

# PRO MANAGEMENT INC.

Property Management  
1008 - 1720 Barclay Street,  
Vancouver, B.C. V6G 1K4

## LEASEHOLDERS ASSOCIATION

### MINUTES OF THE ANNUAL GENERAL MEETING OF LANCASTER GATE

February 6, 2007

#### Attendance

50 leaseholders, of these  
12 were proxies

Jerry Carter called the meeting to order at 7:04 p.m.

A motion was made by G. Miller to accept the minutes of the 2006 A.G.M. without reading. Seconded by T. Purves. Motion passed.

#### BUSINESS ARISING FROM THE LAST A.G.M.

There was no discussion about business arising from the minutes of the 2006 A.G.M.

#### OFFICERS REPORT

Jack Larsen reported on work done at Lancaster Gate in 2006:

Concrete repair work on balconies and paint touch-up.

The number of new windows installed is 26.

We had a bedbug problem and had a professional service come in to exterminate.

We had the washer and dryers repaired. They are now 8 years old.

The pipe replacement is still ongoing, especially when renovations are being done.

We had the blower motor for the main boiler repaired, the domestic hot water boiler repaired and pipe replacement plus the circulating pumps repaired in boiler room.

We had some new automatic door closures installed in the building.

**Tel: (604) 669-8464**

**Fax: (604) 688-4472**

We had the north-west section of the garden roof replaced to install drainage in the garden.

We had some wording changed in the Living at Lancaster Gate By-laws.

We had some intercom phones installed in some suites and repair work done on the panel.

The sump pumps in the B2 level of the garage have been replaced.

## BUDGET

Jerry Carter read each item of the budget, and this was followed by a discussion on some items that were read.

J. Miller had a concern regarding a \$10,000 discrepancy, this was answered by Bob St.Denis to J. Millers satisfaction.

M. Strachen had a concern regarding the cost of natural gas and this was discussed.

There was also a discussion regarding the property tax. There was a 20% increase on the budget from last year because of the 31% increase of property values from the City of Van.

A motion made by J. Miller that the proposed 2007 budget be adopted without change as circulated before this annual meeting on the understanding that it requires an increase in monthly maintenance from \$270.00 to \$295.00 effective January 1,2007.C. Weberg 2<sup>nd</sup> this motion. Motion carried. 1 nay.

## ELECTION OF COMMITTEE

Gerry Carter thanked all committee members and asked who was stepping down.

L. Bowman to step down

G. Carter to step down

O. Romaniuk to step down

New nominations for the committee were Phill Hoppe, Nathan Jordan, Carol Bowman.  
All accepted.

## COMMITTEE MEMBERS:

C. Weberg #701 604 505 4957

E. Liu 604 879 088

A.McNeany #101 778 885 5350

C. Bowman #102 604 684 1720

N. Jordan # 305 604 682 7771

P. Hoppe #1104 604 647 0912

## NEW BUSINESS

Jack Larsen reported on the status of the window replacement at Lancaster Gate. The windows are about 55% completed. He strongly encourages every owner to change the existing windows.

There was a lengthy discussion about the pros and cons of replacing windows. The conclusion of this discussion was to continue with the window replacements as a voluntary move by the owner at this time.

J. Crawford made a motion that if a broken window needs replacement, that it be replaced with a new thermal glass and frame window by Housewarmers. This was 2<sup>nd</sup> by P. Hoppe. A vote was taken, Accepted 31, Against 10, abstainers 3. Motion carried.

Jerry Miller thanked the committee for standing.

Erik Liu reported on the status of all 9 leasehold buildings. He requested that a notice be posted in our building for the next meeting regarding the leasehold buildings for anyone interested in attending.

Moved to adjourn this meeting by J. Miller. 2<sup>nd</sup> by T. Purves.  
Meeting ended at 9:00 p.m.



**LANCASTER GATE**  
**MINUTES OF THE BOARD MEETING**  
**HELD: On Tuesday, November 20, 2007, Unit #701**

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**BOARD MEMBERS PRESENT:** Carol Bowman  
Cynthia Weberg  
Eric Liu

**REGRETS:** Nathan Jordan  
Amber McNeany

**MANAGEMENT PRESENT:** Mikhail Ratchkovski, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:00 pm

As this is the first board meeting with Pacific Quorum as the Management Company, the members discussed some operational guidelines.

