



Prudential Estates (RMD) Ltd.
SALES & PROPERTY MANAGEMENT
7320 Westminster Highway
Richmond, B.C. V6X 1A1
Telephone: (604) 273-1745
Fax: (604) 273-9021

September 5, 2007

MEMO TO: ALL OWNERS
STRATA PLAN LMS 740

FROM: David Distelmeyer
STRATA MANAGEMENT REPRESENTATIVE
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.

Dear Owners:

Please find attached Minutes of the August 21, 2007 Strata Council Meeting.

Please review House Rules 2 & 5 attached to the back of these Minutes.

A preliminary draft of the Building Envelope Report is available for viewing (owners only) at the Lobby Office from Friday, 31 August 2007.

The AGM will be held on Thursday, October 4, 2007 at the Lobby Office.

The annual Fire Alarm Inspection will be held from September 10 – 13, 2007.

The Strata Corporation reserves the right to re-assign parking stalls and lockers as these are designated limited common property.

Please DO NOT throw items out of windows, doors or from the balconies of strata units. This is a violation of bylaw 3 'Use of Property' (5)(g), and will result in a fine.

Building Managers' Office Telephone:
604-689-9802
9 AM until 5 PM
(Messages are checked three times a day)

For emergencies please contact Century 21 Prudential 604-273-1745

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #22

ATTENDEES:	Gigi Ngoh	President	GN
	Dal Fleischer	Vice President	DF
	Claire Kalfon	Treasurer	CK
	Jovica Miodragovic	Council Member	JM
	Doug Robert	Council Member	DR
	Blair Smith	Council Member	BS
	Julia Pelish	Council Member	JP
	Rade Panic		
	Nevenka Karan	Building Managers	BM
	STRATA MANAGEMENT:	Dave Distelmeyer (left @ 9:26 PM)	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division

ABSENT WITH REGRETS:

DISTRIBUTION: All Owners

MEETING DATE: Tuesday, August 21, 2007 @ 7:00 PM – Lobby Office

NEXT MEETING: AGM Thursday, October 4, 2007 @ 7:00 PM – Lobby Office

TOPICS

1) Adoption of Minutes	8) Insurance	15) Window Cleaning	22) Plumbing
2) Building Manager's Report	9) Garbage Disposal Area	16) Fire Inspection	23) Mechanical
3) Announcements	10) Elevators	17) Stairwells	24) Electrical
4) Financial Report	11) Garage	18) Move ins/outs	25) Dryer Ducts/Vents
5) Gardening Report	12) Social Events	19) Mail Room	26) Visitor Parking
6) Correspondence	13) Reminders	20) Building Envelope	27) Back Burner List
7) Security	14) Lockers	21) Cleaning	28) New Business

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	Oct/07
2)13.4	Yellow parkade arrows to be painted by Building Manager.	BM	Ongoing
2)13.5	Globe lighting to be replaced in entrance way by Building Manager. All now replaced.	BM	CLOSED
2)14.2	Insurance Claim – Proof of Loss needs to be signed off.	PM	Oct/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. These will be issued during the annual FOB and parking pass registration.	BM/PM/ Council	Oct/07
2)18.1	Town home unit activated smoke alarm in hallway for the third time. The fire department was called. Strata Manager to send unit chargeback letter regarding expenses incurred.	PM	Oct/07
2)18.2	A PRV (pressure reduction valve) for cold water is not working properly. PRV was replaced.	BM/PM	CLOSED
2)20.1	Building Manager reported residential parking violations. Strata Manager to investigate and send warning letters to owners involved.	PM	Oct/07
2)22.1	Century 21 representative informed the building manager that a resident had reported a strong smoke smell. The building manager and fire department determined that the problem originated from a 7 th floor unit. A report was issued by the fire department requesting the inspection of 7 th floor smoke alarm & detectors. Siemens inspected the 7 th floor smoke alarm and detectors and found everything operating to specification.	BM	CLOSED
3)	ANNOUNCEMENTS		
3)17.1	The AGM will be held on Thursday, October 4, 2007 at the Lobby Office. Registration starts at 6:30 PM. Meeting commences at 7:00 PM.		
3)22.1	Council established House Rules 2 & 5. Please see attached.		
4)	FINANCIAL REPORT		
4)20.1	July Financial Statements were approved subject to owners' arrears report.	PM/CK	
5)	GARDENING REPORT		
5)21.1	Council member received a quote for Fall tree up-keep. Strata Manager to send Council Member contact information of another contractor to obtain a 2 nd quote.	PM/ Council	Oct/07
6)	CORRESPONDENCE		
6)15.1	An owner reported a calcium leak at her parking stall. Contractor conducted repaired.	PM	CLOSED
6)15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending approval letter to owner of unit.	PM	Oct/07
6)18.2	Correspondence was received from 12 th floor unit regarding noise complaint from above unit. Strata Manager to send warning letter. Warning letter was sent.	PM	CLOSED
6)19.1	A letter of complaint was received regarding very strong marijuana smell on the 6 th Floor. Warning letter sent to owner of unit. Strata Manager to follow up. Building Manager confirmed that there is no longer marijuana smell from this unit. Warning letter was sent.	PM	CLOSED
6)20.1	Correspondence was received from 9 th floor unit regarding noise complaint from above unit. Strata Manager & Council discussed this issue with the 10 th floor unit owner, who assured cooperation in keeping noise level down. Strata Manager to send a letter to the complainant with this update. Letter was sent.	PM	CLOSED

6)20.2	Correspondence was received from the owner of a 3 rd floor unit requesting information on building maintenance. Contractor conducted inspection. Awaiting report.	PM	Oct/07
6)20.3	Renovation request was received from an owner of a 6 th floor unit. Strata Manager informed owner a completed Assumption of Liability is required. Strata Manager to issue fine to owner for violation of bylaw 3(5)(r) Use of Property (renovation without approval).	PM	Oct/07
6)20.4	Owner of a 21 st floor unit sent a renovation request and sent completed Assumption of Liability form to the Offices of Century 21. Council approved request. Strata Manager sent a letter of approval.	PM	CLOSED
6)21.1	Renovation request & completed Assumption of Liability was received from an owner of a 2 nd floor unit. Council approved request. Strata Manager sent a letter of approval.	PM	CLOSED
6)21.2	Renovation request was received from an owner of a 16 th floor unit. Completed Assumption of Liability received and owner was sent a letter of approval.	PM	CLOSED
6)22.1	Renovation request and completed Assumption of Liability was received from an owner of a 14 th floor unit. Council approved request. Strata Manager to send letter of approval.	PM	Oct/07
6)22.2	Renovation request and completed Assumption of Liability was received from an owner of a 7 th floor unit. Council approved request. Strata Manager to send letter of approval.	PM	Oct/07
6)22.3	Renovation request and completed Assumption of Liability was received from an owner of a 2 nd floor unit. This renovation requires a Permit from City Hall. Strata Manager to inform owner in writing.	PM	Oct/07
6)22.4	Renovation request was received from an owner of a 14 th floor unit. Strata Manager to inform owner that a completed Assumption of Liability is required.	PM	Oct/07
6)22.5	Renovation request was received from an owner of a 10 th floor unit. Strata Manager to inform owner that a completed Assumption of Liability is required.	PM	Oct/07
6)22.6	Noise complaint was received from a 25 th floor unit regarding excessive noise from a neighbour. Strata Manager to send warning letter.	PM	Oct/07
7)	SECURITY		
7)17.1	Security cameras in common areas are being considered.	PM	Ongoing
7)20.1	Council approved a quote to install fencing for the back alley. Fence installed, but requires extra fitting. All installation completed satisfactorily.	BM/ Council	CLOSED
8)	INSURANCE		
9)	GARBAGE		
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	a) PLEASE DO NOT LET STRANGERS INTO THE BUILDING b) PLEASE WAIT FOR THE GATES TO CLOSE BEFORE PROCEEDING.		
14)	LOCKERS		
15)	WINDOW CLEANING		

16)	FIRE INSPECTION		
16)22.1	The annual Fire Alarm Inspection will be conducted from September 10 – 13, 2007. There will be elevator notices with the schedule of this inspection. All residents must provide access to their units.		Sept/07
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	Building Envelope Study has concluded. Engineer has submitted preliminary draft of the report. Awaiting finalized report.	PM	Sept/07
20)13.2	Engineer reviewed leak problem in P1 stairwell and suggested removing all soil to examine the vent. Strata Manager to arrange inspection. See 28)22.1	PM	CLOSED
20)19.1	The engineer informed Century 21 and Council that in order to complete the Building Envelope report, further study is required. All required studies completed. See 20)3.1	PM	CLOSED
21)	CLEANING		
22)	PLUMBING		
23)	MECHANICAL		
23)12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	Ongoing
24)	ELECTRICAL		
24)10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	Oct/07
24)15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Strata Manager for the next Council meeting. Council member obtained electrical drawings.	DF	CLOSED
25)	DRYER DUCTS / VENTS		
26)	VISITOR PARKING		
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing
27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)16.1	Strata Manager to obtain complete set of "As Built Drawings" from City Hall.	PM	Ongoing
28)19.1	The security camera at the Main Entrance has been stolen. Council received two quotes for replacement and accepted the more appropriate quote. Camera has been installed.	PM/BM/ DR	CLOSED
28)20.1	Strata Manager to obtain written report from pest control contractor regarding bed bug incident in a 16 th floor unit.	PM	Oct/07
28)20.2	Strata Manager to obtain written report from elevator maintenance contractor regarding recurring elevator problems. Strata Manager to schedule a full onsite inspection to be conducted by the contractor.	PM	Oct/07
28)20.3	Strata Manager to send warning letter to the owner of a 13 th floor unit regarding inappropriate window treatment. This is a by-law violation. Warning letter was sent.	PM	CLOSED

28)21.1	Strata Manager to issue fine to an owner on the 5 th floor for violation of bylaw 35 Move In/ Move Out (illegal move out).	PM	Oct/07
28)22.1	Strata Manager to contact appropriate contractor to remove all soil and examine the vent located at the first floor planter.	PM	Oct/07
28)22.2	Strata Manager to send warning letters to the owners of a 6 th floor unit and a 23 rd floor unit for parking violation.	PM	Oct/07
28)22.3	An 8 th floor unit owner was issued a fine for violation of bylaw 3 'Use Of Property' (5)(d) . The tenant of this unit repeatedly parked in the Lobby driveway over the time limit and had been cautioned each time. The owner was also sent a warning letter as the tenant was reminded several times, but failed to submit a completed registration form to the building manager. Strata Manager to follow up.	PM	Oct/07
28)22.4	Strata Manager to send letters to the owners of 2 nd , 10 th , & 18 th floor units requesting they provide keys to the Strata Corporation in order to gain access to their units in case of emergencies. This is because there are recirculation lines situated at these floors.	PM	Oct/07

Meeting Adjourned @ 10:00 PM



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**ROSEDALE GARDEN
888 HAMILTON STREET
LMS 740**

HOUSE RULE #2

RENOVATIONS

A \$200 deposit must be given to the Resident Manager prior to starting any renovations.

The Resident Caretaker and Strata Council will inspect common areas at the completion of renovations. The deposit will be returned if no damage to common areas is incurred due to the renovation.

The cost of any required cleaning or repairs of common areas as a result of the renovation will be deducted from the \$200 deposit.

