-approved by the owners by a ¾ majority vote. A temporary use can be made with approval of the Strata Council, but the funds must be returned as quickly as possible, except for insurance deductibles. She advised that there had been no late charges or penalties paid as a result of the cash flow. While cash flow is monitored closely and, as there have been some significant expenses in the last few months (including the purchase of the treadmill, the spring cleaning and the installation of the card reader, in addition to a significant winter hydro bill being received in May as well) which have tightened the cash flow, the Bentley is on budget and is not running a deficit. The Strata Council did not agree to pursuing a line of credit.

The meeting was adjourned at 8:46 pm.

The next scheduled meetings are:

July 29, 2008, September 9, 2008, October 7, 2008 and November 5, 2008.

Fern Barker, Senior Property Manager
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, April 29, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|---------------------------------|------------------|---------------------------------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Ryan Hills | Secretary/Vice President |
| | Colin McBride | Treasurer |
| | Nolan Peterson | |
| | Garrett Munroe | |
| | Seng Jin Ooi | |
| REGRETS: | Todd Lingle | Maintenance/Landscaping |
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |

GUESTS

An owner attended at 7:00 pm. to address concerns with regard to the visitor parking being misused by residents and frequent visitors and as well, with regard to the revitalization of the landscaping.

The Property Manager will contact each of the residents whose vehicle plate numbers were provided, as well as contact the patrolling company to have the vehicles towed if parked in visitor parking again. The landscaping improvements will be addressed this spring.

Another owner attended and addressed Council with regard to a charge back as a result of caulking in their bathroom which needed to be re done, as water was leaking into the suite below. The owner felt that the tenant should not have been contacted first but rather the owner. The Property Manager explained that the first course of action is to contact the individual residing in the suite to mitigate damages. The owner is then contacted thereafter. The Council agreed that the course of action taken was appropriate and that the owner was responsible for the costs to the call out for the suite below them.

Owners are reminded to please advise the Property Manager at least a week in advance of a meeting, if they wish to attend a Council meeting.

The Chairperson calls the meeting to order at 7:40 pm.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held March 18, 2008 as previously distributed. CARRIED

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, April 29, 2008

APPROVAL OF FINANCIAL STATEMENTS

Approval of the financial statements for February and March 2008. It was moved/seconded to approve the February financial statement. CARRIED.

The March financial statement was deferred as the Treasurer had not had an opportunity to review. The Property Manager noted that she was watching the cashflow carefully as many owners had not yet paid their increase in strata fees and some of the costly work, such as the window cleaning, the fire inspection, the new treadmill, keys and card reader and spring work has been done or is in progress.

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.

DEFICIENCIES

1) **Elevator – Richmond Elevator**

It was noted by Council that there have been improvements in the operation of the elevators, with a significant drop in incidents having been noted in recent months. Council reviewed correspondence from Richmond Elevator regarding the most recent elevator incident and noted that the information provided was factually incorrect. Council noted that further correspondence had been sent by the Property Manager to Richmond Elevator to clarify these misconceptions. Council also noted that, despite being pleased with the improvements in elevator operation, Council would continue to monitor the situation closely as well as continuing to pursue receipt of the reports on the elevators requested from Richmond Elevator and their advice as to how they will continue to work towards ensuring the maintenance of an acceptable level of elevator operation

2) **Leaks: Garbage Room, Locker Room**

The locker rooms have not experienced leakage since repairs were done by ITC; however they are being closely monitored. The garbage room leak is still ongoing and the repair/and or hatch to access the vent has not been done.

BUSINESS ARISING FROM PREVIOUS MINUTES

1) **Resident Manager- Notice to Return**

The temporary manager is working out very well and it will not be known if the Resident Manager is returning or not until the end of May.

2) **Treadmill**

The new treadmill has now been installed.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, April 29, 2008

3) **Truck Incident - Grate/Tow Truck Incident**

Parkade sprinkler (insurance claims) - these claims are ongoing through insurance.

