

## THE NOVA - STRATA PLAN BCS 741

### STRATA COUNCIL MEETING

Location: The Nova, Lounge, 989 Beatty St., Vancouver

Held: Wednesday, January 21<sup>st</sup>, 2009 @ 5:30 p.m.

#### ATTENDANCE

Adam Codrington

Michelle Barbone

Michelle Young

Romy Kozak

Dan Cripps

Johnson Ng

Alyssa Shore

Grant Knowles was present representing AWM-Alliance Real Estate Group Ltd. AWM-Alliance Real Estate Group Ltd will be minuted as AWM. The meeting was called to order at 5:35 p.m.

#### OWNER ATTENDANCE

The unit Owner of #708 attended the meeting to request the Strata Council give consideration to the removal of the move-in and move-out fees applied to his account given his unit is rented as a furnished rental. The unit Owner offered his explanations as to why he felt the move-in and move-out fees should not be charged to his unit and excused himself from the meeting. After further discussion by the Strata Council, it was agreed unanimously not to reverse current or future move in/out fees levied to this unit. Costs are absorbed by the Strata Corporation regardless if a move-in/out are furnished or unfurnished and as such the Strata Corporation must cover these costs by the move-in/out fees levied in accordance with the Strata By-laws.

#### CARETAKER REPORT

Rui Lopes was in attendance at the meeting and introduced Jase Eaton who will serve as relief caretaker for the building when Rui is away from the building or on holidays. Jase Eaton is the Resident Caretaker for a similar building not far from the Nova. Council thanked Jase for his introduction and attendance at the meeting.

A reminder to all Residents that Rui Lopes is now the Resident Caretaker at the Nova and can be contacted by e-mail at [thenova@novuscom.net](mailto:thenova@novuscom.net) or by phone at 604-603-3242. The janitorial contract now in place for the building is Cleantech Janitorial. Should Residents have any questions or concerns with regard to Cleantech, please contact Rui or Grant Knowles at AWM Alliance Real Estate Group Ltd.

Rui provided the Strata Council with a monthly report including various smaller maintenance items that have been addressed throughout the course of the month.

### **APPROVAL OF THE PREVIOUS MINUTES**

The Council approved the minutes from the previous Council meetings dated December 2<sup>nd</sup>, 2008 and December 11<sup>th</sup>, 2008.

Please note Council Meeting minutes are available online at AWM Alliance web-site. Please see below for the login and password. If you would prefer to receive a hard copy please contact AWM at the number listed on the last page.

**AWM Alliance web site address: [www.awmalliance.com](http://www.awmalliance.com)**

**Login: BCS741**

**Password: nova**

### **FINANCIAL REPORT**

**Financial Statements** – Financial Statements were provided to Council dated December 31<sup>st</sup>, 2008. It was noted Building Supplies, Security, and Administration are over budget to date; however, as of December 31<sup>st</sup>, 2008 the Strata Corporation is currently under budget by \$36,886.09.

Balance in the Operating Account as of December 31<sup>st</sup>, 2008 was \$4,233.10 and balance in the Contingency Account was \$186,540.31.

**Account Arrears** – Overdue accounts were reviewed. It was noted many unit Owners' accounts are overdue given the catch-up fees and Special Assessments passed at the Special General Meeting in November. A notice will be posted in the building reminding Owners of these amounts due.

**All Owners are reminded that AWM conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all Owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to AWM as soon as possible. Please note, when paying Strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.**

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

**Plumbing/Hot water Repairs** – Ongoing problems with the hot water supply to the lower zone of the building including floors 1-9 have taken place intermittently over the past month. The issue is a twofold one for which a re-heat tank had failed and was replaced by Total Energy Savings in early January. The second issue relates to faulty shower cartridges /crosses over valves that are defective and as such affect the hot/cold

water supply to other suites in the building. To assist in resolving this issue on behalf of Residents, the Resident Caretaker and Latham's Plumbing have accessed all suites on floors 2-9 and replaced any faulty shower cartridges/crossover valves. These shower cartridges have a lifetime warranty under Cascade Plumbing and all Owners are encouraged to ensure the proper maintenance of this plumbing fitting and all other fixtures in suite. For questions with regard to the warranty coverage and details of the cartridge replacement, please contact Rui Lopes the Resident Caretaker.

A separate notice will be posted in the building advising all Residents of this matter and ensuring that shower cartridges are appropriately replaced so that further problems with the hot water supply are prevented.

Latham's has installed the pressure gauge on the 11<sup>th</sup> floor pressure reducing valve serving the domestic hot water system at a cost of \$442.00 plus GST which was approved by Council.

The current Preventative Maintenance Agreement is on contract with Latham's Plumbing. Although Council is generally pleased with the service offered by Latham's, Council requested a Preventative Maintenance Proposal from Total Energy Savings. AWM will provide this to Council for their review at the next Council Meeting.

**Sanitary/Storm Drains** – AWM noted the storm and sanitary drains have been cleared and flushed by Andersen Tank Service. All sump pumps have been inspected and set accordingly.

### **CORRESPONDENCE**

**Odor Complaint** – A complaint was received from the unit Owner of suite #901 of a moth ball odor from a neighbouring suite. The Resident Caretaker inspected the suite in question and did not detect any such odor. As such the Resident of suite #901 was advised of this and the matter has been closed.