Violation of this Rule will result in a \$50 fine – Bylaw 23 (b).



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**ROSEDALE GARDEN
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HOUSE RULE # 5

LOCKERS

A fourteen day notification, when necessary, will be given to all residents of intent to enter lockers by Strata Council/Building Managers.

Violation of this Rule will result in a \$50 fine – Bylaw 23 (b).

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #21

ATTENDEES:	Gigi Ngoh	President	GN
	Dal Fleischer	Vice President	DF
	Claire Kalfon	Treasurer	CK
	Jovica Miodragovic	Council Member	JM
	Doug Robert	Council Member	DR
	Blair Smith	Council Member	BS
	Rade Panic	Building Manager	BM
STRATA MANAGEMENT:	Dave Distelmeyer	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division	PM
ABSENT WITH REGRETS:	Julia Pelish	Council Member	JP
DISTRIBUTION:	All Owners		
MEETING DATE:	Tuesday, July 17, 2007 @ 7:00 PM – Lobby Office		
NEXT MEETING:	Tuesday, August 21, 2007 @ 7:00 PM – Lobby Office		

TOPICS

1) Adoption of Minutes	8) Insurance	15) Window Cleaning	22) Plumbing
2) Building Manager's Report	9) Garbage Disposal Area	16) Fire Inspection	23) Mechanical
3) Announcements	10) Elevators	17) Stairwells	24) Electrical
4) Financial Report	11) Garage	18) Move ins/outs	25) Dryer Ducts/Vents
5) Gardening Report	12) Social Events	19) Mail Room	26) Visitor Parking
6) Correspondence	13) Reminders	20) Building Envelope	27) Back Burner List
7) Security	14) Lockers	21) Cleaning	28) New Business

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	08/21/07
2)13.4	Yellow parkade arrows to be painted by Building Manager.	BM	Ongoing
2)13.5	Globe lighting to be replaced in entrance way by Building Manager. Some were replaced.	BM	Ongoing
2)14.2	Insurance Claim -- Proof of Loss needs to be signed off.	PM	08/21/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed.	BM/PM/ Council	Ongoing
2)18.1	Town home unit activated smoke alarm in hallway for the third time. The fire department was called. Strata Manager to send unit chargeback letter regarding expenses incurred.	PM	08/21/07
2)18.2	A PRV (pressure reduction valve) for cold water is not working properly. Contractor will be on site to repair or replace the PRV.	BM/PM	08/21/07
2)20.1	Building Manager reported residential parking violations. Strata Manager to investigate and send warning letters to owners involved.	PM	08/21/07
3)	ANNOUNCEMENTS		
3)17.1	The AGM will be held in September 2007. Date and time to be determined.		
4)	FINANCIAL REPORT		
4)20.1	June Financial Statements were approved.	PM/CK	
5)	GARDENING REPORT		
5)21.1	Council member received a quote for Fall tree up-keep. Strata Manager to send Council member contact information of another contractor to obtain a 2 nd quote.	PM/ Council	08/21/07
6)	CORRESPONDENCE		
6)13.2	Correspondence was received from a resident on 3 rd floor regarding their chargeback. After investigating, chargeback will stand.	PM	CLOSED
6)15.1	An owner reported a calcium leak at her parking stall. The Strata Manager arranged with contractor to repair at the end of the month.	PM	08/21/07
6)15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending approval letter to owner of unit.	PM	08/21/07
6)18.2	Correspondence was received from 12 th floor unit regarding noise complaint from above unit. Strata Manager to send warning letter.	PM	08/21/07
6)19.1	A letter of complaint was received regarding very strong marijuana smell on the 6 th Floor. Warning letter sent to owner of unit. Strata Manager to follow up.	PM	08/21/07
6)19.2	A warning letter was sent to the owner of 7 th floor unit regarding possible fire hazard due to unsafe storing habits. Strata Manager discussed with owner who has informed tenants.	PM	CLOSED
6)20.1	Correspondence was received from 9 th floor unit regarding noise complaint from above unit. Strata Manager & Council discussed this issue with the 10 th floor unit owner, who assured cooperation in keeping noise level down. Strata Manager to send a letter to the complainant with this update.	PM	08/21/07

6)20.2	Correspondence was received from the owner of a 3 rd floor unit requesting information on building maintenance. Strata Manager to reply and coordinate inspection with a contractor.	PM	08/21/07
6)20.3	Renovation request was received from an owner of a 6 th floor unit. Strata Manager informed owner that a completed Assumption of Liability is required. Strata Manager to issue fine to owner for violation of bylaw 3(5)(r) Use of Property (renovation without approval).	PM	08/21/07
6)20.4	Owner of a 21 st floor unit sent a renovation request and sent completed Assumption of Liability form to the Offices of Century 21. Council approved request. Strata Manager to send approval in writing.	PM	08/21/07
6)21.1	Renovation request & completed Assumption of Liability was received from an owner of a 2 nd floor unit. Council approved request. Strata Manager to send approval in writing.	PM	08/21/07
6)21.2	Renovation request was received from an owner of a 16 th floor unit. Strata Manager to inform owner that a completed Assumption of Liability is required.	PM	08/21/07
7)	SECURITY		
7)17.1	Security cameras in common areas are being considered.	PM	Ongoing
7)20.1	Council approved a quote to install fencing for the back alley. Fence installed, but requires extra fitting. Contractor to respond with appointment date.	BM/ Council	08/21/07
8)	INSURANCE		
9)	GARBAGE		
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	<ul style="list-style-type: none"> a) PLEASE DO NOT LET STRANGERS INTO THE BUILDING b) PLEASE WAIT FOR THE GATES TO CLOSE BEFORE PROCEEDING. 		
14)	LOCKERS		
15)	WINDOW CLEANING		
16)	FIRE INSPECTION		
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	Building Envelope Study is underway. Engineer to submit report upon completion of study	PM	08/21/07
20)13.2	Contractor investigated leak problem in P1 stairwell and suggested the planters' membrane be inspected during the building envelope study.	PM	08/21/07
20)19.1	The engineer informed Century 21 and Council that in order to complete the Building	PM	08/21/07

	Envelope report, further study is required. Interior study completed. Strata Manager to coordinate remaining portion of study.		
21)	CLEANING		
22)	PLUMBING		
22)14.1	Some units are experiencing low hot water pressure. The plumbing company will be contacted to investigate the cause of the problem. Repair has been completed.	BM	CLOSED
23)	MECHANICAL		
23)12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	Ongoing
23)19.1	Strata Manager to discuss emergency generator inspection schedule with contractor. Next full inspection to be done in Fall 2008.	PM	CLOSED
24)	ELECTRICAL		
24)10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	08/21/07
24)15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Strata Manager for the next Council meeting.	PM	08/21/07
25)	DRYER DUCTS / VENTS		
26)	VISITOR PARKING		
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing
27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)13.2	Council discussed with Strata Manager the Incident Report for an emergency call made to Century 21 from a resident on the 3 rd floor. Owner was charged back expenses incurred. See 6)13.2	PM	CLOSED
28)16.1	Strata Manager to obtain complete set of "As Built Drawings" from City Hall.	PM	08/21/07
28)19.1	The security camera at the Main Entrance has been stolen. Council received two quotes for replacement and accepted the more appropriate quote. Awaiting installation.	PM/BM/ DR	08/21/07
28)20.1	Strata Manager to obtain written report from pest control contractor regarding bed bug incident in a 16 th floor unit.	PM	08/21/07
28)20.2	Strata Manager to obtain written report from elevator maintenance contractor regarding recurring elevator problems. Strata Manager to schedule a full onsite inspection to be conducted by the contractor.	PM	08/21/07
28)20.3	Strata Manager to send warning letter to the owner of a 13 th floor unit regarding inappropriate window treatment. This is a by-law violation.	PM	08/21/07
28)21.1	Strata Manager to issue fine to an owner on the 5 th floor for violation of bylaw 35 <i>Move In/ Move Out</i> (illegal move out).	PM	08/21/07

Meeting Adjourned @ 10:00 PM

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #20

ATTENDEES:	Gigi Ngoh	President	GN
	Dal Fleischer	Vice President	DF
	Claire Kalfon	Treasurer	CK
	Jovica Miodragovic	Council Member	JM
	Julia Pelish	Council Member	JP
	Doug Robert	Council Member	DR
	Blair Smith	Council Member	BS
	Rade Panic	Building Manager	BM
	Nancy Karan		
	STRATA MANAGEMENT:	Dave Distelmeyer	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division

ABSENT WITH REGRETS:

DISTRIBUTION: All Owners

MEETING DATE: Tuesday, June 19, 2007 @ 7:00 PM -- Lobby Office

NEXT MEETING: Tuesday, July 17, 2007 @ 7:00 PM -- Lobby Office

TOPICS

1) Adoption of Minutes	8) Insurance	15) Window Cleaning	22) Plumbing
2) Building Manager's Report	9) Garbage Disposal Area	16) Fire Inspection	23) Mechanical
3) Announcements	10) Elevators	17) Stairwells	24) Electrical
4) Financial Report	11) Garage	18) Move ins/outs	25) Dryer Ducts/Vents
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1)	ADOPTION OF MINUTES		
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2)	BUILDING MANAGER'S REPORT		
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	07/17/07
2)13.4	Yellow parkade arrows to be painted by Building Manager.	BM	07/17/07
2)13.5	Globe lighting to be replaced in entrance way by Building Manager. Some were replaced.	BM	07/17/07
2)14.2	Insurance Claim -- Proof of Loss needs to be signed off.	PM	07/17/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed.	BM/PM/ Council	Ongoing
2)18.1	Town home unit activated smoke alarm in hallway for the third time. The fire department was called. Strata Manager to send unit charge back letter regarding expenses incurred.	PM	07/17/07
2)18.2	A PRV (pressure reduction valve) for cold water is not working properly. Requires replacement.	BM/PM	07/17/07
2)19.1	PRV for hot water on the 8 th floor requires maintenance. Strata Manager to contact contractor to arrange time of repair with Building Manager. PRV was repaired.	PM/BM	CLOSED
2)20.1	Building Manager reported residential parking violations. Strata Manager to investigate and send warning letters to owners involved.	PM	07/17/07
3)	ANNOUNCEMENTS		
3)17.1	The AGM will be held in September 2007. Date and time to be determined.		
3)20.1	The Building Managers will be taking a well-earned holiday from 3 – 6 July. They will be unavailable from 30 June – 8 July, and will return to work on 9 July.		
4)	FINANCIAL REPORT		
4)20.1	April and May financial statements were approved.	PM/CK	
5)	GARDENING REPORT		
5)18.1	A quote was approved for regular gardening maintenance work.		
6)	CORRESPONDENCE		
6)13.2	Correspondence was received from resident on 3 rd floor regarding their charge back. After investigating, charge back will stand.	PM	07/17/07
6)15.1	An owner reported a calcium leak at her parking stall. The Strata Manager arranged with contractor to repair at the end of the month.	PM	07/17/07
6)15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending approval letter to owner of unit.	PM	07/17/07
6)18.2	Correspondence was received from 12 th floor unit regarding noise complaint from above unit. Strata Manager to send warning letter.	PM	07/17/07
6)19.1	A letter of complaint was received regarding very strong marijuana smell on the 6 th Floor. Warning letter sent to owner of unit. Strata Manager to follow up.	PM	07/17/07
6)19.2	A warning letter was sent to the owner of a unit on the 7 th floor regarding possible fire hazard due to unsafe storing habits. Strata Manager to follow up.	PM	07/17/07