NEW BUSINESS

1) **Insuite Pipe Leak**

A leak in a pipe inside a suite was reported with Edenvale attending and the plumbers. The shut off valves for this particular suite appear to be located approximately 6 feet into the suite, however Hallmark (plumbers) had not yet provided a report on the location of additional shut offs which will affect the repair to the pipe. The pipe will be repaired this week with the costs billed to the owner. The owner did take appropriate action

2) **Visitor Parking Rules**

Discussion ensued again with regard to the visitor parking rules. It was decided that the rules shall be those posted in the visitor parking area, which may be amended from time to time. Warnings are not issued, residents or frequent visitors using visitor parking will be towed at their cost.

3) **RESIDENTS AND THEIR VISITORS ARE AGAIN REMINDED TO STOP AT THE GATES TO ENSURE THEY ARE FULLY CLOSED BEFORE PROCEEDING. LESS THAN ONE MINUTE OF YOUR TIME COULD SAVE OTHERS AND YOURSELF HUNDREDS OF DOLLARS IN DAMAGED VEHICLES, STOLEN AND DAMAGED PROPERTY.**

4) **Fire Safety Work**

Repairs and replacement of a few fire extinguishers has been arranged. The Property Manager noted that fire extinguishers will need to be budgeted for in coming years as they will need to be replaced or refilled every 3rd-4th year.

5) **CIS Replacement of Transmitter**

Cobra advised that Rogers was no longer providing the second wireless line for the fire panel. Therefore, the transmitter needed to be replaced with a Telus one to provide the second monitoring line.

6) **Request to Re-connect Parking Enterphone**

Following discussion with regard to the reason why the enterphone had been disconnected, it was agreed not to reconnect it.

7) **Request to Increase Hot Water Capacity**

A Council member asked if the hot water capacity could be increased to ensure availability of hot water during peak hours. The Property Manager will ask Hallmark if they can increase the temperature the next time they are on site doing their preventive maintenance.

8) **Garbage Cans**

It was agreed that as the cans are attracting neighbourhood dog owners to drop their dogs' faeces into the bins, they would be removed. It was further agreed to use them as planters in another location and to install moon shaped ashtrays on the side of the building at both entrances.

9) **Camera**

The temporary Resident Manager had suggested that he could install additional cameras throughout the building, in particular, the garbage room and elevators.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, April 29, 2008

The Council was very pleased with the proactiveness of the temporary Resident Manager however, felt that Cobra should be doing the installation as the cost of the security equipment was extremely expensive to replace and if “tampered” with, may no longer carry a warranty if something went wrong. However, the Council also felt that any suggestions would be considered. Costs for the parkade camera had already been obtained (\$5,000) and as well, a cost to install cameras in the elevators was in progress.

Attached as a reminder are the rules as currently posted in the parkade.

The meeting was adjourned at 9:20 pm.

The next scheduled meetings are:

June 3, 2008, July 29, 2008, Sept 9, 2008, October 7, 2008 and November 5, 2008.

Fern Barker, Senior Property Manager
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, March 18,, 2008
Within Starbucks
Nelson Street, Vancouver, B.C.

| | | |
|---------------------------------|------------------|---------------------------------|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Ryan Hills | Secretary/Vice President |
| | Colin McBride | Treasurer |
| | Seng Jin Ooi | |
| REGRETS: | Garrett Munroe | |
| | Nolan Peterson | |
| | Todd Lingle | Maintenance/Landscaping |
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |

The meeting was called to order at 7:15 p.m. by the Property Manager. The meeting was held at Starbucks as a private function was being held in the Bentley lounge.

Guest: An owner attended and addressed Council with regard to concerns about the towing of the vehicle of a guest. The owner was asking for clarification regarding visitor parking rules and for reimbursement for the towing bill. The Strata Council listened to the points raised and advised that they would review the rules and signage again to ensure that the parking rules are clear. The Strata Council did not approve the reimbursement of the towing bill. The guest remained only for the discussion regarding the visitor parking issues and was not present for the balance of the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

The Property Manager apologized for the draft set of minutes being sent to owners in error which was not charged to the Strata as a result.