**Distribution of Minutes**

The Board advised that the minutes will be posted in the lobby of the building and a PDF copy will be sent to all board members by email.

**Financial Statements**

Financial Statements will be sent to all board members with a full package sent to Carol who will review and advise the board at the following meeting if the statements should be accepted.

**Meeting Agenda**

Board Meeting Agendas will be distributed one week in advance by e-mail to all the council members.

**Laundry Funds**

The Board discussed the Laundry funds noting that it will be picked up by the caretaker, Dexin and deposited at the Royal Bank on a weekly basis. It was noted that a deposit only account is in the process of being set up by Pacific Quorum for the Strata at the Royal Bank branch on Denman/Barkley.

**Insurance**

The Board members were informed that the building insurance has been updated by BFL Canada Insurance. The Building is insured in the amount of \$10,427,000.00 and the Insurance period is from Sep.1, 2007 to September 1, 2008. The invoice from BFL for \$13,645.00 for the yearly insurance premium has been paid.

**Caretaker**

The job description for the caretaker was tabled. It will be finalized in the next few weeks.

**REMINDER**

**Residents are reminded not to allow any suspicious people into the building.**  
**In the case of an emergency please contact PACIFIC QUORUM PROPERTIES INC. at**  
**(604) 685-3845 or e-mail Mikhail Ratchkovski at**  
**[mikhail.pacificquorum@telus.net](mailto:mikhail.pacificquorum@telus.net)**

### **Christmas Tree Tradition**

The Board is looking for any Volunteers interested in setting up and decorating the Christmas Tree in the lobby of the building. If you are interested, please contact Carol in unit #102.

### **Caretaker Petty Cash**

The Property Manager was directed to set up petty cash for the caretaker in the amount of \$200.00.

### **Cell Phone for Caretaker**

The Property Manager was directed to set up an account for a cell phone for the caretaker. Once set up the cell phone number will be posted for all residents information.

## **2. ADJOURNMENT**

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

**The next Meeting of the Board is  
Scheduled for Wednesday, January 9, 2008 at 7:00pm**

**The Annual General Meeting has been tentatively scheduled for  
Tuesday, February 26<sup>th</sup>, 2008 at  
1655 Barclay Street, Sunset Towers  
Starting at 7pm  
(Official Notice to follow by mail)**

**PLEASE KEEP THESE MINUTES ON FILE AS A  
LEGAL RECORD OF YOUR CORPORATION'S BUSINESS**

Submitted by:  
**PACIFIC QUORUM PROPERTIES INC.**  
430-1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
Tel: (604) 685-3828 / Fax: (604) 685-3845  
e-mail: [mikhail.pacificquorum@telus.net](mailto:mikhail.pacificquorum@telus.net)



**LANCASTER GATE**  
**MINUTES OF THE BOARD MEETING**

**HELD: On Wednesday, January 9, 2008, Unit #701**

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**BOARD MEMBERS PRESENT:** Carol Bowman  
Cynthia Weberg  
Eric Liu

**REGRETS:** Nathan Jordan  
Amber McNeany

**MANAGEMENT PRESENT:** Mikhail Ratchkovski, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:25 pm

**2. APPROVAL OF PREVIOUS BOARD MINUTES**

It was

**MOVED/SECONDED** (Weberg/Liu)

To adopt the minutes of November 20, 2007, as presented.

**CARRIED**

**3. BUSINESS ARISING**

**a) Caretaker Contract**

The caretaker contract was reviewed and discussed, noting that the caretakers' salary has been set at \$38,232.00 including 50% of the suite rental (\$475.00). Copy of the caretakers contract was given to the attending board members. It was also noted that the duties and responsibilities of the caretaker will have to be amended from time to time to provide the best service to the residents of the property.

**4. FINANCE**

**a) Financial**

The November 2007 financials have been reviewed and found to be in order

It was:

**MOVED/SECONDED** (Bowman/Weberg)

To approve the November 2007 financial statement as presented.

**CARRIED**

**b) Invoice from Jack Larsen**

An invoice from Jack Larsen in the amount of \$1,000.00 was discussed and the property Manager was directed to obtain an itemized statement from Jack in regards to this invoice. Discussion will continue at the next meeting.

**c) Budget 2008**

The Committee reviewed a draft budget for the next fiscal year, presented by the Property Manager. After explanation of the budget, noting there is an increase in monthly fees of approximately 17%, it was agreed to present this budget for approval to the Lease Holders at the upcoming Annual General Meeting.

