

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2833, TRINITY PLACE, HELD ON THURSDAY, MAY 5, 2011, AT 6:30 PM IN UNIT 203 - 2490 WEST 2ND AVENUE, VANCOUVER, BC

Council in attendance: Kim Sheldon, President
 David Hovan, Treasurer
 Evelyn Suzuki, Secretary
 Ryan Libech, Landscaping Committee
 Barbara Olson, Landscaping Committee
 Elizabeth Wallis

 Carey Grandy,
 Strataco Management Ltd.

Absent with leave: Maninder Dhaliwal, Vice President

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Ms. Kim Sheldon, at 6:35 pm.

MINUTES OF THE MEETING OF MARCH 3, 2011:

The Strata Manager confirmed that the security camera modulator could be viewed on analog televisions on channel 16 and on digital television on channel 349. Unfortunately, there was a problem with the digital signal transmission that Shaw Cable would have to review. There being no further errors or omissions the minutes of the meeting of March 3, 2011 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

The Strata Manager advised that further to the previous Council meeting correspondence had been sent to a legal firm requesting that they provide an opinion on the Strata Council's options concerning the rental of a strata lot. The Strata Manager advised that the letter and associated documentation had been sent to a legal firm who was currently preparing the report for Council's consideration. Once the report has been received, it would be forwarded to the Strata Council immediately for their review and discussion.

PRESIDENT'S REPORT:

The Strata Council President requested an update on the progress of the Building Envelope project. The Strata Manager advised that Trow Associates had completed additional testing of the assemblies and confirmed that the wood framing had been built on a curb wall and that there was no evidence of water damage or rot. The Engineering firm still had to complete additional testing of the EIFS trim located under the windows and corners of the building to confirm that there was no water ingress problems associated with those areas. Additionally, Trow Associates had completed approximately 50% of the scope of work design drawings and applications had been made to the City of Vancouver for all appropriate permits. As soon as the additional testing had been completed, the scope of work could be finished and tenders called for the project. The Strata Council requested that the Strata Manager attach a covering notice to the minutes advising all owners of the progress of the project.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled for Council's consideration the financial statements for the months of February and March 2011. The Strata Council Treasurer, Mr. David Hovan, advised that he had reviewed the financial statements and accompanying invoices and found them to be in order. Mr. Hovan noted that the bank reconciliation statements provided by Strataco Management Ltd are printed from online banking in order to improve efficiencies with preparing financial statements. While there were no concerns with the account statuses or

bank balances, Mr. Hovan suggested that he review a formally produced bank account statement at the fiscal year end for the purposes of due diligence. The Strata Manager advised that this would be prepared and forwarded to him at the fiscal year end. There being no further questions it was

MOVED AND SECONDED:

That the financial statements for the months of February and March 2011 be approved.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager tabled for Council's information a copy of the current receivables report, noting that there was currently one strata lot in arrears. The Strata Council requested that the Strata Manager forward letters requesting payment to any owners who still owe all or a portion of the special levy.

Damage Chargeback

The Strata Manager tabled for Council's consideration correspondence sent to Quality Move Management regarding damage done to the common hallway drywall during a move out. It was noted that the repairs had been completed and Quality Move Management had remitted payment to the Strata Corporation.

2011/2012 Budget Draft #1

The Strata Manager tabled for Council's review a proposed budget for the 2011/2012 fiscal year. The Strata Council reviewed the budget and noted that it did call for a slight increase in strata fees to increase funding to the contingency reserve fund and offset cost increases in certain accounts. The Strata Council requested that the Strata Manager revise the budget and hold the fee increase to between 2.5% and 3%.

The Strata Council then briefly discussed funding for the replacement of the Strata Corporation's makeup air unit. As previously noted the heat exchanger within the unit had cracked and as the manufacturer and model of the unit currently installed at Trinity Place no longer exists, finding replacement parts had proven impossible. The Strata Council discussed whether funding for this project should be paid out of the contingency reserve fund, addressed as a special levy or lumped together with the building envelope project with a portion of the project to be covered by monies within the contingency reserve fund. The Strata Council tabled the discussion until the next scheduled meeting.