6)19.3	A bathroom renovation request was received from a town home unit. Strata Manager sent letter of approval to the owner.	PM	CLOSED
6)20.1	Correspondence was received from 9 th floor unit regarding noise complaint from above unit. Strata Manager to investigate.	PM	07/17/07
6)20.2	Correspondence was received from the owner of a 3 rd floor unit, requesting information on building maintenance. Strata Manager to reply.	PM	07/17/07
6)20.3	Renovation request was received from an owner of a 6 th floor unit. Strata Manager to inform owner that a completed Assumption of Liability is required.	PM	07/17/07
6)20.4	Owner of a 21 st floor unit sent a renovation request and sent completed Assumption of Liability form to the Offices of Century 21. Council approved request. Strata Manager to send approval letter to the owner.	PM	07/17/07
7)	SECURITY		
7)17.1	Security cameras in common areas are being considered.	PM	Ongoing
7)20.1	Council approved a quote to install fencing for the back alley. Strata Manager to schedule installation.	PM	07/17/07
8)	INSURANCE		
9)	GARBAGE		
10)	ELEVATORS		
11)	GARAGE PARKADES		
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14)	LOCKERS		
15)	WINDOW CLEANING		
15)14.1	Council approved a window cleaning quote. Window cleaning has been scheduled for June 21 st & 22 nd , 2007. Window cleaning has been completed.	PM	CLOSED
16)	FIRE INSPECTION		
16)13.1	The Annual Fire Inspection report has been received. The inspector advised that some in-unit smoke alarms are not working. All necessary repairs were completed.	PM	CLOSED
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	Building Envelope Study is underway. Engineer to submit report upon completion of study	PM	07/17/07
20)13.2	Contractor investigated leak problem in P1 stairwell and suggested the planters' membrane be inspected during the building envelope study.	PM	07/17/07

20)15.1	Council submitted the completed questionnaires to the Contractor. See 20)3.1	PM	CLOSED
20)19.1	The engineer informed Century 21 and Council that in order to complete the Building Envelope report, further study is required. Strata Manager to coordinate this with engineer	PM	07/17/07
21)	CLEANING		
21)10.2	Strata Manager obtaining quotes for bi-annual common areas carpet cleaning. Quote approved. Carpet cleaning was completed.	PM	CLOSED
21)12.1	Strata Manager obtaining quotes for cleaning of floor tiles on P1 – P4. Quote approved. Tile cleaning was completed.	PM	CLOSED
22)	PLUMBING		
22)14.1	Some units are experiencing low hot water pressure. The plumbing company will be contacted to investigate the cause of the problem.	BM	07/17/07
23)	MECHANICAL		
23)12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	Ongoing
23)19.1	Strata Manager to discuss emergency generator inspection schedule with contractor.	PM	07/17/07
24)	ELECTRICAL		
24)10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	07/17/07
24)15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Strata Manager for the next Council meeting.	PM	07/17/07
25)	DRYER DUCTS / VENTS		
25)14.1	Contractor was on site to investigate units experiencing water backflow from dryer vents. They suggested a booster fan to help prevent water accumulating when dryer in use. After dryer vent cleaning, to date no further complaints have been received.	PM/BM	CLOSED
26)	VISITOR PARKING		
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing
27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)13.2	Council discussed with Strata Manager the Incident Report for an emergency call made to Century 21 from a resident on the 3 rd floor. Owner was charged back expenses incurred.	PM	07/17/07
28)16.1	Strata Manager to obtain complete set of "As Built Drawings" from City Hall.	PM	07/17/07
28)19.1	The security camera at the Main Entrance has been stolen. Council received two quotes for replacement and accepted the more appropriate quote. Awaiting installation.	PM/BM/ DR	07/17/07
28)19.2	Pet registration scheduled for the week of June 11. Pet registration completed.	Council/ BM	CLOSED
28)20.1	Strata Manager to obtain written report from pest control contractor regarding bed bug incident in a 16 th floor unit.	PM	07/17/07
28)20.2	Strata Manager to obtain written report from elevator maintenance contractor regarding recurring elevator problems.	PM	07/17/07
28)20.3	Strata Manager to send warning letter to the owner of a 13 th floor unit regarding inappropriate window treatment. This is a by-law violation.	PM	07/17/07

Meeting Adjourned @ 10:00 PM

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #19

ATTENDEES:	Gigi Ngoh	President	GN
	Claire Kalfon	Treasurer	CK
	Jovica Miodragovic	Council Member	JM
	Julia Pelish	Council Member	JP
	Doug Robert	Council Member	DR
	Rade Panic	Building Manager	BM

STRATA MANAGEMENT:	Dave Distelmeyer	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division	PM
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ABSENT WITH REGRETS:	Dal Fleischer	Vice President	DF
	Blair Smith	Council Member	BS

DISTRIBUTION: All Owners

MEETING DATE: Tuesday, May 15, 2007 @ 6:30 PM – Lobby Office

NEXT MEETING: Tuesday, June 19, 2007 @ 7:00 PM – Lobby Office

TOPICS

1) Adoption of Minutes	8) Insurance	15) Window Cleaning	22) Plumbing
2) Building Manager's Report	9) Garbage Disposal Area	16) Fire Inspection	23) Mechanical
3) Announcements	10) Elevators	17) Stairwells	24) Electrical
4) Financial Report	11) Garage	18) Move ins/outs	25) Dryer Ducts/Vents
5) Gardening Report	12) Social Events	19) Mail Room	26) Visitor Parking
6) Correspondence	13) Reminders	20) Building Envelope	27) Back Burner List
7) Security	14) Lockers	21) Cleaning	28) New Business

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	06/19/07
2)13.4	Yellow parkade arrows to be painted by Building Manager.	BM	06/19/07
2)13.5	Globe lighting to be replaced in entrance way by Building Manager.	BM	06/19/07
2)14.2	Insurance Claim – Proof of Loss	PM	06/19/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed.	BM/PM/ Council	Ongoing
2)18.1	Town home unit activated smoke alarm in hallway for the third time. The fire department was called. Any pending charges will be charged back to the unit.	CK	Ongoing
2)18.2	A PRV (pressure reduction valve) for cold water is not working properly. Requires replacement.	BM/PM	06/19/07
2)18.3	After water shut down, some units reported low water pressure. BM to change cartridges.	BM	CLOSED
2)18.4	There was wall damage reported on the 13 th floor. PM to arrange repair. If found at fault, current resident on 13 th floor will be charged back the amount of repair.	BM	CLOSED
2)18.5	Owner on 18 th floor requested repair to their ceiling from previous insurance claim. Building Manager to arrange repair at the same time as above repair.	BM	CLOSED
2)19.1	PRV for hot water on the 8 th floor requires maintenance. Strata Manager to contact contractor to arrange time of repair with Building Manager.	PM/BM	06/19/07
3)	ANNOUNCEMENTS		
3)17.1	The AGM will be held in September 2007. Date and time to be determined.		
4)	FINANCIAL REPORT		
4)14.1	March financial statements were approved. April financial statements were not available. They will be reviewed at the next meeting.	PM	06/19/07
5)	GARDENING REPORT		
5)18.1	A quote was approved for regular gardening maintenance work.		
6)	CORRESPONDENCE		
6)10.1	Owner on 20 th floor was informed by Strata Manager that the documents required to proceed with renovations need to be submitted to Council. Strata Manager to send a second request letter.	PM	CLOSED
6)13.2	Correspondence was received from resident on 3 rd floor regarding charge back. Strata Manager to investigate.	PM	06/19/07
6)14.2	An owner sent several written noise complaint letters to Council regarding a neighbour playing loud music at night. Strata Manager to send warning letter.	PM	CLOSED
6)15.1	An owner reported a calcium leak at her parking stall. The Strata Manager will arrange date with contractor to repair the leak.	PM	06/19/07
6)15.2	Council received an additional noise complaint letter. The Strata Manager will send a warning letter to the owner of the unit.	PM	CLOSED
6)15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending approval letter to owner of unit.	PM	06/19/07

6)17.1	Strata Manager to send approval letter to an owner on the 7 th floor who submitted a request for renovation.	PM	CLOSED
6)18.2	Correspondence was received from 12 th floor unit regarding noise complaint from above unit. Strata Manager to send warning letter.	PM	06/19/07
6)19.1	A letter of complaint was received regarding very strong marijuana smell on the 6 th Floor. Strata Manager to send a warning letter to owner of unit.	PM	06/19/07
6)19.2	Strata Manager to send a warning letter to the owner of a unit on the 7 th floor regarding possible fire hazard due to unsafe storing habits.	PM	06/19/07
6)19.3	A bathroom renovation request was received from a town home unit. Strata Manager to send letter of approval to the owner.	PM	06/19/07
7)	SECURITY		
7)17.1	Security cameras in common areas are being considered.	PM	Ongoing
8)	INSURANCE		
9)	GARBAGE		
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	<ul style="list-style-type: none"> a) PLEASE DO NOT LET STRANGERS INTO THE BUILDING b) PLEASE WAIT FOR THE GATES TO CLOSE BEFORE PROCEEDING. 		
14)	LOCKERS		
15)	WINDOW CLEANING		
15)14.1	Council approved a window cleaning quote. Window cleaning has been scheduled for June 21 st & 22 nd , 2007.	PM	06/19/07
16)	FIRE INSPECTION		
16)13.1	The Annual Fire Inspection report has been received. The inspector advised that some in-unit smoke alarms are not working. Building Manager to coordinate repairs with residents.	BM	06/19/07
16)15.1	A sprinkler inspections report for Rosedale Garden was submitted to Century 21. The report indicated recommended repairs must be done.	PM/BM	CLOSED
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	Building Envelope Study is underway. Engineer to submit report upon completion of study	PM	06/19/07
20)13.2	Contractor investigated leak problem in P1 stairwell and suggested the planters' membrane be inspected during the building envelope study.	PM	06/19/07
20)15.1	Council submitted the completed questionnaires to the Contractor. Awaiting written report.	PM	06/19/07
20)19.1	The engineer informed Century 21 and Council that in order to complete the Building Envelope report, further study is required. Strata Manager to coordinate this with engineer	PM	06/19/07