It was moved/seconded to approve the minutes of the Council meeting held February 6, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the January 2008 financial statements as previously distributed. 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.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, March 18, 2008

REPORT ON LITIGATION

The Strata Council has delayed the foreclosure action against a strata lot owner in arrears for strata fees as the owner has made another partial payment and promises to have the remaining amount paid in full by the end of April and has finally submitted a preauthorized debit form for monthly strata fees.

DEFICIENCIES

Elevator

No follow up report from Richmond Elevator or the manufacturer has been received as yet, which the Property Manager will follow up with again.

Roof

The water ingress into one of the penthouses is continuing to be addressed by Polygon, who was not only the original roofing company on site, but as well, two engineering companies. During the walk around with Polygon, the warranty provider and the Property Manager, the area and proposed solutions were reviewed.

Water Ingress in the Locker Room

There has been no further report of water ingress in this area however, a report was received with regard to dampness around the repair done in one of the other locker rooms which will be monitored.

St. Paul's Insurance and Polygon

An on site walk around was conducted with Robert Pol from St. Paul's, two representatives of Polygon, the Resident Manager and the Property Manager on Wednesday, February 20th at 10:00 am.

The area where repairs to the roof are taking place, the garbage room leak, and possible solutions and the locker room were viewed. ITC faxed over a report advising what would be under warranty and what would not from the RDH report previously submitted to them.

A discussion ensued about responsibility of the dryer vent covers which are missing and the one removed as it was falling out of the wall. The Property Manager noted concern that if there were several missing or loose or if they did not fit properly back into the wall, the cost should not be borne completely by the Strata. It was agreed that when the window cleaners were on the building, they would be asked to advise on how many were missing and if only a couple require attention, to screw them back in. If there are several missing or loose, discussion with regards to possibly sharing the cost would take place.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Treadmill**

The treadmill has been ordered and was to be delivered by mid March. It was noted as a reminder that as the treadmill will be under warranty, the Resident Manager be reminded to contact the correct company to service the equipment. Power Pro will need to install a 20 amp outlet to accommodate the new treadmill.

2. **Work Approved and Time Frames**

To ensure that the costs for work can be covered within the monthly cash flow, work was scheduled over several months.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
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Champion Window Cleaning- March 26th-April 1st
Style Pro - Common area pressure washing - April
Style Pro - Parkade pressure washing/degreasing - April 14,15,16
Downtown Lock - Re keying all stairwells - May
Cobra Security - Installation of card reader, new camera and relocation - July & August
Power Pro Electrical - Installation of new common area light fixtures - August-September
November – Possible hydro vault cleaning
Style Pro - Minor painting touch ups take place every couple months or as needed

3. **Temporary Resident Manager**

The temporary Resident Manager, Peter, has been working out quite well and has an enthusiastic attitude, as well as taking great care to follow instructions carefully and make sure rules and bylaws are being followed. It is unknown at this point when and if Frank will return to this position in July.

4. **Resident Manager**

Frank had spoken with a few people stating he had not received his increase which the Property Manager had heard by way of the “grape vine”. She confirmed that the increase, as approved by the owners at the December AGM, was retroactive to December 1, 2007 and had indeed been on Frank’s January 2008 pay cheque.

The Property Manager reported as well, that \$250 petty cash provided to Frank through Crosby Property Management had been reconciled and receipts received to back up the \$250.00. However, \$250 had been issued by Martello and not cleared from the books and Frank had adamantly advised that he had forwarded all receipts for this \$250 to the previous Martello Property Manager, at the AGM in 2007. This \$250 had been written off to repairs and maintenance.

The Property Manager reported that there was no record of \$250.00 being received for a damage deposit from Frank however, Frank assured her that it had been paid and Martello Property Management had advised him that although they had no record of the payment, they felt it had been paid.

Upon review of the pay slips that Frank did have for August-December 2006, the Property Manager noted that there had been no August 2006 rent charged/paid and no record of a security deposit deducted. The records from Martello Property Management showed a charge on the caretaker suite account with no offsetting payment, a reversal of the charge and no deposit shown on the balance sheet.

It was agreed by the Strata Council that the damage deposit would not be reimbursed to Frank unless proof that it was paid was forwarded.