### **NEW BUSINESS**

**Council Meetings/E-mail Protocol** – Council discussed the schedule of Council meetings and agreed to meet every six weeks from 5:30-7:00 PM with dates to be announced at each meeting. Furthermore, it was discussed amongst Council that e-mail correspondence between each other over during the past few months was quite heavy given the nature of business at hand. Suggestions were made to streamline the volume of e-mails amongst Council members in the future.

**Fitness Solutions Contract** – The service contract for the fitness equipment held by Fitness Solutions is up for renewal and the proposed contract calls for an increase of \$220 per year. Council requested AWM obtain more detailed information from

Fitness Solutions as to exactly what services are included in the contract. Repairs are currently needed to some pieces of the fitness equipment which AWM will obtain a quote from Fitness Solutions for repairs.

**Overhead Door Repairs** – It was noted by Overhead Doors that replacement of the springs was needed as these have neared the end of their life expectancy. Council requested two alternate quotes are obtained for further consideration at the next Council meeting.

**Electrical Repairs** – The Caretaker provided quotes for electrical repairs to remove all wall thermostats and install unit mounted thermostats capped off at a specified temperature in the gym to prevent the temperature for being turned up too high and for installation of a new in wall timer for the hot tub. Council approved these quotes. **Motion passed.** A quote for the installation of four new occupancy light sensors for the gym, hot tub area, and garbage area were not approved as it was felt they were not needed at this time.

#### **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:25 p.m.

**NEXT MEETING** – February 18<sup>th</sup>, 2009 @ 5:30 P.M.

These minutes submitted by Grant Knowles, Senior Property Manager

**AWM-Alliance Real Estate Group Ltd.**

**#540-220 Cambie St., Vancouver, BC, V6B 2M9**

**Direct Line: 604-639-2194**

**Emergency/General Inquiries: 604-685-3227**

**THE NOVA - STRATA PLAN BCS 741**  
**STRATA COUNCIL MEETING**  
**Location: The Nova, Lounge, 989 Beatty St., Vancouver**  
**Held: Wednesday, March 4<sup>th</sup>, 2009 @ 5:30 p.m.**

**ATTENDANCE**

Adam Codrington

Dan Cripps

Rui Lopes-Resident Caretaker

Michelle Young

Johnson Ng

Romy Kozak

Alyssa Shore

Grant Knowles was present representing AWM-Alliance Real Estate Group Ltd. AWM-Alliance Real Estate Group Ltd will be minuted as AWM. The meeting was called to order at 5:35 p.m.

**APPROVAL OF THE PREVIOUS MINUTES**

It was noted by the Strata Council that the minutes of the Strata Council meeting dated December 11<sup>th</sup>, 2008 be amended to include the approved vote in which to hire the services of Cleantech Janitorial was conducted via e-mail by the Strata Council with 4 members in favour and 3 opposed. **Motion was passed** to amend these minutes.

The Council approved the minutes from the previous Council meeting dated January 21<sup>st</sup>, 2009.

Please note Council Meeting minutes are available online at AWM Alliance web-site. Please see below for the login and password. If you would prefer to receive a hard copy please contact AWM at the number listed on the last page.

**AWM Alliance web site address: [www.awmalliance.com](http://www.awmalliance.com)**

**Login: BCS741**

**Password: nova**

**FINANCIAL REPORT**

**Financial Statements** – Financial Statements were provided to Council dated January 31<sup>st</sup>, 2009. Year to date figures show an Operating Surplus of \$34,021.00 and an Operating Surplus for the month of January 2009 of \$1,906.47. It was noted accounts currently over budget include Building Supplies, Security, Plumbing, Plumbing/HVAC Contract, and Administration.

Balance in the Operating Account as of January 31<sup>st</sup>, 2009 was \$68,091.65 and balance in the Contingency Account was \$191,709.95.

The Treasurer reviewed the financial statements for December 31<sup>st</sup>, 2008 but was not in receipt of the full financial package for January 31<sup>st</sup>, 2009 at the time of this meeting. This will be reviewed when received and any questions or concerns will be brought forth by the Treasurer at the next Council meeting.

**Account Arrears** – Overdue accounts were reviewed. It was noted many unit Owners' accounts are overdue given the catch-up fees and Special Assessments levied at the

Special General Meeting in November. A notice will be posted in the building reminding Owners these amounts are due. Specifically 14 unit Owner's accounts are overdue by \$500.00 or more. Council agreed that AWM issue final request letters to these Owners requesting their accounts be brought up to date and that failure to do so by March 15<sup>th</sup>, 2009 will result in fines levied against their accounts. All in favour, **motion passed**.

**All Owners are reminded that AWM conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all Owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to AWM as soon as possible. Please note, when paying Strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.**

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **Fitness Solutions Contract**

The service contract for the fitness equipment currently held by Fitness Solutions is up for renewal and the proposed contract calls for an increase of \$220 per year. Council approved the contract renewal which was passed unanimously with the exception of one Council member who abstained from the vote. **Motion passed**. Repairs currently needed to the gym equipment are expected to be completed in mid March as parts for these repairs are on order.

#### **Overhead Door Repairs**

Three quotes were received for the needed replacement of the garage door springs. Council requested AWM ask Overhead Doors to match the lower quote supplied. If not it was agreed the lower quote be accepted and this work approved for completion by this company. All in favour, **motion passed**.

#### **Dryer Vent Cleaning**

Air-Vac Services Canada Ltd. provided a two year history of dryer vent cleaning at the building. It was agreed by Council that an exterior and interior cleaning of the dryer vents be completed this year and requested AWM obtain three quotes for further consideration.