21)	CLEANING		
21)10.2	Strata Manager obtaining quotes for bi-annual common areas carpet cleaning. Quote approved and carpet cleaning to be scheduled.	PM	06/19/07
21)12.1	Strata Manager obtaining quotes for cleaning of floor tiles on P1 – P4. Quote approved and tile cleaning to be scheduled.	PM	06/19/07
22)	PLUMBING		
22)14.1	Some units are experiencing low hot water pressure. The plumbing company will be contacted to investigate the cause of the problem.	PM/BM	06/19/07
23)	MECHANICAL		
23)12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	06/19/07
23)14.1	The annual emergency generator inspection has been completed and the contractor has proposed an annual inspection. Council discussed that the Building Manager will do a monthly generator testing in addition to the contractors' inspection and repairs.	BM	CLOSED
23)19.1	Strata Manager to discuss emergency generator inspection schedule with contractor.	PM	06/19/07
24)	ELECTRICAL		
24)10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	06/19/07
24)15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Strata Manager for the next Council meeting.	PM	06/19/07
25)	DRYER DUCTS / VENTS		
25)14.1	Contractor was on site to investigate units experiencing water backflow from dryer vents. They suggested a booster fan to help prevent water accumulating when dryer in use.	PM/BM	Ongoing
26)	VISITOR PARKING		
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing
27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)12.3	Council requested Strata Manager to engage a visitor parking monitoring company to prevent illegal parking in the visitor parking area by residents as well as visitors who do not display a parking pass. Monitoring has begun.	PM	CLOSED
28)13.2	Council discussed with the Strata Manager the Incident Report for an emergency call made to Century 21 from a resident on the 3 rd floor. Strata Manager to send letter to the owner regarding subsequent invoicing.	PM	06/19/07
28)16.1	Strata Manager to obtain complete set of "As Built Drawings" from City Hall.	PM	06/19/07
28)17.1	Strata Manager to send letters to Property Management companies reminding Strata Managers that landlords must provide all tenants with the most recent copy of LMS 740 by-laws.	PM	CLOSED
28)19.1	The security camera at the Main Entrance has been stolen. Council received one quote for replacement of security camera. Awaiting second quote.	PM/BM/ DR	06/19/07
28)19.2	Pet registration will take place the week of June 11. Information will be posted in elevators	Council/ BM	06/19/07

Meeting Adjourned @ 9:20 PM

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #18

ATTENDEES:	Dal Fleischer	Vice President	DF
	Claire Kalfon	Treasurer	CK
	Jovica Miodragovic	Council Member	JM
	Julia Pelish	Council Member	JP
	Blair Smith	Council Member	BS
	Doug Robert	Council Member	DR
	Rade Panic & Nancy Karan	Building Manager	BM
STRATA MANAGEMENT:	Dave Distelmeyer	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division	PM
ABSENT WITH REGRETS:	Gigi Ngoh	President	GN
DISTRIBUTION:	All Owners		
MEETING DATE:	Tuesday, April 17, 2007 @ 7:00 PM – Lobby Office		
NEXT MEETING:	Tuesday, May 15, 2007 @ 7:00 PM – Lobby Office		

TOPICS

1) Adoption of Minutes	8) Insurance	15) Window Cleaning	22) Plumbing
2) Building Manager's Report	9) Garbage Disposal Area	16) Fire Inspection	23) Mechanical
3) Announcements	10) Elevators	17) Stairwells	24) Electrical
4) Financial Report	11) Garage	18) Move ins/outs	25) Dryer Ducts/Vents
5) Gardening Report	12) Social Events	19) Mail Room	26) Visitor Parking
6) Correspondence	13) Reminders	20) Building Envelope	27) Back Burner List
7) Security	14) Lockers	21) Cleaning	28) New Business

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	05/15/07
2)13.4	Yellow parkade arrows to be painted by Building Manager.	BM	05/15/07
2)13.5	Globe lighting to be replaced in entrance way by Building Manager.	BM	05/15/07
2)14.2	Insurance Claim – Proof of Loss	PM	05/15/07
2)14.4	Contractor's Report: Letters to be sent by Strata Manager to owners where in-unit smoke alarms are not in working order to gain access to their units. See 16)3.1	BM/PM	CLOSED
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed.	BM/PM/ Council	Ongoing
2)18.1	Town home unit activated smoke alarm in hallway for the third time. The fire department was called. Any pending charges will be charged back to the unit.	CK	Ongoing
2)18.2	A PRV (pressure reduction valve) for cold water is not working properly. Requires replacement.	BM/PM	05/15/07
2)18.3	After water shut down, some units reported low water pressure. BM to change cartridges.	BM	05/15/07
2)18.4	There was wall damage reported on the 13 th floor. PM to arrange repair. If found at fault, current resident on 13 th floor will be charged back the amount of repair.	BM	05/15/07
2)18.5	Owner on 18 th floor requested repair to their ceiling from previous insurance claim. Building Manager to arrange repair at the same time as above repair.	BM	05/15/07
3)	ANNOUNCEMENTS		
3)17.1	The AGM will be held in September 2007. Date and time to be determined.		
4)	FINANCIAL REPORT		
4)14.1	March financial statements were not available. They will be reviewed at the next meeting. Awaiting a credit of plumbing invoice double paid to a contractor.	PM	05/15/07
5)	GARDENING REPORT		
5)18.1	A quote was approved for regular gardening maintenance work.		
6)	CORRESPONDENCE		
6)10.1	Owner on 20 th floor was informed by Strata Manager that the documents required to proceed with renovations need to be submitted to Council. Strata Manager to send a second request letter.	PM	05/15/07
6)13.2	Correspondence was received from resident on 3 rd floor regarding charge back. Strata Manager to investigate.	PM	05/15/07
6)14.2	An owner sent several written noise complaint letters to Council regarding a neighbour playing loud music at night. Strata Manager to send warning letter.	PM	05/15/07
6)15.1	An owner reported a calcium leak at her parking stall. The Strata Manager will arrange date with contractor to repair the leak.	PM	05/15/07
6)15.2	Council received an additional noise complaint letter. The Strata Manager will send a warning letter to the owner of the unit.	PM	05/15/07

6)15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending approval letter to owner of unit.	PM	05/15/07
6)17.1	Strata Manager to send approval letter to an owner on the 7 th floor who submitted a request for renovation.	PM	05/15/07
6)18.1	Owner on 14 th floor requested approval for renovations to their suite. Assumption of Liability form was signed. Strata Manager to send approval letter.	PM	CLOSED
6)18.2	Correspondence was received from 12 th floor unit regarding noise complaint from above unit. Strata Manager to send warning letter.	PM	05/15/07
7)	SECURITY		
7)17.1	Security cameras in common areas are being considered.	PM	Ongoing
8)	INSURANCE		
9)	GARBAGE		
9)15.1	Contractor submitted specifications for a new garbage gate. Council have reviewed and approved the material. The contractor has been contacted, and will be on site to install a new garbage gate. Gate was installed.	PM/BM	CLOSED
9)16.1	Strata Manager to obtain quote for mechanical padlock from contractor. It was found to be unnecessary at this time.	PM	CLOSED
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	<p>a) <u>PLEASE DO NOT LET STRANGERS INTO THE BUILDING</u></p> <p>b) <u>RESIDENTS ARE NOT PERMITTED TO RENT RESIDENTIAL PARKING STALLS TO NON-RESIDENTS (per Bylaw "Bicycles, Storage, and Parking")</u></p> <p>34(4) An owner, tenant, or occupant shall not (c) rent or lease the parking space assigned by the strata corporation to his strata lot to or otherwise permit that parking space to be regularly used by anyone that is not a resident of the building.</p>		
14)	LOCKERS		
15)	WINDOW CLEANING		
15)14.1	Council approved a window cleaning quote. The Strata Manager will notify contractor to schedule window cleaning for Spring.	PM	05/15/07
16)	FIRE INSPECTION		
16)13.1	The Annual Fire Inspection report has been received. The inspector advised that some in-unit smoke alarms are not working. Building Manager to coordinate repairs with residents.	BM	05/15/07
16)14.1	The annual fire inspection has been completed. Council directed that all recommended repairs to the fire system be completed in a timely manner.	PM/BM	CLOSED
16)15.1	A sprinkler inspections report for Rosedale Garden was submitted to Century 21. The report indicated recommended repairs must be done.	PM/BM	05/15/07
16)17.1	Council approved a quote for all recommended repairs with respect to the annual fire inspection. The Strata Manager and Building Manager will prepare the repair schedule	PM/BM	CLOSED

	and coordinate with the contractor and residents. See 16)13.1		
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	Building Envelope Study is underway. Engineer to submit report upon completion of study.	PM	05/15/07
20)13.2	Contractor investigated leak problem in P1 stairwell and suggested the planters' membrane be inspected during the building envelope study.	PM	05/15/07
20)14.1	A Contractor completed the Building Envelope review. Awaiting written report. A building evaluation questionnaire will be distributed to Rosedale Garden Residents and must be submitted to the Building Manager. The building evaluation questionnaire will help the Engineers to complete the building envelope study. See 20)15.1	PM	CLOSED
20)15.1	Council submitted the completed questionnaires to the Contractor. Awaiting written report.	PM	05/15/07
21)	CLEANING		
21)10.2	Strata Manager obtaining quotes for bi-annual common areas carpet cleaning. Carpet cleaning scheduled for May 3, 2007.	PM	05/15/07
21)12.1	Strata Manager obtaining quotes for cleaning of floor tiles on P1 – P4.	PM	05/15/07
22)	PLUMBING		
22)14.1	Some units are experiencing low hot water pressure. The plumbing company will be contacted to investigate the cause of the problem.	PM/BM	05/15/07
22)14.2	Council approved contractor's quote for quarterly maintenance of Rosedale Garden mechanical & plumbing system. Strata Manager will obtain the proper contract in detail and will submit to Council for approval.	PM	CLOSED
23)	MECHANICAL		
23)12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	05/15/07
23)14.1	The annual emergency generator inspection has been completed and the contractor has proposed an annual inspection. Council discussed that the Building Manager will do a monthly generator testing in addition to the contractors' inspection and repairs.	BM	05/15/07
24)	ELECTRICAL		
24)10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	05/15/07
24)15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Strata Manager for the next Council meeting.	PM	05/15/07
25)	DRYER DUCTS / VENTS		
25)14.1	Contractor was on site to investigate units experiencing water backflow from dryer vents. They suggested a booster fan to help prevent water accumulating when dryer in use.	PM/BM	Ongoing
25)17.1	Contractor will be on site to check units still experiencing issues with dryer vents. Since cleaning, residents report their dryer working well. Building Manager to monitor these units	PM/BM	CLOSED
26)	VISITOR PARKING		
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing

27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)12.3	Council requested Strata Manager to engage a visitor parking monitoring company to prevent illegal parking in the visitor parking area by residents as well as visitors who do not display a parking pass.	PM	05/15/07
28)13.2	Council discussed with the Strata Manager the Incident Report for an emergency call made to Century 21 from a resident on the 3 rd floor. Strata Manager to send letter to the owner regarding subsequent invoicing.	PM	05/15/07
28)16.1	Strata Manager to obtain complete set of "As Built Drawings" from City Hall.	PM	05/15/07
28)17.1	Strata Manager to send letters to Property Management companies reminding Strata Managers that landlords must provide all tenants with the most recent copy of LMS 740 by-laws.	PM	05/15/07

Meeting Adjourned @ 9:20 PM

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #17

ATTENDEES:	Gigi Ngoh	President	GN
	Dal Fleischer	Vice President	DF
	Claire Kalfon	Treasurer	CK
	Julia Pelish	Council Member	JP
	Blair Smith	Council Member	BS
	Doug Robert	Council Member	DR
	Rade Panic & Nancy Karan	Building Manager	BM

STRATA MANAGEMENT:	Dave Distelmeyer	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division	PM
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ABSENT WITH REGRETS:	Jovica Miodragovic	Council Member	JM
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DISTRIBUTION: All Owners