**d) Budget Deficit**

Discussion centered regarding the budget deficit noting that the year end deficit is in the amount of \$16,500.00. After discussion it was agreed to present the Owners at the upcoming Annual General Meeting with a  $\frac{3}{4}$  resolution and fund this deficit by way of special assessment.

4. **ADJOURNMENT**

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

**The Annual General Meeting has been scheduled for  
Tuesday, February 26<sup>th</sup>, 2008 at  
1655 Barclay Street, Sunset Towers (Bingo Room)  
Starting at 7pm (registration at 6:30pm)  
(Official Notice to follow by mail)**

**PLEASE KEEP THESE MINUTES ON FILE AS A  
LEGAL RECORD OF YOUR CORPORATION'S BUSINESS**

Submitted by:  
**PACIFIC QUORUM PROPERTIES INC.**  
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**Lancaster Gate**  
**Minutes of the ANNUAL GENERAL MEETING held on**  
**Tuesday, February 26, 2008, 7:00 p.m. in the Bingo Room of Sunset Towers**

Council Members Present: Eric Liu  
Carol Bowman  
Cynthia Weberg

Management Present: Mikhail Ratchkovski, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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1. **CALL TO ORDER:**

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

2. **QUORUM**

The Property Manager certified that the 85 eligible units were represented by 52 owners, 45 in person and 7 by proxy; therefore a quorum was present and this meeting legal to proceed.

3. **OPENING REMARKS**

The Property Manager welcomed all present and introduced himself as the Property Manager from Pacific Quorum who is the new Property Management Company looking after Lancaster Gate. The Property Manager also introduced last year's committee members: Carol, Cynthia and Eric. At that time Cynthia took the floor and also welcomed all present noting that Pro Management is no longer the Management Company as Jack Larsen has retired and Lynda has resigned from the committee and also with some transition changes and difficulties needing to be resolved due to new procedures. Lynda also thanked Phil Hopfe from Unit 1104 for his contribution to the committee and the building in general.

4. **APPROVAL OF PREVIOUS MINUTES**

It was

**Moved/Seconded** (Miller/Edelman)

To adopt the minutes of the February 6, 2007 Annual General Meeting as circulated  
**CARRIED**

5. **INSURANCE OVERVIEW**

At this time the Property Manager provided an overview of the buildings insurance coverage, explaining areas covered, limits of coverage and deductibles.

All Leaseholders were provided a copy of the insurance cover note in their notice of this meeting.

**NOTICE**

Also noted was the fact that leaseholders may be responsible for the buildings insurance deductible in the event of a claim which emanated from within the Leaseholders unit.

Leaseholders should investigate coverage for such deductible charge backs through their individual homeowners insurance broker.



6. **CONSIDERATION OF THE 2007/08 OPERATING BUDGET**

The Property Manager provided explanation on a line by line basis noting that the budget contained a 17.93% increase to the fee rates for the ensuing year, due to the new caretaker position, and additional expenses due to the repairs and maintenance related to the building and contribution to the Contingency Reserve Fund that deals with the emergency related expenditures for the building.

It was:

***Moved/Seconded*** (Miller/Hopfe)

To adopt the budget as presented.

***CARRIED***

48 in Favor

2 Opposed

2 Abstained

**NOTE**

With the passing of the budget new fees (as per the attached schedule) are effective retroactive to **January 1, 2008.**

Pre-Authorized withdrawal payments will be adjusted automatically, on March 1<sup>st</sup>, and will include the shortfall for January through February.

All other forms of payment should be adjusted to reflect your new amount, as well as the shortfall.

Questions regarding your fee payment should be directed to  
**Accounting Department at Pacific Quorum 604-685-3828**  
accounting.pacificquorum@telus.net

7. **3/4 VOTE RESOLUTION #1 (Budget Operating Deficit Funding)**

The Property Manager advised all present that at the time of construction of the preliminary budget for the next fiscal year there was a limited amount of financial information available to the Property Management Company due to the financial records slowly being transferred from the previous management company, Pro Management. Most of the invoices and vendors have been accounted for and the end year deficit as of December 31, 2007 is much lower and has been recorded as \$824.00.

It was:

***Moved/Seconded*** (803/1104)

To fund the budget deficit of \$824.00 from the next years Operating Budget.