#### **Electrical Repairs**

The Caretaker provided a quote for the installation of wall timers to control the lighting in the gym and hot tub areas. It was agreed two additional timers may also be needed. Council motioned for the completion of these repairs which was passed unanimously with the exception of one Council member who abstained from the vote. **Motion passed**.

#### **BOSA/XTR Envelope Repairs**

AWM informed Council that all envelope repairs associated with BOSA's (the builders) warranty inspection as well as those not covered under warranty have been completed and paid for by BOSA. Paint touch ups will be needed to the repairs completed which will commence in the spring when the weather is more suitable. XTR recommends the

Strata Corporation obtain a building review report of these repairs be completed for insurance purposes for which XTR will provide a quote. The Strata Council agreed this report should be completed by an independent third party. AWM will confirm with XTR this report would be completed by an independent third party and a quote for the completion of this report.

### **Plumbing/Hot water Repairs**

AWM noted parts for repairs to the PRV serving both the mid and upper suites are on back order and are expected to be completed in early March.

There have been no further complaints regarding hot water supply to the lower floor units. Latham's spent two days at the building accessing all suites in which to replace faulty shower cartridges which were one of the leading causes of the hot water disruptions during mid December-mid January. Final billing for multiple repairs relating to the hot water supply have yet to be received and reviewed at the time of this meeting. AWM will request these from Latham's and forward to Council for review and approval.

### **Plumbing/HVAC Preventative Maintenance Contract**

In lieu of the recent plumbing issues, Council has taken the opportunity to review the current Plumbing/HVAC Service Contract held by Latham's Plumbing & Heating. Two additional proposals for Service Contracts have been submitted by Trotters and Morton Plumbing as well as Total Energy Savings. These were provided to Council members for review and further discussion at the next Council meeting.

Latham's Plumbing and Heating provided Council with recommendations and costs for consideration of long term planning of the maintenance and replacement of the heating/plumbing systems at the building. This information was reviewed and will be used in preparing future budgets and to assist in determining the future contributions to the Contingency Reserve Fund.

### **2009 Building Maintenance Projects**

Projects to be included during the current fiscal year include, dryer vent cleaning, parkade cleaning, flooring maintenance, carpet cleaning, walls repairs to the hot tub room, and common area painting. Three quotes are to be taken for each of these projects for Council's consideration at the next Council meeting.

### **CORRESPONDENCE**

**#1501 Fine Reversal** – The unit Owner requested reimbursement of one of two \$100 fines levied to their account as a result of strata fees in arrears. Given the unit Owner has since paid the arrears in full, Council agreed for the removal of one of the two \$100 fines. All in favour. **Motion passed.**

**#1408 Noise Complaints** – Multiple complaints from two Residents have been received regarding excessive music noise coming from this suite. As this Resident has been notified and warned previously, Council agreed to levy a \$100 fine against this unit Owner for breach of the Strata By-laws due to the noise complaints received. **Motion passed.**

**#708 Voluntary Dispute Resolution** – This unit Owner previously disputed move in/move out fees levied against their unit and has now requested a Voluntary Dispute Resolution be held with Council. Council had previously declined the unit Owner's request to exempt their unit from move in/out fees on the basis the unit is rented as a short term furnished suite. The by-laws for the Strata Corporation clearly state move in/move out fees apply to all suites furnished or unfurnished and as such the Council unanimously voted to decline the unit Owner's request the unit be exempt from move in /out fees at the meeting held Jan 21<sup>st</sup>, 2009.

As such it was agreed by way of Council's previous unanimous decision that the request in which to hold a Voluntary Dispute Resolution was declined. This was agreed by all Council members with the exception of one member who abstained from the vote.  
**Motion passed.**

#### **CARETAKER REPORT**

The Resident Caretaker was in attendance at the meeting and notified Council of the security audit/ registration of building fobs and bike storage registration information that will be provided to residents in the coming month.

The Caretaker also informed Council of some minor concerns with regard to the janitorial services at the building which AWM will forward to Cleantech Janitorial so improvements can be made in the noted areas.

The Caretaker also informed Council of water ingress noted in a small corner of the gym. BOSA has been contacted and is currently undertaking repairs to correct this water ingress.

#### **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:35 p.m.

**NEXT MEETING** – Wednesday, April 22<sup>nd</sup>, 2009 @ 5:30 P.M.

These minutes submitted by Grant Knowles, Senior Property Manager  
**AWM-Alliance Real Estate Group Ltd.**

**#540-220 Cambie St., Vancouver, BC, V6B 2M9**

**Direct Line: 604-639-2194**

**Emergency/General Inquiries: 604-685-3227**



## CUSTOMER PRE-AUTHORIZED DEBIT PLAN AUTHORIZATION

PAYEE	
Company Name: AWM - Alliance Real Estate Group Ltd.	
IN TRUST	
Address: 540-220 Cambie Street	
City: Vancouver	
Province: B.C.	Postal Code: V6B 2M9
Telephone Number: 604-685-3227	
Fax Number: 604-893-1721	

FINANCIAL INSTITUTION	
Name:	
Address:	
City:	
Province:	Postal code:
Telephone Number:	

ACCOUNT HOLDER	
Surname:	
First Name:	
Address:	
City:	
Province:	Postal Code:
* Address (Strata fees paying for)	
Telephone Number:	
Fax Number:	
Account #:	
Inst #:(3 digit #)	Transit #:(5 digit#)

## \*\*\*INFORMATION\*\*\*

**PLEASE FULLY COMPLETE ALL SECTIONS OF THE FORM AND ATTACH A VOID CHEQUE AND RETURN TO OUR OFFICE 10 DAYS BEFORE THE FIRST OF THE MONTH WHEN YOUR FIRST PAYMENT SHALL START. FORMS RECEIVED AFTER THIS DATE MAY NOT BE PROCESSED UNTIL THE FOLLOWING MONTH**

I/We as the account holder(s), authorize the Payee and the above noted financial institution to debit my/our account, at the above indicated branch of the financial institution, under terms and conditions agreed to by me/us with the Payee until such time as written notice to the contrary is given by me/us the Payee.