5. **Truck Incident & the Grate/Tow Truck Incident & Parkade Sprinklers**

The Property Manager continues to follow up with the insurance adjusters with regard to the grate incident and the sprinkler line as reimbursement for expenses incurred by the Strata Corporation has not been received as yet.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, March 18, 2008

NEW BUSINESS

1. **Sign Holders**

It was agreed to purchase additional notice holders to post the rules in the gym and lounge and as well, install in each of the parkade elevator lobbies.

2. **Trades**

A Council member reported that on or about February 21st, someone appeared on an outer ledge without notice and no signs with regard to anyone being on the side of the building had been posted. The Property Manager noted that a discussion with Polygon had taken place some time ago, with regard to any of their trades being on site, without proper notice to owners and will follow-up with them to ensure this does not happen again. Notices are posted well in advance to ensure all residents are aware of what is happening when trades are engaged or work scheduled by the Strata.

3. **Reminders**

Residents are reminded that throwing anything over the sides of balconies is not permitted and can be a fire or safety concern. Washing of balconies, hanging planters on the outside of the railings, placing any planter directly onto the deck membrane and or installing or hanging anything on the exterior of the building are not permitted.

There being no further business the meeting adjourned at 8:20 p.m.

The next Council meeting is scheduled for April 29, 2008 at 7:00 pm.

Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Wednesday, February 6, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | | |
|---------------------------------|------------------|---|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman | President |
| | Ryan Hills | Secretary/Vice President |
| | Colin McBride | Treasurer |
| | Nolan Peterson | |
| | Todd Lingle | Maintenance/Landscaping (joined the meeting at 7:50 pm.) |
| REGRETS: | Garrett Munroe | |
| | Seng Jin Ooi | |
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |
| PROPERTY MANAGER: | Ron Buzikievich | Crosby Property Management Ltd. |

The meeting was called to order at 7:05 p.m. by the Property Manager.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held January 8, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the December 2007 financial statements as previously distributed. 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

The Strata Council is initiating foreclosure on a strata lot that is in arrears for strata fees, with all legal costs associated with the collection and foreclosure begin assessed to the strata lot owner.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Wednesday, February 6, 2008

DEFICIENCIES

Elevator

The elevators has not been down as often as previously, with about 4 callouts in the past couple months. The manufacturer from Quebec was on site over a period of a week in order to determine what the source of the shutdowns might be. No follow up report from Richmond Elevator or the manufacture has been received as yet.

Roof

The water ingress into one of the penthouses is continuing to be addressed by Polygon, with further repairs/work being done to locate and correct the source of entry. Polygon is now providing regular updates of work being done around the property under warranty.

Water Ingress in the Locker Room

The holes in the landscaping have been filled in by Premier Landscaping (with ITC paying them directly) following resealing of the concrete over the locker room. There has been no further report of water ingress in this area.

St. Paul's Insurance and Polygon

The Property Manager expressed concern with regard to the communication from the warranty provider and the manner and type of information which had been presented to them several times. An on site appointment has now been scheduled with St. Paul's and Polygon for Wednesday, February 20th at 10:00 am. at which time, matters like the roof, garbage room leak, locker room follow-up and RDH report will be addressed. It was noted however that some of the deficiencies are now being aggressively addressed by Polygon/ITC.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Treadmill**

An appreciation of thanks was expressed to Seng for the amount of time and work that he had done outing together a spreadsheet with many treadmill options, pricing and warranties. It was agreed that as Seng had done the research and would be most knowledgeable on recommending one or two treadmills, council would rely on his recommendation and take a vote by way of email. It was noted in his report as well that the electrical may need to be changed to accommodate a new machine.

2. **Exterior Grounds Lights**

An additional quotation had been received from Houle Electric for \$12,000.00. Commercial lighting had quoted previously with several options however their pricing did not include labour and they were higher than Power Pro Electric. Houle Electric had noted in conversation with the Property Manager that in ground lighting generally causes problems over time as wiring breaks, or rusts as water enters the conduit and the best option long term option is to install above ground lighting pots.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Wednesday, February 6, 2008

However, as posts would be extremely expensive to install and would probably be damaged as easily as the current lighting system, it was agreed the best option at this time was for the in ground. It was moved/seconded to approve the quotation from Power Pro to install in ground lighting on Homer and Nelson for approximately \$7,000.00. CARRIED

3. **Ashtrays**

It was agreed to leave the garbage containers/ashtrays as they are but to monitor the situation and re-address in the future, if needed.