***CARRIED UNANIMOUSLY***

8. **NEW BUSINESS**

a) **Building Committee – Terasen Gas**

Motion request from unit 1104 and ***Seconded*** by unit 704 to direct the newly elected building committee to further research saving energy and contact Terasen Gas for a complete inspection of the efficiency of the current system at the building

It was noted that this item will be added to the next agenda for the building committee meeting.

***CARRIED***

b) **Building Committee – Shaw Cable**

Motion request from unit 707 and ***Seconded*** by 1104 for the newly elected building committee to put an item on the agenda to further research of cost analysis related to the Shaw Cable invoice that is currently shared by all owners with the option of individual invoices for each unit.

It was noted that this item will be added to the next meeting agenda for further discussion.

**CARRIED**

Additionally the owners wanted the committee to further research items parking garage cleaning, un-insured vehicles, vehicles with oil leaks, repairs to the power washer, and cleaning of the weeds in the back alley. There was also a discussion regarding difficult tenants residing in the property. The new building committee was requested to research with the residential tenancy office available options related to evictions of unruly tenants.

9. **ELECTION OF 2007/08 NW 2395 STRATA COUNCIL**

At this time, the floor was opened to nominees to the 2008 Strata Council, with the following outcome:

- |    |                   |       |
|----|-------------------|-------|
| 1. | Carine Vindeirinh | #605  |
| 2. | Jerald Carter     | #405  |
| 3. | Eric Liu          | #301  |
| 4. | Cynthia Weberg    | #701  |
| 5. | Carol Bowman      | #102  |
| 6. | Phillip Lundstrom | #1005 |

It was:

**MOVED/SECONDED** (St.Denis/Hopfe)

To close the floor to further nominations.

**CARRIED**

10. **ADJOURNMENT**

There being no further business this meeting was adjourned at 9:00 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED  
for April 14, 2008 at 7:00 PM in Unit 605**

**ATTENTION:**

**Please keep these minutes on file as a permanent legal record of your building's business.**

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 – 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 685-3828 / Fax: (604) 685-3845

e-mail: mikhail.pacificquorum@telus.net



**LANCASTER GATE**  
**MINUTES OF THE BOARD MEETING**  
**HELD: On Monday, April 14, 2008, Unit #701**

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**BOARD MEMBERS PRESENT:** Carol Bowman  
Cynthia Weberg  
Eric Liu  
Carine Vindeirinho  
Jerald Carter

**REGRETS:** Philip Lundstrom

**GUESTS:** Jack Larsen

**MANAGEMENT PRESENT:** Mikhail Ratchkovski, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:10 pm

***Guest Business:***

*Jack Larsen spoke in front of the Board in regards to the funds that were managed by Pro Management during the contract. There were no financial ledger or any other financial documents submitted by Jack Larsen in regard of support of this discussion.*

**2. APPROVAL OF PREVIOUS BOARD MINUTES**

It was

***Moved/Seconded*** (Weberg/Liu)

To adopt the minutes of January 9, 2008, as presented.

***CARRIED***

**3. BUSINESS ARISING**

**a) Parking Stalls**

The Board had discussed vehicles without insurance in the underground parkade noting that stall #29 and #30 have no insurances. The Property Manager will issue letters to the owners of the parking stalls and request adhering to the Building's Regulations. In case if the owners have not obtained proper third party liability insurance for the vehicles after thirty days of the warning letter the vehicles may be towed away from the property.

**b) Roof Anchors Certification**

The Board was informed that the yearly roof anchors certification has been commenced by Pro Bell at a cost of \$270.00 and a permit has been issued.

**c) Window Cleaning**

Discussion centered regarding window cleaning noting that Old English has been scheduled to commence services on the 17-18 May at a cost of \$800.00. The Resident Caretaker will post notices in this regard advising all residents.