The branch of the financial institution at which I/We maintain the account is not required to verify that the payment(s) are drawn in accordance with this authorization.

A debit, in paper, electronic or other form in the amount of \$\_\_\_\_\_, with a reasonable latitude for adjustments may be drawn on my/our account\_\_\_\_\_ beginning\_\_\_\_\_. **(Note information box above)**

I/We will notify the Payee in writing of any changes in the account information or termination of this authorization prior to the next due date of the pre-authorized debit.

Items charged will be reimbursed subject to notification by me/us to the branch of account within 90 days under any of the following conditions.

- (a) I/We never provide the authorization to the Payee
- (b) The pre-authorized debit was not drawn in accordance with this authorization
- (c) My/Our authorization was revoked
- (d) The debit was posted to the wrong account due to invalid/incorrect account information supplied by the Payee

I/We understand that a written declaration to this effect must be given to my/ our financial institution.

I/We acknowledge that delivery of this authorization to the Payee constitutes delivery by me/us to the above noted financial institution.

Signature of Account Holder

Date

Signature of Account Holder

Date

Office Use Only

Building Code:

Date Received:

Date Entered:

**THE NOVA - STRATA PLAN BCS 741  
STRATA COUNCIL MEETING  
Location: The Nova, Lounge, 989 Beatty St., Vancouver  
Held: Wednesday, April 22<sup>nd</sup>, 2009 @ 5:30 p.m.**

**ATTENDANCE**

Adam Codrington

Dan Cripps

Rui Lopes-Resident Caretaker

Michelle Young

Johnson Ng

Romy Kozak

Michelle Barbone

Grant Knowles was present representing AWM-Alliance Real Estate Group Ltd. AWM-Alliance Real Estate Group Ltd will be minuted as AWM. The meeting was called to order at 5:35 p.m.

**APPROVAL OF THE PREVIOUS MINUTES**

The Council approved the minutes from the previous Council meeting dated March 4<sup>th</sup>, 2009.

Please note Council Meeting minutes are available online at AWM Alliance web-site. Please see below for the login and password. If you would prefer to receive a hard copy please contact AWM at the number listed on the last page.

**AWM Alliance web site address: [www.awmalliance.com](http://www.awmalliance.com)**

**Login: BCS741**

**Password: nova**

**FINANCIAL REPORT**

**Financial Statements** – Financial Statements were provided to Council dated February 28<sup>th</sup>, 2009. Year to date figures show an Operating Surplus of \$43,496.76 and an Operating Surplus for the month of February 2009 of \$9,474.93. It was noted accounts currently over budget include Building Supplies, Security, Plumbing, Plumbing/HVAC Contract, and Resident Caretaker.

Balance in the Operating Account as of February 28<sup>th</sup>, 2009 was \$95,832.41 and balance in the Contingency Account was \$196,821.69.

The Treasurer reviewed and approved the financial statements for February 2009.  
**Motion passed.**

**Account Arrears** – Overdue accounts were reviewed. It was noted many unit Owners' accounts are still overdue given the catch-up fees and Special Assessments levied at the Special General Meeting in November. Further fines will be levied against those unit Owners whose accounts remain in arrears.

**All Owners are reminded that AWM conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to**

those with an outstanding account. If you have not already done so, all Owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to AWM as soon as possible. Please note, when paying Strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

### **Fitness Equipment Repairs**

Fitness Solutions has advised AWM and Council there has been a delay in the order of parts needed to complete repairs to the needed gym equipment. Council agreed that these repairs must be completed no later than April 30<sup>th</sup> otherwise alternate companies will be sought for the repairs to be completed. **Motion passed.**

### **Overhead Door Repairs**

Emergency Door Repairs were required over the Easter Long Weekend to the outside parkade gate shared with the neighbouring building. As the needed parts to complete the repairs could not be obtained over the holiday weekend, a security company was hired to secure the gate area for two nights until the repairs could be completed. Costs of the door repairs and added security for the two evenings are to be split with the neighbouring building managed by Gateway Property Management.

### **BOSA/XTR Envelope Repairs**

AWM informed Council that XTR will complete exterior touch up painting needed as a result of the sealing of cracks to the exterior repaired in the fall of 2008 as per BOSA's five-year envelope warranty. These are to be completed in early May and a notice to Residents will be issued advising them of the dates this is to be completed.

XTR recommended the Strata Corporation obtain a building review report of these repairs be completed for insurance purposes for which a quote was submitted at a cost of \$7,500. Given an envelope study was recently completed by an engineer as per the five-year builder's warranty on the building envelope, the Strata did not feel this secondary review was necessary and tabled this item.

