

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION LMS 428
"THE PARKHILL"**

HELD: Wednesday, October 20th, 2010 at 7:00 PM in the Viceroy Room

<u>PRESENT:</u>	George Sand	President
	Phyllis Gerlach	Vice President
	Nathan Trenholm	Treasurer
	Dorothy Canham	
	Gerry Paxon	
	Robin Cnudde	

AGENT: Sorina Timonea Bayside Property Services Ltd.

REGRETS: Annette Mew Secretary

CALL TO ORDER

Council President, George Sand, called the meeting to order at 7:05 PM.

PREVIOUS MINUTES

It was moved, seconded (Sand / Canham) and carried to approve the Minutes of the June 22nd, 2010 Council Meeting, as prepared by Bayside and previously circulated.

BUSINESS ARISING FROM THE MINUTES

1. **Landscaping:** Council directed Bayside to contact Terra Forming regarding several landscaping issues.
2. **Dryer Vent Cleaning:** Two units were not accessed the second time City Air Duct was on site to complete the dryer vent cleaning. Bayside will advise the Owners of these units that the vent cleaning will now be done at their cost. Bayside will correspond with the Owners as directed by Council.
3. **Building Maintenance:** The window cleaning was completed in August, 2010. Council also discussed the cleaning of the canopy and the areas beside the glass canopy. Council then decided to have those two areas cleaned twice per year going forward.
4. **Carpet Cleaning:** Council reviewed several quotes for the carpet cleaning in all the hallways, the lobby and the amenity and exercise rooms. Council approved the quotation from KC Cleaning. The work will be scheduled shortly.
5. **Visitors Parking:** Owners are strongly requested to park their vehicles in their regular assigned parking stalls. Visitors parking stalls are for visitors only. Owners who continue to use the visitors parking will be subject to towing without notice.

Owners are also required to provide their visitors with the unit Owner's contact information so that the visitor can display it on the dashboard of their vehicle.

For security purposes, Owners are strongly recommended not to keep their remotes inside their vehicles, and to wait for the garage gates to close when entering and exiting the building.

6. Elevator Maintenance: The elevator maintenance contract has been signed with Schindler Elevator. Schindler started the elevator maintenance on October 1st, 2010. The previous contractor (Thyssen Elevator) is disputing the termination; Council and Bayside are working to resolve this situation.
7. Generator Maintenance: Land-Sea Power will proceed with the emergency generator inspection and maintenance shortly.
8. Make up Air Unit Repairs: Council directed Bayside to have Milani Plumbing investigate the possibility of repairing the heater on the make up air unit.
9. 5-year Building Envelope Warranty Review: RDH Engineering has been contacted with a request to provide a proposal for a 5 year building envelope warranty review. (Subsequent to this Council meeting, Council approved the proposal from RDH and questionnaires were mailed out to each Owner to complete and return to the engineers.)

FINANCIAL REPORTS

1. Monthly Reports: It was moved, seconded (Trenholm / Sand) and carried unanimously to approve the June through September, 2010 inclusive Financial Reports as prepared by Bayside.
2. Accounts Receivable: Council has reviewed the Accounts Receivable Report as of October 20th, 2010. Council wishes to thank Owners for keeping their accounts up to date.
3. Audit: Council has completed reviewing and signing the draft audited financial statement for the fiscal year ending April, 2009.

NEW BUSINESS

1. Water Leak: A leak which occurred from one unit caused damage to the unit below on July 19, 2010. Bayside had corresponded with both parties as directed by Council. Council also directed the cost of the repairs in the affected unit be charged back to the unit above.
2. Leak on the Tenth Floor: A leak occurred from the ceiling of the hallway on the tenth floor. Its source is yet to be determined. Council directed Bayside to have Ventresca Plumbing return for more investigations.
3. Interior Modernization: Council discussed the renovations of the lobby, the hallways and the elevators. Council members will be discussing options with several contractors. Council

is also considering calling a general meeting to obtain funding approval for the project from the Owners.

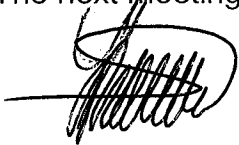
4. **Move in / out Procedures:** Owners are strongly advised that you are required to contact Bayside or Edwin, the janitor, to have the elevator pads installed 48 hours in advance any time there is a move in or out and furniture or other large items are being delivered in the building and the use of the elevator is needed.

Owners are reminded to forward all concerns and questions to Bayside Property Services Ltd, preferably in writing. Please do not contact Council members directly.

TERMINATION

There being no further business to discuss, the meeting was terminated at 9:05 PM on a motion by George Sand.

The next meeting may be a Special General Meeting. Formal notice to follow if applicable.



Sorina Timonea
Property Manager

BAYSIDE PROPERTY SERVICES LTD.

Sperling Plaza, Suite 100, 6400 Roberts Street, Burnaby, BC V5G 4C9

Tel: 604.432.7774 (24 hours – after office hours, emergencies only please)

Fax: 604.430.2698

Direct Line: 604.629.8762

E-mail: stimonea@baysideproperty.com

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to a fee.