4. **Resident Manager**

The Resident Manager will be taking a four month leave of absence to be effective February 29th, and a Temporary Resident Manager has been engaged to cover this time. The Property Manager drew up specific contracts to cover the temporary employment and occupancy of the Resident Manager suite for the Temporary Resident Manager and the leave of absence and return to work by the Resident Manager. The temporary Manager, Peter, will begin work on February 18 for 4 hours per day and full 8 hours beginning February 25th.

5. **Card Readers for the Stairwell**

It was moved/seconded to approve the CIS quote for approximately \$6,000.00 to install a card reader at the entry to one stairwell from the lobby and to move and install additional cameras in key areas. CARRIED

The Property Manager noted that there should be an allowance of approximately 50% for additional and possibly unknown expenses for moving and installation of wires, set up to the security system and patching/painting.

6. **Truck Incident & the Grate/Tow Truck Incident & Parkade Sprinklers**

The Property Manager continues to follow up with the insurance adjusters with regard to the grate incident and the sprinkler line as reimbursement for expense incurred by the strata has not been received as yet.

NEW BUSINESS

1. **Spring Cleaning**

One window cleaning has been budgeted for this fiscal year however it was decided to proceed with a spring cleaning and consider a late fall window cleaning and chem-clean which could be allocated to next year's budget.

Parkade and common area pressure washing and degreasing is scheduled for April as well.

2. **Rentals/Insurance**

The Property Manager noted that the insurance company had provided some information as to number of rentals vs insurance as a result of damages from an illegal activity. Further information is being obtained by Crosby on this issue.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Wednesday, February 6, 2008

3. **Other**

A Council member reported that the crack in the wall on the 11th floor as a result of damages caused by one of the occupants of the floor was still showing after touch ups were done. The Property Manager will ask that Style Pro return to assess and make repairs as necessary.

There being no further business the meeting adjourned at 8:50 p.m.

The next Council meeting is scheduled for March 18th, 2008 at 7:00 pm.

Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY**

Held on Tuesday, January 8, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

| | |
|-------------------------------|--|
| COUNCIL IN ATTENDANCE: | Jennifer Bergman Ryan Hills Todd Lingle Colin McBride Garrett Munroe Seng Jin Ooi |
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| REGRETS: | Nolan Peterson |
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|---------------------------------|-------------|---------------------------------|
| SENIOR PROPERTY MANAGER: | Fern Barker | Crosby Property Management Ltd. |
|---------------------------------|-------------|---------------------------------|

The meeting was called to order at 7:10 p.m. by the Property Manager.

ELECTION OF EXECUTIVE

The following members agreed to hold the following positions:

| | |
|------------------|--------------------------|
| Jennifer Bergman | President |
| Colin McBride | Treasurer |
| Ryan Hills | Secretary/Vice President |
| Tod Lingle | Maintenance/Landscaping |

At this point of the meeting, former Council member, June turned over the strata books which included a copy of contracts, minutes and agendas, to the new President. The keys for the office were turned over to the President as well, with the key to the cabinet in the mail room being given to the Secretary who will take over posting the minutes.

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held November 13, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for November 2007 were adopted as presented.

The owner of Strata Lot 41 has not paid their strata fees and as per the resolution approved by the owners, foreclosure action will be initiated.

One other owner is in arrears for an insurance deductible of \$2500.00, several owners are in arrears for charge backs, moving fees and as well, the retroactive amounts as a result of the increase in strata fees.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, January 8, 2008

Collection will be vigorously pursued to collect all outstanding amounts.

A council member suggested sending the outstanding accounts to a collection agency. The strata council advised however, that collection of strata fees and interest was by way of foreclosure through the lawyers. Collection of the other outstanding amounts was by way of Small Claims Court.