MEETING DATE: Tuesday, 20 March 2007 @ 6:30 PM – Lobby Office

NEXT MEETING: Tuesday, 17 April 2007 @ 6.30 PM – Lobby Office

TOPICS

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|------------------------------|--------------------------|-----------------------|-----------------------|
| 1) Adoption of Minutes | 8) Insurance | 15) Window Cleaning | 22) Plumbing |
| 2) Building Manager's Report | 9) Garbage Disposal Area | 16) Fire Inspection | 23) Mechanical |
| 3) Announcements | 10) Elevators | 17) Stairwells | 24) Electrical |
| 4) Financial Report | 11) Garage | 18) Move ins/outs | 25) Dryer Ducts/Vents |
| 5) Gardening Report | 12) Social Events | 19) Mail Room | 26) Visitor Parking |
| 6) Correspondence | 13) Reminders | 20) Building Envelope | 27) Back Burner List |
| 7) Security | 14) Lockers | 21) Cleaning | 28) New Business |

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	Ongoing
2)13.4	Yellow parkade arrows to be painted by Building Manager. Also "Reserved" signs in P1 parking area to be painted over.	BM	Ongoing
2)13.5	Globe lighting to be replaced in entrance way by Building Manager.	BM	04/17/07
2)14.1	Several repairs around the building were discussed such as sprinkler & smoke detector cover, graffiti, light bulbs, etc. Building Manager to repair items.	BM	CLOSED
2)14.2	Insurance Claim – Proof of Loss	PM	04/17/07
2)14.4	Contractor's Report: Letters to be sent by Strata Manager to owners where in-unit smoke alarms are not in working order to gain access to their units.	BM/PM	04/17/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed.	BM/PM/ Council	Ongoing
3)	ANNOUNCEMENTS		
3) 17.1	The AGM will be held in September 2007. Date and time to be determined.		
4)	FINANCIAL REPORT		
4)14.1	February financial statements were approved pending a credit of plumbing invoice double paid to a contractor.	PM	04/17/07
5)	GARDENING REPORT		
6)	CORRESPONDENCE		
6)9.1	The owner from a 12 th floor unit was verbally informed by Strata Manager that they need to secure a permit from the City of Vancouver regarding kitchen alterations. Awaiting response from owner.	PM	CLOSED
6)10.1	Owner on the 20 th floor was informed by Strata Manager that the documents required to proceed with renovations need to be submitted to Council. Awaiting response from owner.	PM	04/17/07
6)13.2	Correspondence was received from resident on 3 rd floor regarding charge back. Strata Manager to investigate.	PM	04/17/07
6)14.2	An owner sent several written noise complaint letters to Council regarding a neighbour playing loud music at night on many occasions. Council were advised by the Strata Manager that before an official complaint/warning letter can be issued additional complaints from other units have to be received by Council. Unit will be fined \$200 as per noise by-law.	PM	04/17/07
6)15.1	An owner reported a calcium leak at her parking stall. The Property Manager will arrange date with contractor to repair the leak.	PM	04/17/07
6)15.2	Council received an additional noise complaint letter. The Property Manager will send a warning letter to the owner of the unit.	PM	04/17/07
6)15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending approval letter to owner of unit	PM	04/17/07

6)16.1	Council received 2 requests for renovation. Property Manager to provide Council with example of industry standard underlay.	PM	CLOSED
6)16.2	Strata Manager to send letters to P1 parking renters informing them of rental fee increase.	PM	CLOSED
6)17.1	Strata Manager to send approval letter to an owner on the 7 th floor who submitted a request for renovation.	PM	04/17/07
7)	SECURITY		
7)13.1	A series of break-in entry to the parkade was reported. Security measures are being considered.	PM/DR	CLOSED
7)13.2	Homeless people are finding their way into the building possibly due to residents not waiting for the parking gates to close or allowing strangers into the building through the front door. Further security measures are being considered.	PM/DR	CLOSED
7)17.1	Security cameras in common areas are being considered.	PM	Ongoing
8)	INSURANCE		
9)	GARBAGE		
9)15.1	Contractor submitted specifications for a new garbage gate. Council have reviewed and approved the material. The contractor has been contacted, and will be on site to install a new garbage gate.	PM/BM	04/17/07
9)16.1	Property Manager to obtain quote for mechanical padlock from contractor.	PM	04/17/07
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	<p>a) <u>PLEASE DO NOT LET STRANGERS INTO THE BUILDING</u></p> <p>b) <u>RESIDENTS ARE NOT PERMITTED TO RENT RESIDENTIAL PARKING STALLS TO NON-RESIDENTS (per Bylaw "Bicycles, Storage, and Parking) :</u></p> <p>34(4) An owner, tenant, or occupant shall not (c) rent or lease the parking space assigned by the strata corporation to his strata lot to or otherwise permit that parking space to be regularly used by anyone that is not a resident of the building.</p>		
14)	LOCKERS		
15)	WINDOW CLEANING		
15)14.1	Council approved a window cleaning quote. The Strata Manager will notify contractor to schedule window cleaning for Spring.	PM	04/17/07
16)	FIRE INSPECTION		
16)13.1	The Annual Fire Inspection report has been received. The inspector advised us that some in-unit smoke alarms are not working. Strata Manager to coordinate repairs with residents. Please ensure that your smoke alarms are operable. Please abide by Bylaw "Use of Property" 3 (5) An owner, tenant or occupant must not: (h)	PM/BM	04/17/07

	Do anything that will increase the risk of fire or the rate of insurance on the building or any part thereof.		
16)14.1	The annual fire inspection has been completed. Council directed that all recommended repairs to the fire system be completed in a timely manner.	PM/BM	04/17/07
16)15.1	A sprinkler inspections report for Rosedale Garden was submitted to Century 21. The report indicated recommended repairs must be done.	PM/BM	04/17/07
16)17.1	Council approved a quote for all recommended repairs with respect to the annual fire inspection. The Strata Manager and Building Manager will prepare the repair schedule and coordinate with the contractor and residents.	PM/BM	04/17/07
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	The Building Envelope Study is underway. Engineer to submit report upon completion of study.	PM	04/17/07
20)13.2	Contractor investigated leak problem in P1 stairwell and suggested the planters' membrane be inspected during the building envelope study.	PM	04/17/07
20)14.1	A Contractor completed the Building Envelope review awaiting written report. A building evaluation questionnaire will be distributed to Rosedale Garden Residents and must be submitted to the Building Manager. The building evaluation questionnaire will help the Engineers to complete the building envelope study.	PM	04/17/07
20)15.1	Council submitted the completed questionnaires to the Contractor, and is now awaiting the written report.	PM	04/17/07
21)	CLEANING		
21)10.2	Strata Manager obtaining quotes for bi-annual common areas carpet cleaning. Awaiting 2 nd quote.	PM	04/17/07
21)12.1	Strata Manager obtaining quotes for cleaning of floor tiles on P1 – P4.	PM	04/17/07
22)	PLUMBING		
22)14.1	Some units are experiencing low hot water pressure. The plumbing company will be contacted to investigate the cause of the problem.	PM/BM	04/17/07
22)14.2	Council approved contractor's quote for quarterly maintenance of Rosedale Garden mechanical & plumbing system. Property Manager will obtain the proper contract in detail and will submit to Council for approval.	PM	04/17/07
22)16.1	Property Manager to confirm termination of quarterly maintenance contract with former contractor.	PM	CLOSED
23)	MECHANICAL		
23)12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	04/17/07
23)14.1	The annual emergency generator inspection has been completed and the contractor has proposed an annual inspection. Council discussed that the Building Manager will do a monthly generator testing in addition to the contractors' inspection and repairs.	BM	04/17/07

24)	ELECTRICAL		
24)10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	04/17/07
24)15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Property Manager for the next Council meeting.	PM	04/17/07
25)	DRYER DUCTS / VENTS		
25)14.1	Contractor was on site to investigate units experiencing water backflow from the dryer vents. They suggested a booster fan to help prevent water accumulating when dryer in use.	PM/BM	Ongoing
25)17.1	Contractor will be on site to check units still experiencing issues with dryer vents.	PM/BM	04/17/07
26)	VISITOR PARKING		
26)12.1	Building Manager, Strata Manager and Council verifying visitor parking rentals.	PM/BM Council	Closed
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing
27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)12.3	Council requested Strata Manager to engage a visitor parking monitoring company to prevent illegal parking in the visitor parking area by residents as well as visitors who do not display a parking pass.	PM	04/17/07
28)12.5	Security cameras in common areas are being discussed. Refer to 7)17.1	PM/BM	CLOSED
28)13.2	Council discussed with the Strata Manager the Incident Report for an emergency call made to Century 21 from a resident on the 3 rd floor. Strata Manager to send letter to the owner regarding subsequent invoicing.	PM	04/17/07
28)16.1	Strata Manager to obtain complete set of "As Built Drawings" from City Hall.	PM	04/17/07
28)16.2	Council approved townhouse hallway carpet installation. Property Manager to inform contractor to contact Building Manager regarding installation date.	PM/BM	CLOSED
28) 17.1	Strata Manager to send letters to Property Management companies reminding Property Managers that landlords must provide all tenants with the most recent copy of LMS 740 by-laws.	PM	04/17/07

Meeting Adjourned @ 9:00 PM

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #16

ATTENDEES: Gigi Ngoh President GN
Claire Kalfon Treasurer CK
Jovica Miodragovic Council Member JM
Blair Smith Council Member BS
Doug Robert Council Member DR
Rade Panic Building Manager BM

STRATA MANAGEMENT: Dave Distelmeyer Strata Manager PM
Century 21 Prudential Estates (RMD) Ltd.
Property Management Division

ABSENT WITH REGRETS: Dal Fleischer Vice President DF
Julia Pelish Council Member JP

DISTRIBUTION: All Owners

MEETING DATE: Tuesday, 20 February 2007 @ 6:30 PM – Lobby Office

NEXT MEETING: Tuesday, 20 March 2007 @ 6.30 PM – Lobby Office

TOPICS

- | | | | |
|------------------------------|--------------------------|-----------------------|-----------------------|
| 1) Adoption of Minutes | 8) Insurance | 15) Window Cleaning | 22) Plumbing |
| 2) Building Manager's Report | 9) Garbage Disposal Area | 16) Fire Inspection | 23) Mechanical |
| 3) Announcements | 10) Elevators | 17) Stairwells | 24) Electrical |
| 4) Financial Report | 11) Garage | 18) Move ins/outs | 25) Dryer Ducts/Vents |
| 5) Gardening Report | 12) Social Events | 19) Mail Room | 26) Visitor Parking |
| 6) Correspondence | 13) Reminders | 20) Building Envelope | 27) Back Burner List |
| 7) Security | 14) Lockers | 21) Cleaning | 28) New Business |