### **Plumbing/Hot water Repairs**

Complaints regarding intermittent hot water supply in suites have recently been received from units in the mid zone of the building, floors 10-18. Notices have been issued to Residents of these floors noting the potential problems with faulty shower cartridges and the symptoms to look for. This is likely the cause of the intermittent hot water problems as was the case with similar problems experienced with lower floor suites over the holiday season.

Unit Owners with faulty shower cartridges will be required to replace these at their own expense as the shower cartridges are an in suite plumbing component. AWM is currently working with Cascade Plumbing and Faucets the warranty provider of the shower cartridges to determine the best arrangements for the replacement of shower cartridges in needed suites. Further correspondence noting instructions will be

forwarded to Residents on these floors in hopes this matter can be remedied as soon as possible.

Given the recent issues with the replacement of these shower cartridges, the Strata Council discussed preventative maintenance plans for future replacement as to avoid any complications with the hot/cold water supply in suites.

### **Insurance Renewal**

Renewal of the Strata Corporation insurance policy is due April 30<sup>th</sup>, 2009. Three quotes were taken for the insurance renewal for which Coastal Insurance Services Ltd. was chosen given they provided the lowest renewal premium of \$34,133.00. **Motion passed.**

### **2009 Building Maintenance Projects**

Three quotes were taken for carpet cleaning, painting of common areas, dryer vent cleaning, window cleaning, and power washing of the parkade for which contractors were chosen. It was agreed to coordinate the Annual Fire Alarm Testing with the dryer vent cleaning on the same dates as access is needed to suites. A date will be confirmed for mid May-early June. Window cleaning will be completed once dryer vents have been cleaned. Painting of the common areas is to be scheduled for late June/early July, carpet cleaning and cleaning of the parkade will be coordinated in the coming month with notices posted to Residents advising them of the dates.

Final quotes are required for flooring upgrades (including cleaning of grout), drywall repairs to the hot tub area, and repairs to the elevator panels in the lobby. These will be obtained for the next Council meeting for Council's further consideration.

### **CORRESPONDENCE**

**963 Beatty Street Fee Reimbursement** – This unit Owner requested a reversal of a late fee levied to their account as a result of an outstanding fees owing on the account. The Strata Council declined this request however agreed to not levy any further fines against the unit Owner if the outstanding balance is paid in full including the fine levied by June 30<sup>th</sup>, 2009. **Motion passed.**

**#1408 Noise Complaints** – This unit Owner requested a fine levied against their account due to noise violations caused by their tenant be removed. It was agreed by the Strata Council that given both verbal and written warnings were provided to the tenant and to the unit Owner the fine should stand. Furthermore, it was agreed in response to the unit Owner's letter that the music levels were deemed excessive by Council and were justified. **Motion passed.**

**#904 Fee Reimbursement** – The unit Owner requested the move in/move out fee levied to their account due to a change in tenant be removed given the suite is rented on a furnished basis. Furthermore, the unit Owner has requested a fine levied against their account for non payment of the move in/out fee be removed. The Strata Council agreed that should the unit Owner make payment of the move in/move fee no later than May 7<sup>th</sup>, 2009 the late fee would be removed. **Motion passed.**

### **CARETAKER REPORT**

The Resident Caretaker was in attendance at the meeting and noted housekeeping items requiring attention. The caretaker noted a continual problem with Residents dumping or disposing of old furniture and personal belongs in the garbage room as well as continual problems with Resident's inappropriate use and damage of the hot tub. Notices will be posted in the garbage room and in the hot tub room to address these issues in hopes improvements will be made.

The water ingress noted in a small corner of the gym is currently being addressed by BOSA. AWM will contact BOSA to follow up with the status of these repairs and to ensure completion so the sprinkler systems in this area can be restored.

### **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:30 p.m.

**NEXT MEETING** – Tuesday, June 2<sup>nd</sup>, 2009 @ 5:30 P.M.

These minutes submitted by Grant Knowles, Senior Property Manager

**AWM-Alliance Real Estate Group Ltd.**

**#540-220 Cambie St., Vancouver, BC, V6B 2M9**

**Direct Line: (604) 639-2194**

**Emergency/General Inquiries: (604) 685-3227**

**THE NOVA - STRATA PLAN BCS 741**  
**STRATA COUNCIL MEETING**  
**Location: The Nova, Lounge, 989 Beatty St., Vancouver**  
**Held: Tuesday, June 2<sup>nd</sup>, 2009 @ 5:30 p.m.**

**ATTENDANCE**

Adam Codrington

Dan Cripps

Rui Lopes-Resident Caretaker

Michelle Young

Johnson Ng

Alyssa Shore

Romy Kozak

Michelle Barbone

Grant Knowles was present representing AWM-Alliance Real Estate Group Ltd. AWM-Alliance Real Estate Group Ltd will be minuted as AWM. The meeting was called to order at 5:35 p.m.

**APPROVAL OF THE PREVIOUS MINUTES**

The Council approved the minutes from the previous Council meeting dated April 22<sup>nd</sup>, 2009. Council noted that in future minutes the financial report should include the percentage for which named expenses year to date are over budget. AWM will include this with the current set of minutes.

Please note Council Meeting minutes are available online at AWM Alliance web-site. Please see below for the login and password. If you would prefer to receive a hard copy please contact AWM at the number listed on the last page.