**4. FINANCE**

**a) Financials**

December 2007, January and February 2008 financial records were tabled.



b) **Arrears**

Arrears were discussed and the amounts were noted also noting that \$25.00 fines will be issued to the units found in arrears.

c) **Invoice from Jack Larsen**

An invoice from Jack Larsen in the amount of \$1,000.00 was discussed it was:

**MOVED/SECONDED** (Vindeirinho/Weberg)

to expense \$1,000.00 from the Admin account and pay the invoice from Jack Larsen  
**CARRIED**

4. **NEW BUSINESS**

a) **#606 – Renovations Request**

Council reviewed and conditionally approved a renovations request from the owner of #606 for installation of a "Bath Fitter" or similar enclosure in the unit, it was noted that the owner must obtain any permits in this regard from the City of Vancouver and provide the management company with the copies for the building's records. It was also noted that any damages derived from this installation shall be that unit's sole responsibility. Additionally the Committee would like to be advised on the date of this installation taking place so the plumbing condition of the risers can be inspected by a plumbing technician and any repairs performed if necessary and installation of water shut off valve will be considered at the time of this inspection. Request for installation of laminate flooring has been approved condition to the unit providing a copy of a signed letter advising on the installation of a soundproofing material under the new flooring in the unit.

b) **1002 – Move In Damaged**

The Board has discussed damaged to the hallway that were done by the unit 1002 at the time of move-in. It was decided to charge the expenses associated with this repair to the unit 1002.

c) **602- Noise from Piping**

Discussion centered regarding noise from water pipes complaint from the owner of #602. It was noted that Chapman Boiler has attended to the building and found no problems with the equipment it was also noted that Latham's plumbing has been contacted and also requested attending to this investigation.

d) **Financial Audit.**

The Committee has discussed a possibility of a financial audit noting that last one was commenced three years ago and approved by the Committee. It was decided not to pursue this matter any further at this time.

e) **Re-Keying**

Discussion centered regarding a request to re-key the building it was decided that re-keying is not required at this time.

f) **Garage Sales**

Committee discussed a request for permission to commence a garage sale at the front entrance to the building, it was decided that for such functions interested

owners should contact the community centre. No permits for garage sales will be issued or reviewed in the future.

**g) Sump Pump Repairs**

Committee was informed that Chapman Boiler had attended to the repairs of the sumps in the underground parkade and completed extensive emergency repairs of the equipment at a cost of \$4,821.00. Funds in this regard have been expensed from the Repairs and Maintenance account.

**h) Gas Savings Investigation**

Committee was informed that Terasen Gas has attended the property and advised that the building is in good condition and is not required to upgrade any of the equipment that would provide additional improvements. The only recommendation made was to consider windows replacement at the building.

**i) Pools Covers**

Pool covers quotes have been requested and will be discussed at future meetings.

**j) Washing Machine Replacement**

Committed decided to go ahead with the replacement of the washing machine by Phelps Laundry due to this machine being under repairs beyond a usual amount of maintenance.

**k) Caretaker's Tools**

Discussion centered regarding necessary tools for the Caretaker. The Property Manager will contact the Caretaker and arrange for appropriate tools to be purchased for the building.

**l) Parkade Powerwashing**

Discussion centered regarding Powerwashing of the underground parkade, noting that the building used to have a Powerwashing equipment. It was decided to further research condition of the equipment and discuss this matter at the next meeting.

**m) Stairwells Painting**

The Property Manager was directed to instruct the Caretaker to arrange for the painting of the stairwells. Carine will further research what type of paint should be used at the building.

**NOTICE TO RESIDENTS**

**The residents are reminded not to hose off their balconies. As this permits the water to drip on the floors below and creates a problem for those units.**

**Please note that Section #15 of the Building Rules.**

**Units found in violation of this rule will be issued fines as per regulations.**

**5. ADJOURNMENT**

There being no further business this meeting was adjourned at 9:50 p.m.

**THE NEXT MEETING HAS BEEN SCHEDULED FOR MONDAY, 23 JUNE 2008**

**PLEASE KEEP THESE MINUTES ON FILE AS A  
LEGAL RECORD OF YOUR CORPORATION'S BUSINESS**

*Submitted by:*



**LANCASTER GATE  
MINUTES OF THE BOARD MEETING**

**HELD:** On Tuesday, June 24, 2008, Unit 102 at 7:30pm

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**BOARD MEMBERS PRESENT:** Carol Bowman  
Cynthia Weberg  
Eric Liu  
Philip Lundstrom  
Jerald Carter

**REGRETS:** Carine Vindeirinh

**MANAGEMENT PRESENT:** Mikhail Ratchkovski, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:35 pm

**2. APPROVAL OF PREVIOUS BOARD MINUTES**

It was

***MOVED/SECONDED*** (Lundstrom/Carter)

To adopt the minutes of Aril 14, 2008, as presented.