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)9.3	Council approved a permanent fix for the boiler room main discharge. No repairs necessary at this time as currently in working order.	BM	CLOSED
2)10.1	A satellite dish was installed outside of a unit on the 5 th floor in violation of a Strata Corporation Bylaw. The Strata Manager has informed the owner by letter of their contravention of LMS 740 Bylaw "Use of Property" 3 (5) (o). No response has been received from the owner, therefore, Council considering invoking Bylaw 23 (a) \$200 for each contravention of a bylaw.	PM	CLOSED
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	Ongoing
2)13.4	Yellow parkade arrows to be painted by Building Manager. Also "Reserved" signs in P1 parking area to be painted over.	BM	Ongoing
2)13.5	Globe lighting to be replaced in entrance way by Building Manager.	BM	03/20/07
2)14.1	Several repairs around the building were discussed such as sprinkler & smoke detector cover, graffiti, light bulbs, etc. Building Manager to repair items.	BM	03/20/07
2)14.2	Insurance Claim – Proof of Loss	BM/PM	03/20/07
2)14.3	Roof air intake ventilation system checked and tested ok. Will check regularly.	BM/PM	CLOSED
2)14.4	Contractor's Report: Letters to be sent by Strata Manager to owners where in-unit smoke alarms are not in working order to gain access to their units.	BM/PM	03/20/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed.	BM/PM/ Council	Ongoing
3)	ANNOUNCEMENTS		
4)	FINANCIAL REPORT		
4)14.1	January financial statements were approved pending a credit of plumbing invoice double paid to a contractor.	PM	03/20/07
5)	GARDENING REPORT		
6)	CORRESPONDENCE		
6)9.1	The owner from a 12 th floor unit was verbally informed by Strata Manager that they need to secure a permit from the City of Vancouver regarding kitchen alterations. Awaiting response from owner.	PM	03/20/07
6)10.1	Owner on the 20 th floor was informed by Strata Manager that the documents required to proceed with renovations need to be submitted to Council. Awaiting response from owner.	PM	03/20/07
6)13.2	Correspondence was received from resident on 3 rd floor regarding charge back. Strata Manager to investigate.	PM	03/20/07
6)14.2	An owner sent several written noise complaint letters to Council regarding a neighbour playing loud music at night on many occasions. Council were advised by the Strata Manager that before an official complaint/warning letter can be issued	PM	03/20/07

	additional complaints from other units have to be received by Council. Unit will be fined \$200 as per noise by-law.		
6)15.1	An owner reported a calcium leak at her parking stall. The Property Manager will contact a contractor to repair the leak.	PM	03/20/07
6)15.2	Council received an additional noise complaint letter. The Property Manager will send a warning letter to the owner of the unit.	PM	03/20/07
6)15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending approval letter to owner of unit	PM	03/20/07
6)16.1	Council received 2 requests for renovation. Property Manager to provide Council with example of industry standard underlay.	PM	03/20/07
6)16.2	Property Manager to send letters to P1 parking renters informing them of rental fee increase.	PM	03/20/07
7)	SECURITY		
7)13.1	A series of break-in entry to the parkade was reported. Security measures are being considered.	PM/DR	Ongoing
7)13.2	Homeless people are finding their way into the building possibly due to residents not waiting for the parking gates to close or allowing strangers into the building through the front door. Further security measures are being considered.	PM/DR	Ongoing
8)	INSURANCE		
9)	GARBAGE		
9)15.1	The Contractor submitted specifications for a new garbage gate. Council have reviewed and approved the material. The Property Manager will contact the contractor to schedule installation of the new garbage gate.	PM/BM	03/20/07
9)15.2	A Contractor was contacted to clean up around the garbage area.	BM	CLOSED
9)16.1	Property Manager to obtain quote for mechanical padlock from contractor.	PM	03/20/07
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	<p>a) <u>PLEASE DO NOT LET STRANGERS INTO THE BUILDING</u></p> <p>b) <u>PREVENT KITCHEN SINK WATER BACK UP</u></p> <p>Strata Manager suggested running HOT WATER for 20 minutes once a month. This will help dissolve grease build-up in the kitchen plumbing.</p> <p><u>DO NOT LEAVE TAP UNATTENDED WHILE RUNNING HOT WATER.</u></p>		
14)	LOCKERS		

15)	WINDOW CLEANING		
15)14.1	Council approved a window cleaning quote. The Strata Manager will notify contractor to schedule window cleaning for early Spring.	PM	03/20/07
16)	FIRE INSPECTION		
16)13.1	The Annual Fire Inspection report has been received. The inspector advised us that some in-unit smoke alarms are not working. Strata Manager to coordinate repairs with residents. Please ensure that your smoke alarms are operable. Please abide by Bylaw "Use of Property" 3 (5) An owner, tenant or occupant must not: (h) Do anything that will increase the risk of fire or the rate of insurance on the building or any part thereof.	PM/BM	03/20/07
16)14.1	The annual fire inspection has been completed. Council directed that all recommended repairs to the fire system be completed in a timely manner.	PM/BM	03/20/07
16)15.1	A sprinkler inspections report for Rosedale Garden was submitted to Century 21. The report indicated recommended repairs must be done.	PM/BM	03/20/07
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	The Building Envelope Study is underway. Engineer to submit report upon completion of study.	PM	03/20/07
20)13.2	Contractor investigated leak problem in P1 stairwell and suggested the planters' membrane be inspected during the building envelope study.	PM	03/20/07
20)14.1	A Contractor completed the Building Envelope review awaiting written report. A building evaluation questionnaire will be distributed to Rosedale Garden Residents and must be submitted to the Building Manager. The building evaluation questionnaire will help the Engineers to complete the building envelope study.	PM	03/20/07
20)15.1	Council submitted the completed questionnaires to the Contractor, and we are now awaiting the written report.	PM	03/20/07
21)	CLEANING		
21)10.2	Strata Manager obtaining quotes for bi-annual common areas carpet cleaning. Awaiting 2 nd quote.	PM	03/20/07
21)12.1	Strata Manager obtaining quotes for cleaning of floor tiles on P1 – P4.	PM	03/20/07
22)	PLUMBING		
22)14.1	Some units are experiencing low hot water pressure. The plumbing company will be contacted to investigate the cause of the problem.	PM/BM	03/20/07
22)14.2	Council approved contractor's quote for quarterly maintenance of Rosedale Garden mechanical & plumbing system. Property Manager will obtain the proper contract in detail and will submit to Council for approval.	PM	03/20/07
22)16.1	Property Manager to confirm termination of quarterly maintenance contract with former contractor.	PM	03/20/07

23)	MECHANICAL		
23)12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	Ongoing
23)14.1	The annual emergency generator inspection has been completed and the contractor has proposed a semi-annual inspection. Council discussed that the Building Manager will do a monthly generator testing in addition to the contractors' inspection.	BM	Ongoing
24)	ELECTRICAL		
24)10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	03/20/07
24)15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Property Manager for the next Council meeting.	PM	03/20/07
25)	DRYER DUCTS / VENTS		
25)14.1	Contractor was on site to investigate units experiencing water backflow from the dryer vents. They suggested a booster fan to help prevent water accumulating when dryer in use.	PM/BM	Ongoing
26)	VISITOR PARKING		
26)12.1	Building Manager, Strata Manager and Council verifying visitor parking rentals.	PM/BM Council	Ongoing
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing
27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)12.1	Strata Manager obtained copy of LMS 740 "As Built Drawings" from City Hall. As-built drawings have been located at Century 21 office and copies are being prepared	PM	CLOSED
28)12.3	Council requested Strata Manager to engage a visitor parking monitoring company to prevent illegal parking in the visitor parking area by residents as well as visitors who do not display a parking pass.	PM	03/20/07
28)12.5	Security cameras in common areas are being discussed.	PM/BM	Ongoing
28)13.2	Council discussed with the Strata Manager the Incident Report for an emergency call made to Century 21 from a resident on the 3 rd floor. Strata Manager to send letter to the owner regarding subsequent invoicing.	PM	03/20/07
28)13.3	Strata Manager obtained quote for possible townhouse hallway carpet install.	PM	CLOSED
28)13.4	Strata Manager obtained quote for runners.	PM	CLOSED
28)14.3	Underground parking decals are underway. Building Manager is organizing the process to issue to all residents [refer to 2)14.5].	PM/BM	CLOSED
28)15.1	Effective April 1, 2007 Council agreed to increase the P1 parking rental fee to \$100.00/month.	PM/BM	CLOSED
28)16.1	Property Manager to obtain complete set of "As Built Drawings" from City Hall.	PM	03/20/07
28)16.2	Council approved townhouse hallway carpet installation. Property Manager to inform contractor to contact Building Manager regarding installation date.	PM/BM	03/20/07

Meeting Adjourned @ 10:30 P.M.



Prudential Estates (RMD) Ltd.
SALES & PROPERTY MANAGEMENT
7320 Westminster Highway
Richmond, B.C. V6X 1A1
Telephone: (604) 273-1745
Fax: (604) 273-9021

February 13, 2007

MEMO TO: ALL OWNERS
STRATA PLAN LMS 740

FROM: JULIE LANDICHO
STRATA MANAGEMENT REPRESENTATIVE
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.

Dear Owners:

Please find attached Minutes of the January 23, 2007 Strata Council Meeting.

Building Managers Office Telephone:
604-689-9802
9 AM until 5 PM
(Messages are checked three times a day)

For emergencies please contact Century 21 Prudential 604-273-1745

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #15

ATTENDEES:	Gigi Ngoh	President	GN
	Dal Fleischer	Council Member	DF
	Claire Kalfon	Treasurer	CK
	Blair Smith	Council Member	BS
	Julia Pelish	Council Member	JP
	Jovica Miodragovic	Council Member	JM
	Rade Panic	Building Manager	BM

STRATA MANAGEMENT:	Julie Landicho	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division	PM
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ABSENT WITH REGRETS:	Doug Robert	Council Member	DR
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DISTRIBUTION: All Owners

MEETING DATE: Tuesday, January 23, 2007 @ 6:30 PM – Lobby Office

NEXT MEETING: February, 20, 2007 @ 6.30 PM – Lobby Office

TOPICS

- | | | | |
|------------------------------|--------------------------|-----------------------|----------------------|
| 1) Adoption of Minutes | 8) Insurance | 15) Window Cleaning | 22) Plumbing |
| 2) Building Manager's Report | 9) Garbage Disposal Area | 16) Fire Inspection | 23) Mechanical |
| 3) Announcements | 10) Elevators | 17) Stairwells | 24) Electrical |
| 4) Financial Report | 11) Garage | 18) Move ins/outs | 25) Dryer Ducts/Vent |
| 5) Gardening Report | 12) Social Events | 19) Mail Room | 26) Visitor Parking |
| 6) Correspondence | 13) Reminders | 20) Building Envelope | 27) Back Burner List |
| 7) Security | 14) Lockers | 21) Cleaning | 28) New Business |

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)9.3	Council approved a permanent fix for the boiler room main discharge. This will be rectified at a later date when full maintenance is carried out.	BM	Ongoing
2)10.1	A satellite dish was installed outside of a unit on the 5 th floor in violation of a Strata Corporation Bylaw. The Strata Manager has informed the owner by letter of their contravention of LMS 740 Bylaw "Use of Property" 3 (5) (o). No response has been received from the owner, therefore, Council considering invoking Bylaw 23 (a) \$200 for each contravention of a bylaw.	PM	02/20/07
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	Ongoing
2)13.3	Townhouse hallway light fixtures to be replaced by Building Manager.	BM	CLOSED
2)13.4	Yellow parkade arrows to be painted by Building Manager. Also "Reserved" signs in P1 parking area to be painted over.	BM	Ongoing
2)13.5	Globe lighting to be replaced in entrance way by Building Manager.	BM	02/20/07
2) 14.1	Several repairs around the building were discussed such as sprinkler & smoke detector cover, graffiti, light bulbs, etc. The Building Manager will repair the items.	BM	02/20/07
2)14.2	Insurance Claim – Proof of Loss	BM/PM	02/20/07
2)14.3	Roof air intake ventilation system checked and tested ok. Will check again.	BM/PM	Ongoing
2)14.4	Contractor's Report: Letters to be sent by Strata Manager to owners where in-unit smoke alarms are not in working order to gain access to their units.	BM/PM	02/20/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed	BM/PM/ Council	Ongoing
3)	ANNOUNCEMENTS		
3)15.1	As of 1 February, 2007 David Distelmeyer takes over as the new Property Manager for LMS 740. Julie Landicho has resigned from Century 21.		
3)15.2	Council established House Rules #4 & #6. Please see attached.		
4)	FINANCIAL REPORT		
4)14.1	November and December financial statements were approved pending a credit of plumbing invoice double paid to a contractor.	PM	02/20/07
5)	GARDENING REPORT		
6)	CORRESPONDENCE		
6)9.1	The owner from a 12 th floor unit was verbally informed by Strata Manager that they need to secure a permit from the City of Vancouver regarding kitchen alterations. Awaiting response from owner.	PM	02/20/07
6)10.1	Owner on the 20 th floor was informed by Strata Manager that the documents required to proceed with renovations need to be submitted to Council. Awaiting response from owner.	PM	02/20/07