**AWM Alliance web site address: [www.awmalliance.com](http://www.awmalliance.com)**

**Login: BCS741**

**Password: nova**

**FINANCIAL REPORT**

**Financial Statements** – Financial Statements were provided to Council dated March 31<sup>st</sup>, 2009. Year to date figures show an Operating Surplus of \$33,720.30 and an Operating Deficit for the month of March 2009 of \$9,776.46. It was noted accounts currently over budget include Building Supplies (approx. 29%), Security (approx. 139%), Plumbing (approx. 167%), and Resident Caretaker (approx 4.3%).

Balance in the Operating Account as of March 31<sup>st</sup>, 2009 was \$104,745.37 and balance in the Contingency Account was \$201,868.07.

The Treasurer reviewed and approved the financial statements for March 2009. **Motion passed.**

**Account Arrears** – Overdue accounts were reviewed. It was noted many unit Owners' accounts are still overdue given the catch-up fees and Special Assessments levied at the Special General Meeting in November. Further fines will be levied against those unit Owners whose accounts remain in arrears.

**All Owners are reminded that AWM conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all Owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to AWM as soon as possible. Please note, when paying Strata fees by**

cheque, the payment is due at the first of each month and must include the name of your building and unit number.

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

### **Fitness Equipment Repairs**

Repairs to the fitness equipment have now been completed by AGR Fitness. Given the discontentment with the service provided by Fitness solutions, the company currently on contract it was agreed to inquire as to options for cancellation of this contract prior to the year expiry ending December 31<sup>st</sup>, 2009. AWM will confirm this with Fitness Solutions for Council's further consideration. **Motion passed.**

### **Dryer Vent Cleaning/Window Cleaning/Annual Fire Inspection**

The annual fire inspection was completed by Firepro on June 2<sup>nd</sup> and 3<sup>rd</sup>. Dry vent cleaning was also completed on these dates for interior cleaning of the dryer vents. Due to birds nesting exterior dryer vent cleaning cannot be completed using the roof drops. As such the exterior cleaning of the dryer vents has been scheduled to a date later in the summer when this is safe to do so. Window cleaning originally scheduled for mid June has also been postponed to a date later in the summer when the bird nesting does not restrict and cause hazard to this work.

### **Hot Water/Shower Cartridges**

Most required cartridge replacements have been completed to suites in the mid zone of the building, floors 10-18 with the exception of two suites still to be inspected and the cartridge replaced if required

**PRV Replacement-11<sup>th</sup> Floor** – Three quotes were received for the replacement of the pressure regulating valve for the cold water supply for the building mid-zone. Total Energy Savings was selected given their quote provided for the lowest cost. **Motion passed.**

As per the Preventative Maintenance Inspection conducted by Latham's Plumbing in May 2009 recommendations were made for repairs to the evaporator fan motor to one of the split air conditioning units and for cleaning/service of two named condensing units. Council requested alternate quotes been obtained for the next meeting including one from Total Energy Savings for these jobs. AWM will coordinate these quotes for Council's further consideration.

### **Garbage Room/Sauna Room Fob Installation**

The site caretaker requested Council to give consideration to the installation of fob readers for these two rooms. As the costs required to install these fob readers to both rooms this matter was tabled for future consideration. **Motion passed.**

### **Parkade Cleaning**

The quote for parkade cleaning from IBM was revised as per different methods required for the cleaning of the parkade. As this second and revised quote was increased Council agreed that two additional quotes be taken for the cleaning of the parkade for further consideration. In hopes of getting this work done in the near future Council agreed that AWM can forward these quotes via e-mail so approval can be given for this work to proceed as soon as possible. **Motion passed.**

### **Common Area Painting**

Painting of the common hallways, lobby, and gym will be completed by Pro Works Painting from June 15<sup>th</sup>-29<sup>th</sup>. Notices will be posted in the building prior to commencement of this work for residents to be aware.

### **Flooring Repairs/Drywall Repairs**

A quote was received from Canwest Professional Interiors Ltd. for repairs to the drywall in the hot tub room and for replacement of the tile outside of the elevator cabs. Given this quote was the best received Council approved this work subject to confirmation that tile quality and samples are to be confirmed. **Motion passed.**

Cleaning of the grout on the tile flooring in the lobby, elevators, social room, and penthouse level are to be cleaned by Cleantech Janitorial as per the quote provided however AWM is to confirm the technique and process required for this cleaning. **Motion passed.**

## **CORRESPONDENCE**

### **#1804 Fee Reimbursement**

The unit Owner requested late fines levied against his account be removed citing he was not notified sufficiently at the correct address. Four separate notices of warning were issued to the unit owner's rental agent during the months of August 2008-March 2009 for which it was agreed sufficient notice was provided to this unit Owner with respect to amounts owing. It was therefore agreed the late fines levied will remain **Motion passed.**

## **CARETAKER REPORT**

The Resident Caretaker was in attendance at the meeting and noted housekeeping items requiring attention. Removal of seized bikes remain in possession at the building and will be held until the end of July at which time a decision will be made as to how they will be disposed of. It was noted that the Caretaker had concerns with sediment in the water supply to the building which will be investigated further with the City and the neighboring building for follow up. Concerns of cigarettes thrown from balconies was also discussed, a notice to Residents in the building noting this is strictly prohibited will be issued.