The Property Manager referred Council members to the BC Assessment on all Caretaker strata lots (caretaker suites owned by a strata), which had, in 2007 been assessed at \$100,000, noting the City had "re-examined" the matter and would be assessing taxes on the suite on a revised assessed value. This will affect the budgeted amount for taxes on the caretaker suite.

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.

CARETAKER BUSINESS

There was no new caretaker business, however it was noted that the Resident Manager will be away beginning early March. An in camera meeting took place with regard to this matter.

DEFICIENCIES

Elevators:

There had been less shut downs during December than in the previous past couple of months bringing some hope that maybe some of the problems had been corrected. The manufacturer was expected to be on site within the next couple of weeks to try to determine what the problems with the elevator are so that they can be properly rectified. As well, the noise heard in the penthouses is to be addressed again by Richmond Elevator. The developer has advised that they cannot be of any assistance and that the problems are most likely related to maintenance of the elevators.

One of the council members felt that the council should pursue taking all parties to court for restitution for the frustration experienced by the residents as a result of the number of elevator shut downs and felt that Richmond Elevator would be liable if the fire department or ambulance service could not attend to a call if the elevators were not operating. The remaining council members felt that as Richmond Elevator was attempting to fix the problems and that the manufacturer was going to be on site in the near future, further discussion with regard to a potential law suit should be temporarily put on hold to see what the outcome would be.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, January 8, 2008

It was agreed to wait until the meeting in February to make a decision as to meeting with the lawyer again, to pursue the possibility of legal action.

2nd Year Warranty Review:

No response has been received.

Water Ingress:

ITC had dug holes in the grounds in late summer in preparation for investigation/repairs to stop the water ingress into one of the locker rooms and the garbage room. As the holes remained open for a significant length of time, with no work being done, the strata landscapers refilled the holes in late fall. ITC has again arranged for the areas to be dug up in early December, however the holes remain open with no work having been done as yet.

Exercise Equipment:

No response to the letters with regard to the exercise equipment has been received.

Action:

The warranty provider has been asked to intervene. A call has been received that they will be investigating however, they needed further information. All reports and copies of all letters sent to the developer were forwarded as well to the warranty provider at the same time, however, the Property Manager has completed another report for them and the hope is that someone will soon look into the outstanding deficiencies and arrange for work to be done.

BUSINESS ARISING FROM PREVIOUS MINUTES

Window Cleaning

The window cleaning and chemical clean of the north side by Champion Window Cleaning was completed on November 13th. Todd reported that the chemical clean made all the difference and was satisfied with the results. June (previous council member) however, still seems to have a problem with cloudiness and a scratch on one of her windows. This will be further investigated when the window cleaning is done in the spring. A chemical clean of the other sides of the building will be considered for the fall.

Carpet Cleaning

Carpet cleaning was completed by Service Master on December 18th. A monthly proposal had been previously submitted, which will be reviewed at a future meeting.

Timer on Front Door to Elevators/Additional Cameras at Gate/Additional Camera in Hall

The timer has been changed, with the printer and fax machine set up by Cobra. A quotation for additional cameras is in progress and will be received in time for the next council meeting.

Hallway Painting

Completed with touch-ups on a couple floors to be done.

Common Area Cleaning

Pressure washing and degreasing of the parkade will be scheduled for spring.

Truck Damage – Reimbursement

Insurance claim filed with insurance company pursuing driver of the truck who caused the damages to the grate, as the Strata has not yet been reimbursed for the costs to repair the grate. As well, the damage by the tow truck to the fire sprinkler line in the parkade was turned over to the strata insurance to deal with ICBC for reimbursement for repairs and call outs as a result of the broken line. Reimbursement for the cost to the strata has not yet been received.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, January 8, 2008

CORRESPONDENCE

1. Correspondence received and sent dealt with moves, elevators, key fobs and rental of the lounge.

NEW BUSINESS

Review of Budget

The Property Manager reviewed briefly with the Strata Council the budget and the various items which Council had approved and planned for in this operating year.