6)13.2	Correspondence was received from resident on 3 rd floor regarding charge back. Strata Manager to investigate.	PM	02/20/07
6)13.3	Correspondence was received from two residents on the 8 th floor regarding violation of Bylaw "Pet Restrictions" 44.2 An owner, tenant, occupant or visitor must; a) ensure that any animal in his or her control is leashed or otherwise secured when on common property or on land that is a common asset; b) not permit his/her pet to urinate or defecate on common property or on any limited common property; c) if their pet has an accident, immediately and completely remove all the waste; d) pay any costs for special cleaning that may be required as a result of an accident by a pet; f) not permit a pet to interfere with any other person, pet or object, or permit a pet to disturb any other owner, tenant, occupant or visitor with barking or howling.	PM	CLOSED
6)14.1	Strata Manager sent letter to 22 nd floor pet owner informing of the above.	PM	CLOSED
6)14.2	An owner sent several written noise complaint letters to Council regarding a neighbour playing loud music at night on many occasions. Council was advised by the Strata Manager that before an official complaint/warning letter can be issued additional complaints from other units have to be received by Council. Unit will be fined \$200 as per noise by-law.	PM	02/20/07
6)14.4	Council approved payment of an invoice pertaining to a unit repair of a broken shut-off valve under the kitchen sink. Council advised that this is an exceptional scenario wherein the owner has no control over the shut-off of the water to install a new dishwasher. The shut-off valve inside the unit is the responsibility of the owner to maintain and repair.	PM	CLOSED
6)14.5	It was reported that an owner moved in to the unit without booking the elevator. Council directed the Property Manager to send a fine letter to the owner/s of the unit.	PM	CLOSED
6) 15.1	An owner reported a calcium leak at her parking stall. The Property Manager will contact a contractor to repair the leak.	PM	02/20/07
6) 15.2	Council received an additional noise complaint letter. The Property Manager will send a warning letter to the owner of the unit.	PM	02/20/07
6) 15.3	An owner requested installation of laminate flooring in their unit. Council awaiting the completed Assumption of Liability before sending an approval letter to the owner of the unit.	PM	02/20/07
7)	SECURITY		
7)7.1	Council approved a quote to install two (2) new FOB readers on both sides of the interior garbage door. Strata Manager to coordinate with contractor.	PM	CLOSED
7)13.1	A series of break-in entry to the parkade was reported. Security measures are being considered.	PM/DR	Ongoing
7)13.2	Homeless people are finding their way into the building possibly due to residents not waiting for the parking gates to close or allowing strangers into the building through the front door. Further security measures are being considered.	PM/DR	Ongoing

7)13.3	Security Block Watch and quotes from Security companies are being obtained for the holiday season.	DR	CLOSED
8)	INSURANCE		
9)	GARBAGE		
9)10.1	Two quotes were obtained for garbage sliding gate. Strata Manager obtaining specifications from contractors. Council member will try to obtain a third quote along with specifications.	PM/JM	CLOSED
9)14.1	Council approved a Contractor's quote to install the garbage metal sliding door. Strata Manager will obtain specifications from the Contractor.	PM	CLOSED
9) 15.1	The Contractor submitted specifications for a new garbage gate. Council has reviewed and approved the material. The Property Manager will contact the contractor to schedule installation of the new garbage gate.	PM/BM	02/20/07
9) 15.2	A Contractor will be contacted to clean up around the garbage area.	BM	02/20/07
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	<p>a) <u>PLEASE DO NOT LET STRANGERS INTO THE BUILDING</u></p> <p>b) <u>PREVENT KITCHEN SINK WATER BACK UP</u></p> <p>Strata Manager suggested running HOT WATER for 20 minutes once a month. This will help dissolve grease build-up in the kitchen plumbing.</p> <p><u>DO NOT LEAVE TAP UNATTENDED WHILE RUNNING HOT WATER.</u></p>		
14)	LOCKERS		
15)	WINDOW CLEANING		
15) 14.1	Council approved a window cleaning quote. The Strata Manager will notify contractor to schedule window cleaning for early Spring.	PM	02/20/07
16)	FIRE INSPECTION		
16)13.1	The Annual Fire Inspection report has been received. The inspector advised us that some in-unit smoke alarms are not working. Strata Manager to coordinate repairs with residents. Please ensure that your smoke alarms are operable. Please abide by Bylaw "Use of Property" 3 (5) An owner, tenant or occupant must not: (h)	PM/BM	02/20/07
	Do anything that will increase the risk of fire or the rate of insurance on the building or any part thereof.		

16)14.1	The annual fire inspection has been completed. Council directed that all recommended repairs to the fire system be completed in a timely manner.	PM/BM	02/20/07
16)14.2	There were two false alarms activated by a smoke detector in townhouse hallway: 1) While an owner was doing a renovation and 2) Was caused by a ground fault. Contractor was on site to repair the fire alarm panel.	BM	CLOSED
16)15.1	A sprinkler inspections report for Rosedale Garden was submitted to Century 21. The report indicated recommended repairs must be done.	PM/BM	02/20/07
17)	STAIRWELLS		
18)	MOVE-INS/MOVE-OUTS		
18)4.2	An owner on 19 th floor moved in without notice and without booking elevator. Owner was sent a letter demanding payment of fine. Strata Manager to send a 2 nd letter requesting payment of \$200.00 fine.	PM	CLOSED
19)	MAIL ROOM		
20)	BUILDING ENVELOPE		
20)3.1	The Building Envelope Study is underway. Engineer to submit report upon completion of study.	PM	02/20/07
20)13.2	Contractor investigated leak problem in P1 stairwell and suggested the planters' membrane be inspected during the building envelope study.	PM	02/20/07
20)14.1	A Contractor completed the Building Envelope review awaiting written report. A building evaluation questionnaire will be distributed to Rosedale Garden Residents and must be submitted to the Building Manager. The building evaluation questionnaire will help the Engineers to complete the building envelope study.	PM	02/20/07
20)15.1	Council submitted the completed questionnaires to the Contractor, and we are now awaiting the written report.	PM	02/20/07
21)	CLEANING		
21) 10.2	Strata Manager obtaining quotes for bi-annual common areas carpet cleaning. Awaiting 2 nd quote.	PM	02/20/07
21) 12.1	Strata Manager obtaining quotes for cleaning of floor tiles on P1 – P4.	PM	02/20/07
22)	PLUMBING		
22)14.1	Some units are experiencing low hot water pressure. The plumbing company will be contacted to investigate the cause of the problem.	PM/BM	02/20/07
22) 14.2	Council approved contractor's quote for quarterly maintenance of Rosedale Garden mechanical system. The Strata Manager will obtain the proper contract in detail and will submit to Council for approval.	PM	02/20/07
23)	MECHANICAL		
23) 12.1	Strata Manager investigating contractor's invoice regarding unsatisfactory booster fan installation. Contractor's payments in abeyance.	PM	Ongoing
23) 14.1	The annual emergency generator inspection has been completed and the contractor has proposed a semi-annual inspection. Council discussed that the Building Manager will do a monthly generator testing in addition to the contractors' inspection.	BM	Ongoing

24)	ELECTRICAL		
24) 10.2	Received one quote for replacement of floodlights around the building. Awaiting 2 nd quote.	PM	02/20/07
24) 14.1	The lights in front of townhouses are not working. Electrician will be called to investigate possible short circuit.	PM/BM	CLOSED
24) 15.1	The electrician asked for the electrical drawings for Rosedale Garden in order to repair the lights in front of the townhouses. Council requested the drawings from the Property Manager for the next Council meeting.	PM	02/20/07
25)	DRYER DUCTS / VENTS		
25)14.1	Contractor was on site to investigate units experiencing water backflow from the dryer vents. They suggested a booster fan to help prevent water accumulating when dryer in use.	PM/BM	Ongoing
26)	VISITOR PARKING		
26)12.1	Building Manager, Strata Manager and Council verifying visitor parking rentals.	PM/BM Council	Ongoing
27)	BACK BURNER LIST		
27)3.3	Strata Manager to obtain quotes for Parkade cleaning.	PM	Ongoing
27)4.1	Strata Manager to obtain quotes for elevator interior upgrade.	PM	Ongoing
28)	NEW BUSINESS		
28)9.2	Building Managers have drawn up a Maintenance Schedule Log for all regular services for Rosedale Garden. Strata Manager has requested contracts from service contractors.	PM	CLOSED
28)9.3	An owner was informed and agreed verbally to allow use of the outside tap by the strata lot. Written consent received.	PM	CLOSED
28)9.5	Memo was sent to all LMS 740 contractors regarding procedures in servicing the building. Council requested list of contractors the memo was mailed to and are awaiting response from Strata Manager.	PM	CLOSED
28)12.1	Strata Manager to obtain copy of LMS 740 "As Built Drawings" from City Hall. As-built drawings have since been located at Century 21 offices and copies are being prepared.	PM	02/20/07
28)12.3	Council requested Strata Manager to engage a visitor parking monitoring company to prevent illegal parking in the visitor parking area by residents as well as visitors who do not display a parking pass.	PM	02/20/07
28)12.5	Security cameras in common areas are being discussed.	PM/BM	Ongoing
28)13.2	Council discussed with the Strata Manager the Incident Report for an emergency call made to Century 21 from a resident on the 3 rd floor. Strata Manager to send letter to the owner regarding subsequent invoicing.	PM	02/20/07
28)13.3	Strata Manager to obtain quote for possible townhouse hallway carpet install.	PM	02/20/07
28)13.4	Strata Manager to obtain quote for runners.	PM	02/20/07
28)14.3	Underground parking decals are underway. Building Manager is organizing the process to issue to all residents.	PM/BM	Ongoing
28) 15.1	Effective April 1, 2007 Council agreed to increase the P1 parking rental fee to \$100.00/month.	PM/BM	02/20/07

Meeting Adjourned @ 9:15 PM



Prudential Estates (RMD) Ltd.
SALES & PROPERTY MANAGEMENT
7320 Westminster Highway
Richmond, B.C. V6X 1A1
Telephone: (604) 273-1745
Fax: (604) 273-9021

**ROSEDALE GARDEN
888 HAMILTON STREET
LMS 740**

HOUSE RULE #4

FRONT DOOR LOBBY ENTRANCE

SECURITY

When entering or exiting the front door lobby entrance, all residents must supervise the closing of the door and not allow anyone to follow them into the building.