## **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:35 p.m.

**NEXT MEETING** – Monday, July 20<sup>th</sup>, 2009 @ 5:30 P.M.

These minutes submitted by Grant Knowles, Senior Property Manager  
**AWM-Alliance Real Estate Group Ltd.**  
**#540-220 Cambie St., Vancouver, BC, V6B 2M9**  
**Direct Line: (604) 639-2194**  
**Emergency/General Inquiries: (604) 685-3227**



**THE NOVA - STRATA PLAN BCS 741  
STRATA COUNCIL MEETING  
Location: Atlantic Tap & Gill Restaurant, Beatty/Robson Streets,  
Vancouver, BC  
Held: Tuesday, July 27<sup>th</sup>, 2009 @ 5:30 p.m.**

**ATTENDANCE**

Michelle Young  
Johnson Ng  
Rui Lopes-Resident Caretaker

Romy Kozak  
Michelle Barbone

Dan Cripps  
Alyssa Shore

Grant Knowles was present representing AWM-Alliance Real Estate Group Ltd. AWM-Alliance Real Estate Group Ltd will be minuted as AWM. The meeting was called to order at 5:35 p.m and was held at Atlantic Tap and Gill Restaurant as the meeting room was booked by a resident for a private function.

**APPROVAL OF THE PREVIOUS MINUTES**

The Council approved the minutes from the previous Council meeting dated June 2<sup>nd</sup>, 2009.

Please note Council Meeting minutes are available online at AWM Alliance web-site. Please see below for the login and password. If you would prefer to receive a hard copy please contact AWM at the number listed on the last page.

AWM Alliance web site address: [www.awmalliance.com](http://www.awmalliance.com)  
Login: BCS741  
Password: nova

**FINANCIAL REPORT**

**Financial Statements** – Year end Financial Statements were provided to Council dated June 30<sup>th</sup>, 2009. Year to date figures show an overall Operating Surplus of \$28,796.00. It was noted certain accounts over budget at year end include Security (\$4,975.50), Dryer Vent Cleaning (\$4,128.09), Plumbing/HVAC Repairs (\$18,840.69), Common Area Painting (\$5,401.79), and Resident Caretaker (\$3,354.08).

Balance in the Operating Account as of June 30<sup>th</sup>, 2009 was \$90,022.67 and balance in the Contingency Account was \$217,029.48.

The Treasurer reviewed and approved the financial statements for the fiscal year end June 30<sup>th</sup>, 2009 prior to the meeting as he was not in attendance. **Motion passed.**

**Account Arrears** –It was noted many unit Owners' accounts are still overdue given the catch-up fees and Special Assessments levied at the Special General Meeting in November. Further fines will be levied against those unit Owners whose accounts remain in arrears.

**All Owners are reminded that AWM conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all Owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to AWM as soon as possible. Please note, when paying Strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.**

**Annual General Meeting/Proposed Budget**-AWM provided the Strata Council with a preliminary proposed budget for the 2009/2010 fiscal year. The proposed budget does not call for an increase in Strata Fees the upcoming year. Further discussion was given to each of the expense items included in the upcoming budget which are to be confirmed by AWM before providing the Strata Council with a final draft for approval and inclusion in the Annual General Meeting package. It was agreed the Annual General Meeting is to be held Thursday, September 10<sup>th</sup>, 2009 at 7:00 PM at the Opus Hotel. **Motion passed.**

It was further agreed that any surplus accrued in the Retained Earnings Account at year end be allocated to a new sub Contingency Account noted as the Capital Improvement Account which will be used for future large maintenance expenditures. These monies will be transferred to this account by way of Special Resolution to be proposed to owners at the Annual General Meeting. **Motion passed.**

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **Exterior Dryer Vent Cleaning**

Interior dryer vent cleaning was completed in late June however exterior dryer vent cleaning had to be postponed until the end of August due to nesting birds at the building. Window cleaning will follow cleaning of the exterior dryer vents. Dates of these cleanings will be issued to all residents.

AWM noted several residents who did not provide access as required for the dryer vent cleaning and claim to have been home to provide the required access. In further verification with National Air Technologies and the resident caretaker the list of suites not accessed is deemed to be correct. The Strata Council agreed given National Air Technologies will be on site at a date to be confirmed in late August these owners will be granted an extension in which to complete and provide verification of the interior dryer vent cleaning no later than September 1<sup>st</sup>, 2009. AWM will forward a notice to these owners advising them of the extension for the required cleaning of dryer vents. **Motion passed.**

**Olympic Rentals/Guest Suite**-Council discussed the potential number of suites in the building that may be rented during the Olympics and agreed that rentals will be permitted provided they comply with both City and Provincial legislation/requirements. It was also agreed by the Strata Council that the guest suite will not be available for bookings from January 15<sup>th</sup>-March 15<sup>th</sup>, 2010 during the Olympics as the unit will be rented during this period and the proceeds obtained will be of benefit to the Strata Corporation. **Motion passed.**

#### **Insurance Claim**

A leak occurred in suite #2402 in early July 2009 caused by an overflowed toilet which damaged multiple units below. Given the nature and extent of damage caused an insurance claim was filed with the Strata Corporation's insurance policy. As this originated within suite #2402 and was not adequately prevented it was agreed the Strata Corporation insurance deductible of \$5,000.00 claimed is the responsibility of this unit owner and will be forwarded to the unit owner for payment and reimbursement to the Strata Corporation. **Motion passed.**

#### **Maintenance Quotes**

Quotations were provided by the resident caretaker for lobby paneling repairs, front door handle replacement, and energy efficient light bulb replacement for common areas. These items were tabled temporarily to the next Council meeting pending the upcoming fiscal budget preparation and approval.

#### **Hot Water/Shower Cartridges**

Intermittent problems with hot/cold water supply continue to be noted by a few residents in the mid zone of the building on floors 10-18. Latham's Plumbing & Heating Ltd. will complete a further analysis of this issue within the mid-zone and provide further recommendations for repairs.