Landscaper

It was agreed, as the cost to engage Para Space was significant, to continue the contract for 2008 with Premier Landscaping. The additional budget could then provide Council an opportunity to engage the services of a landscape designer to provide ideas on further upgrades which could be done to enhance the landscaping around the Bentley.

Treadmill

Several proposals for treadmills were presented to Council. The Property Manager noted that \$5,500 had been accrued for purchase of a treadmill in the prior year. Seng Jin and Garrett volunteered to investigate the many options available and present to council at the next meeting a proposal for the type of machine they recommend for purchase.

Card Reader/Keys for Stairwells

The quotation will be presented at the next council meeting.

Exterior In-ground Lights

A quotation had been obtained in the prior year for installation of in-ground lighting. Two previous quotations had been received in the first year as well. A council member asked if there was an incentive with BC Hydro for exterior lighting and as well, the possibility of installing lighting from the top of the building rather than in-ground.

The Property Manager will investigate incentives for exterior lighting with BC Hydro and advised that lighting from the top of exterior of the building would require additional costs for re wiring. As a result of the cost for this work it was agreed that two updated quotations would be obtained and a decision made at the next council meeting.

Additional Security Improvements

Camera quotations are in progress. At this point a brief discussion took place with regard to the significant number of damages which occurred over the New Year's holiday and how to charge these back to residents who caused the damages.

A council member suggested contacting the police and filing a vandalism report for each incident. The strata council felt however, that charging back the residents for damages was sufficient; as well, a process was in place for evictions for any resident or resident's guests who were wilfully damaging property on more than one occasion.

General Questions

A council member asked if the strata council was insured for liability, did the council approve the minutes, asked that agendas come out to council well in advance of a meeting and be mailed instead of emailed and advised that there was a problem with hot water in the building.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, January 8, 2008

The Property Manager responded that yes, the strata council was covered if they acted in good faith, a council member generally reviews the minutes prior to distribution and the Council approves the minutes at each subsequent meeting, the council agreed that the agendas by email was fine with the agendas being sent as usual the Friday prior to the meeting and the problem with the hot water in the shower may relate to valves in the taps and/or shower connections and as this is an insuite matter, the council member should contact a plumber to look at this matter.

The Property Manager noted as well, that owners should ensure that bathtubs, taps, toilets, showers and shower walls be re-caulked on a very regular basis to reduce chances of leaking to the suite below.

Owners should also be reminded to check overflows in the bath tubs to ensure they are tight and that dishwasher and washer hoses are checked regularly. Water damage to a suite and or suites below are the responsibility of the owner of source to repair at their cost. Therefore, checking and maintaining is extremely important. Owners are as well reminded that if you have tenants in your suite, you should ensure these tenants are made aware to notify the owner of any possible water related problems so they can be quickly addressed.

The Council member asked for information on what the role of the Property Manager and Crosby was and what the terms of the contract were. The Property Manager briefly explained and suggested that the council member may wish to read the Agency Agreement which would provide more detailed information and explanation.

Another council member asked if there were other ways of generating income such as films, outside rental of the lounge, etc.

The Property Manager advised that yes, if a filming company approached the strata corporation, filming would be considered. Rental of the lounge however, was not considered as a result of the monitoring and control, damages, upkeep and security related to outside rental. Rental and/or use of the lounge had already been a problem with residents in the building. Any proposal for towers or dishes on the roof would need to go to the owners for approval as it would be considered a change to common property. However, Council is always open to other sources of revenue suggestions.

A question was raised as to removing the current garbage containers in the front and back of the building and replacing them with small ashtrays. This will be discussed at the next strata council meeting.

Art Work

An owner had been researching pictures to hang in the hallway where the original black and white photo's had been hung, before they and the mirror were stolen. A recommendation with regard to the other art work as well, was presented. The strata council was most interested in the information and will make a determination at the next council meeting.

There being no further business the meeting adjourned at 9:30 p.m.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, January 8, 2008

The next Council meetings are scheduled for 7:00 pm: February 6th, March 18th, April 29th, June 3rd, July 29th, September 9th, October 7th, November 5th, AGM - December 2, 2008.

Fern Barker, Senior Property Manager
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