All residents must use their own FOB when accessing the front door of the building.

All residents must make sure that guests, delivery persons, contractors, etc. are informed that they are not to allow anyone to follow them into the building.

Violation of this Rule will result in a \$50 fine – Bylaw 23 (b).

December 2006



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**ROSEDALE GARDEN
888 HAMILTON STREET
LMS 740**

HOUSE RULE # 6

A Form K is to be filled out by all Owners and given to the Building Managers before new residents can book an elevator to move into the building.

Violation of this Rule will result in a \$50 fine – See Bylaw 23 (b).



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January 8, 2007

MEMO TO: ALL OWNERS
STRATA PLAN LMS 740

FROM: JULIE LANDICHO
STRATA MANAGEMENT REPRESENTATIVE
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.

Dear Owners:

Please find attached Minutes of the December 14, 2006 Strata Council Meeting.

BUILDING ENVELOPE REVIEW

**PLEASE FILL OUT ATTACHED QUESTIONNAIRE AND RETURN TO CENTURY 21
BY JANUARY 19TH, 2007.**

Building Managers Office Telephone:
604-689-9802
9 AM until 5 PM
(Messages are checked three times a day)

For emergencies please contact Century 21 Prudential 604-273-1745

ROSEDALE GARDEN

STRATA PLAN LMS 740

MINUTES

STRATA COUNCIL MEETING #14

ATTENDEES:	Gigi Ngoh	President	GN
	Tilley Thomas	Vice-President	TT
	Claire Kalfon	Treasurer	CK
	Dal Fleischer	Council Member	DF
	Doug Robert	Council Member	DR
	Jovica Miodragovic	Council Member	JM
	Julia Pelish	Council Member	JP
	Rade Panic	Building Manager	BM

Until 7:45 PM

STRATA MANAGEMENT:	Julie Landicho	Strata Manager Century 21 Prudential Estates (RMD) Ltd. Property Management Division	PM
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ABSENT WITH REGRETS:

DISTRIBUTION: All Owners

MEETING DATE: Thursday, December 14, 2006 @ 6:30 PM – Lobby Office

NEXT MEETING: Tuesday, January 23, 2007 @ 6.30 PM – Lobby Office

TOPICS

- | | | | |
|------------------------------|--------------------------|-----------------------|-----------------------|
| 1) Adoption of Minutes | 8) Insurance | 15) Window Cleaning | 22) Plumbing |
| 2) Building Manager's Report | 9) Garbage Disposal Area | 16) Fire Inspection | 23) Mechanical |
| 3) Announcements | 10) Elevators | 17) Stairwells | 24) Electrical |
| 4) Financial Report | 11) Garage | 18) Move ins/outs | 25) Dryer Ducts/Vents |
| 5) Gardening Report | 12) Social Events | 19) Mail Room | 26) Visitor Parking |
| 6) Correspondence | 13) Reminders | 20) Building Envelope | 27) Back Burner List |
| 7) Security | 14) Lockers | 21) Cleaning | 28) New Business |

1)	ADOPTION OF MINUTES		
	It was moved, seconded and carried (unanimously) to approve the Minutes of the previous Council Meeting.		
2)	BUILDING MANAGER'S REPORT		
2)9.3	Council approved a permanent fix for the boiler room main discharge. This will be rectified at a later date when full maintenance is carried out.	BM	ONGOING
2)10.1	A satellite dish was installed outside of a unit on the 5 th floor in violation of a Strata Corporation Bylaw. The Strata Manager has informed the owner by letter of their contravention of LMS 740 Bylaw "Use of Property" 3 (5) (o). No response has been received from the owner, therefore Council is considering invoking Bylaw 23 (a) \$200 for each contravention of a bylaw.	PM	01/23/07
2)10.4	Contractor repaired damaged P1 parking gate. ICBC claim filed August 17, 2006. Awaiting reimbursement from ICBC.	PM	01/23/07
2)11.6	Ceiling repaired on 24 th floor.	PM	CLOSED
2)13.2	Contractor performed annual underground parkade gas detection inspection. Tested fine.	PM/BM	CLOSED
2)13.3	Townhouse hallway light fixtures to be replaced by Building Manager.	BM	01/23/07
2)13.4	Yellow parkade arrows to be painted by Building Manager. Also "RESERVED" signs in P1 parking area to be painted over.	BM	01/23/07
2)13.5	Globe lighting to be replaced in entrance way by Building Manager.	BM	01/23/07
2) 14.1	Several repairs and maintenance items such as sprinkler/smoke detector covers, graffiti, light bulbs, etc. were discussed. Building Manager to repair and maintain these items.	BM	01/23/07
2)14.2	Insurance Claim – Proof of Loss	PM/BM	01/23/07
2)14.3	Roof air intake ventilation system checked and tested ok. Will check again.	PM/BM	ONGOING
2)14.4	Contractor's Report: Letters to be sent by Strata Manager to owners where in-unit smoke alarms are not in working order.	PM	01/23/07
2)14.5	Council discussed a proposal to issue Resident Parking Decals. Referred possible implementation because of debatable benefits, increased administration and the benefits of other security improvements also discussed	BM	01/23/07
3)	ANNOUNCEMENTS		
3)14.4	As of January 1, 2007 Dal Fleischer takes over as Vice President of the Strata Council and Blair Smith becomes a Council Member. Tilley Thomas has resigned from the Strata Council for personal reasons.		
4)	FINANCIAL REPORT		
4)12.1	August & September Financial Statements approved.	PM	CLOSED
4)13.1	October Financial Statements approved, subject to 4)14.1 below.	CK	CLOSED
4)14.1	October Financial Statement approved pending a credit of plumbing invoice paid twice to a contractor.	CK	01/23/07
5)	GARDENING REPORT		
5)14.1	Entrance Lobby planters to be re-planted in time for the holidays.	TT	01/23/06

6)	CORRESPONDENCE		
6)9.1	The owner from a 12 th floor unit was verbally informed by Strata Manager that they need to secure a permit from the City of Vancouver regarding kitchen alterations. Awaiting response from owner.	PM	01/23/07
6)10.1	Owner on the 20 th floor was informed by Strata Manager that the documents required to proceed with renovations need to be submitted to Council. Awaiting response from owner.	PM	01/23/07
6)10.3	Contractor and owners coordinated ceiling repair on the 24 th floor.	PM	CLOSED
6)13.2	Correspondence was received from a resident on 3 rd floor regarding charge back. Strata Manager to investigate.	PM	01/23/07
6)13.3	<p>Correspondence was received from two residents on the 8th floor regarding violation of Bylaw "Pet Restrictions" 44.2 An owner, tenant, occupant or visitor must;</p> <ul style="list-style-type: none"> a) ensure that any animal in his or her control is leashed or otherwise secured when on common property or on land that is a common asset; b) not permit his/her pet to urinate or defecate on common property or on any limited common property; c) if their pet has an accident, immediately and completely remove all the waste; d) pay any costs for special cleaning that may be required as a result of an accident by a pet; f) not permit a pet to interfere with any other person, pet or object, or permit a pet to disturb any other owner, tenant, occupant or visitor with barking or howling. 	PM	01/23/07
6)14.1	Strata Manager to send warning letter to 22 nd floor pet owner informing of the above.	PM	02/23/07
6)14.2	An owner sent several written noise complaint letters to Council regarding a neighbour playing loud music at night on many occasions. Council was advised by the Strata Manager that before an official complaint/warning letter can be issued additional complaints from other units have to be received by Council.	PM	01/23/07
6)14.3	LMS 740 celebrated a holiday gathering for the Rosedale Garden residents on December 7, 2006. Council was very pleased and thank owners who showed up for the small holiday celebrations.	Council	CLOSED
6) 14.4	Council approved payment of an invoice pertaining to a unit repair of a broken shut-off valve under the kitchen sink. Council advised that this is an exceptional scenario wherein the owner has no control over the shut-off of the water to install a new dishwasher. The shut-off valve inside the unit is the responsibility of the owner to maintain and repair.	PM	01/23/07
6) 14.5	It was reported that an owner moved in to the unit without booking the elevator. Council directed the Property Manager to send a fine letter to the owner/s of the unit.	PM	01/23/07
7)	SECURITY		
7)7.1	Council approved a quote to install two (2) new FOB readers on both sides of the interior garbage door. Strata Manager to coordinate with contractor.	PM	01/23/07
7)13.1	A series of break-ins into the parkade were reported. Additional security measures are being considered.	PM/DR	01/23/07

7)13.2	Homeless people are finding their way into the building possibly due to residents not waiting for the parking gates to close or allowing strangers into the building through the front door. Further security measures are being considered.	PM/DR	01/23/07
7)13.3	Strata Manager to coordinate with Council Member to obtain a Security Company for the holiday season.	PM/DR	01/22/06
8)	INSURANCE		
9)	GARBAGE		
9)10.1	Two quotes were obtained for a garbage sliding gate. Strata Manager obtaining specifications from contractors. Council member will try to obtain a third quote along with specifications.	PM/JM	01/23/07
9)14.1	Council approved Contractor's quote to install the garbage metal sliding door. The Strata Manager to obtain the specifications.	PM	01/23/07
10)	ELEVATORS		
11)	GARAGE PARKADES		
12)	SOCIAL EVENTS		
13)	REMINDERS		
	<p>a) <u>PLEASE DO NOT LET STRANGERS INTO THE BUILDING</u></p> <p>b) <u>PREVENT KITCHEN SINK WATER BACK UP</u></p> <p>Strata Manager suggested running HOT WATER for 20 minutes once a month. This will help dissolve grease build-up in the kitchen plumbing.</p> <p><u>DO NOT LEAVE TAP UNATTENDED WHILE RUNNING HOT WATER.</u></p>		
14)	LOCKERS		
15)	WINDOW CLEANING		
15)12.1	Two quotes have been obtained for window cleaning in the Spring. Strata Manager to obtain one more quote.	PM	CLOSED
15) 14.1	Council approved a window cleaning quote and the Strata Manager is to notify contractor to schedule window cleaning for early Spring.	PM	01/23/07
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16)13.1	<p>The Annual Fire Inspection report has been received. We have been advised by the inspector that some in-unit smoke alarms are not working. Please ensure that your smoke alarms are operable; please abide by Bylaw "Use of Property" 3 (5) An owner, tenant or occupant must not: (h)</p> <p>Do anything that will increase the risk of fire or the rate of insurance on the building or any part thereof.</p> <p>Strata Manager to coordinate repairs with residents.</p>	PM/BM	01/23/07

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20) 14.1	Contractor has completed Building Envelope review. Awaiting written report from Toronto. A building evaluation questionnaire will be distributed to Rosedale Garden residents and owners to complete and return to Building Manager. The building evaluation questionnaire will help the Engineers to complete the building envelope study.	PM	01/23/07
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21) 10.2	Strata Manager obtaining quotes for bi-annual common areas carpet cleaning.	PM	01/23/07
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28)13.4	Strata Manager to obtain quote for runners.	PM	01/23/07
28)13.5	Strata Manager to provide Council a complete set of Bylaws with all Amendments.	PM	CLOSED

Meeting Adjourned @ 10:00 PM