2) **Staff Report**

Site Inspection Reports

The Strata Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be addressed by staff or presented to the Council for decision.

Annual Fire Inspection

The Strata Manager tabled for Council's information correspondence sent to and received from Royal City Fire Supplies authorizing them to complete the annual fire inspection. This work has now been completed and the Strata Council is awaiting the deficiencies report from the contractor so that they may schedule repairs and re-inspection of missed suites. The Strata Council confirmed that in accordance with the notice provided to all owners, any suites missed during the inspection will pay their share of the re-inspection fees.

BC Hydro Product Incentive Program

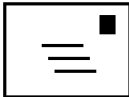
The Strata Council reviewed a letter received from BC Hydro regarding rebate offers and their Product Incentive Program. The Strata Manager advised that an electrical contractor had been asked to review the Strata Corporation's electrical systems and provide a report on areas where deficiencies may be found.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: patio sale; temporary parking stall usage; parking stall concerns; update regarding complaints and Special General Meeting outcome and window condensation.

Council reviewed the correspondence as follows:

Parking stalls: The Strata Council noted that there was currently a dispute between two owners regarding the use of a parking stall. One owner appeared to be dissatisfied with the resolution approved by the ownership at the Special General Meeting. The Strata Manager advised that the final report regarding parking stalls was nearing completion but cautioned the Strata Council on its contents. It was noted that the Strata Corporation has an obligation to repair and maintain the common property and assets but not necessarily an obligation to improve. While efforts have been made to address the concerns of residents regarding parking stalls, it should be considered that these parking stalls were present with the strata lot when they were purchased whether owners were made aware or not and that the Strata Council has received complaints for their efforts to improve the parking situation. The Strata Council tabled further discussion on this matter pending receipt of the report.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to managers@stratacomgmt.com. Thank you for your assistance.

4) Landscaping

Tiptop Gardening

The Strata Manager presented correspondence sent to Tiptop Gardening approving their proposal to continue landscaping maintenance services at Trinity Place. The contractor had noted that several of the flower beds had been depleted of top soil and had been authorized to install additional soil where required. Additionally, the Strata Council requested that Tiptop Gardening trim the rhododendrons after they finish blooming and replace approximately six heather plants that had died over the winter.

Additionally, it was noted that the owner of unit 106 had purchased a replacement plant for the area in front of their strata lot patio on West 2nd Avenue. This plant had been installed by Tiptop Gardening and reimbursement had been forwarded to the owner.

5) Mechanical

Makeup Air unit

The Strata Council reviewed proposals for the replacement of the makeup air unit provided by Honeywell Building Solutions and DW Optimum HVAC. The Strata Council noted that the Honeywell proposal was significantly more expensive than that of DW Optimum. The Strata Manager advised that correspondence had been sent to DW Optimum to confirm the

equipment specified within their proposal so that a direct comparison could be done between the two quotations. The Strata Council tabled decision pending receipt of specifications from DW Optimum.

Elevator

The Strata Council reviewed correspondence received from Schindler and BC Safety Authority advising them of the required brake testing. The Strata Council noted that this was a requirement of the governing legislation and accepted the letter.

6) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: plumbing repair at unit 105; garbage enclosure door repaired; exterior lighting investigation; parking area leak repair; additional investigations by Trow Associates; 2011/2012 budget draft #1 and makeup air unit proposals

7) In Progress

The Strata Manager advised that the following items remained in progress: project management proposals.

OTHER BUSINESS:

Storage of Items

The Strata Council noted that there had been an accumulation of items outside of the storage locker area. The Strata Manager advised that this would be followed up with. The Strata council also noted that there were some old and abandoned items in the service rooms and requested that a note be placed in the minutes advising owners that if they have anything stored in these service rooms to have them removed or they will be disposed of within 30 days.

Should any owners have stored any items in any of the mechanical or electrical rooms over the past years, you are advised that these items will be removed and disposed of within 30 days unless your request is returned.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:16 pm, until Thursday, June 2, 2011 (AGM agenda).

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