***CARRIED***

**3. BUSINESS ARISING**

**a) Parking Stalls**

The Board had discussed vehicles without insurance in the underground parkade noting that some vehicles have no insurance displayed. The Property Manager will issue letters to the owners of the parking stalls and request adhering to the Building's Regulations. In case if the owners have not obtained proper third party liability insurance for the vehicles after thirty days of the warning letter the vehicles may be towed away from the property.

**PLEASE NOTE THAT IF YOUR VEHICLE HAS A THIRD PARTY LIABILITY INSURANCE  
A COPY OF THIS DOCUMENT MUST BE DISPLAYED  
ON THE VEHICLE'S DASH FOR REFERENCE**

**b) 602 Pipe Noise**

The Board was informed Xpert Mechanical has been requested to inspect the problem and advise on findings and solutions. It was also noted that Chapman Boiler has attended to this issue and did not find any problems.

**4. FINANCE**

**a) Financials**

The treasurer advised that she has reviewed the financial statements, found them to be in order and recommended acceptance,  
it was:

***MOVED/SECONDED*** (Bowman/Weberg)

to accept the March and April 2008 financial statements as presented.

***CARRIED***



b) **Arrears**

Arrears were discussed and the amounts were noted also noting that \$25.00 fines will be issued to the units found in arrears.

4. **NEW BUSINESS**

a) **Stucco Repairs**

Discussion centered regarding minor stucco repairs at the front side of the property. It was noted that a contractor has been called in this regard and repairs are expected in the next few weeks.

b) **Exit Door Improvements**

The Board has discussed a homeless person occasionally dwelling at the west side exit door from the parkade. It was decided to research options for additional gate installation to prevent unauthorized entry on the property and request the resident caretaker to monitor the area and advise the Police on any property trespassing.

c) **Pool Gate Spring**

It was noted that a pool gate is in need of a new spring as quite often the gate remains open which is contrary to the building's regulations. Arrangements will be made to improve this security and install a spring. The residents are reminded to keep the gate closed.

d) **Mail Collection.**

The Committee discussed installation of a mail box and decided that it will be installed in the laundry room. The mail box will be used for centralized collection of correspondence addressed to the Committee and the Property Management from the residents of the building.

e) **Barbeques**

Discussion centered regarding barbeques on the patios noting that a request from Mr. Eaton has been received advising that the barbeques may not be used at the property. It was also noted that this rule has been amended and is in the best interest of all owners as many properties in Vancouver have already amended their regulations and prohibited barbeques due to smoke and fire hazard.

f) **Bikes in Elevators**

The residents are reminded not to bring bikes in elevators. Fines may be issued against units found in violation of this rule.

g) **Bark Mulch**

Committee discussed landscaping improvements and decided to consider installation of bark mulch in the gardens. This matter will be further discussed at the next meeting.

h) **Efficient Lighting**

Committee discussed replacement of the lights in the common property rooms where the light is turn on 24/7. The Resident Caretaker will research if appropriate lighting can be installed in these areas and additionally amend the timer control for other areas of the property.

**i) Dryer Vents**

The Property Manager was directed to arrange for a different contractor to inspect and clean the dryer vents in the common laundry noting that it takes unusually long time for the laundry to dry and the issue may be related to the vent system.

**j) Carpet Cleaning**

Committee discussed carpet cleaning and the Property Manager was requested to arrange for the commencement of this service. It was noted that a preferred contractor (Angel Restoration) should be used for the cleaning as they have previously delivered good results.

**k) Power Washing Equipment – Parkade Powerwashing**

The board discussed purchasing of a powerwasher and decided to establish a budget of up to \$600.00 in this regard. Cynthia will purchase necessary equipment and the Resident Caretaker will commence underground Powerwashing upon availability of the equipment.

**l) Resident Caretaker Duties**

Discussion centered regarding Resident Caretaker duties noting that Carine is scheduling a meeting with Dexin to discuss projects that must be done in the next few months at the property.

**5. ADJOURNMENT**

There being no further business this meeting was adjourned at 9:45 p.m.

**THE NEXT MEETING HAS BEEN SCHEDULED FOR MONDAY, 8 September 2008  
PLEASE KEEP THESE MINUTES ON FILE AS A  
LEGAL RECORD OF YOUR CORPORATION'S BUSINESS**

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

430-1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

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