#### **Review of Plumbing Maintenance Contracts**

AWM provided the Strata Council with three plumbing service contracts from Total Energy Savings, Trotters and Morton Plumbing and Heating, and the current service provider Latham's Plumbing and Heating. It was agreed that Latham's Plumbing & Heating who has been on contract with the building for several years is most familiar with the buildings and its mechanical systems and given current issues is best they maintain services at the building.

**Motion passed.**

#### **CORRESPONDENCE**

**None.**

#### **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:55 p.m.

**NEXT MEETING** – to be announced.

These minutes submitted by Grant Knowles, Senior Property Manager

**AWM-Alliance Real Estate Group Ltd.**

**#540-220 Cambie St., Vancouver, BC, V6B 2M9**

**Direct Line: (604) 639-2194**

**Emergency/General Inquiries: (604) 685-3227**

# **MINUTES OF ANNUAL GENERAL MEETING THE NOVA – BCS 741**

**Held: Thursday, September 10<sup>th</sup>, 2009 @ 7:00 p.m.**

**Location: Opus Hotel, Banquet Room, 322 Davie Street, Vancouver, BC**

## **CALL TO ORDER**

**Grant Knowles** of AWM Alliance Real Estate Group Ltd. welcomed all in attendance to the Annual General Meeting.

AWM-Alliance Real Estate Group Ltd. will be minuted as AWM.

The Annual General Meeting of Strata Corporation BCS 741 was called to order @ 7:05 p.m.

## **CERTIFICATION OF QUORUM**

A total of 25 Owners were represented in person or by proxy. The Strata Property Act states that a quorum of Owners shall be present, in person or represented by proxy, holding no less than one-third or 33.3% of the Ownership entitled to vote at the meeting. The Strata Corporation by-laws provide for the meeting to continue with those Owners in attendance within 30 minutes of the meeting start time. This requirement was waived unanimously as agreed by all Owners in attendance and the meeting commenced at 7:07 PM.

## **CERTIFICATION OF PROXIES**

AWM reviewed with the Owners present the requirements for the certification of the proxies.

## **PROOF OF NOTICE**

AWM reviewed the proof of notice requirements as per the Strata Property Act for the Owners. There were no returns of the advanced meeting notice, as previously sent to Owners by mail.

## **APPROVAL OF THE AGENDA**

AWM reviewed the agenda for the Owners present. There were no objections to the agenda.

## **REVIEW OF INSURANCE COVERAGE**

AWM reviewed the current insurance policy for the Strata Corporation noting the current value included in the policy is \$31,570,000.00. The current premium for the policy is \$35,423.00. An annual appraisal is completed each year to ensure the value contained in the policy is kept current and up to date.

## **APPROVAL OF THE 2009/2010 ANNUAL BUDGET**

AWM noted the 2008/2009 fiscal year incurred an Operating Surplus of \$28,796.00 and as such there were no proposed increase in Strata Fees for the 2009/2010 fiscal year. Changes to the 2009/2010 fiscal budget include separate expenses for janitor and caretaker costs as well as security costs. The annual contribution to the Contingency Fund has been increased to \$65,000.00 for the 2009/2010 year. The floor was opened for further discussion.

It was motioned by #1606 to approve the Proposed Budget for 2009/2010 which was seconded by #2203. The motion was approved unanimously as all owners were in favour. **Motion passed.**

## **SPECIAL RESOLUTION #2 – TRANSFER OF SURPLUS FUNDS**

It was proposed by way of Special Resolution to transfer the balance in the Retained Earnings Account as of June 30<sup>th</sup>, 2009 in the amount of \$42,234.00 and the 2008/2009 Operating Surplus of \$28,796.00 to Contingency Funds named as the Capital Improvement Account. The floor was opened for further discussion.

It was motioned by #1406 to approve the Special Resolution as proposed which was seconded by #803. The motion was approved unanimously as all Owners were in favour. **Motion passed.**

#### **ELECTION OF STRATA COUNCIL**

The current Strata Council resigned with warm thanks from all Owners in attendance. All current Council members with the exception of Alyssa Shore agreed to serve on Council for the upcoming 2009/2010 fiscal year. Unit Owner #1601 Laura Shankel volunteered to serve on Council for the upcoming term. As it was agreed unanimously by all Owners the elected Strata Council for the 2009/2010 fiscal year is as follows:

Dan Cripps - #2403	Johnson Ng - #804
Romy Kozak - #807	Michelle Barbone - #1406
Michelle Young - #507	Laura Shankel - #1601
Adam Codrington - #1606	

#### **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned @ 7:37p.m.

The minutes were taken and respectfully submitted by Grant Knowles of AWM-Alliance.  
Direct Line: (604) 639-2194

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.**

**The Nova - BCS 741**  
**Approved Strata Fees**  
**July 2009 - June 2010**

<b>Suite #</b>	<b>U.E.</b>	<b>Operating Contribution</b>	<b>Contingency Contribution</b>	<b>July/09-June/10 Strata Fees</b>
CH1	121	477.63	61.57	539.20
CH2	120	473.69	61.06	534.75
CH3	120	473.69	61.06	534.75
CH4	120	473.69	61.06	534.75
CH5	120	473.69	61.06	534.75
CH6	120	473.69	61.06	534.75
CH7	121	477.63	61.57	539.20
203	64	252.63	32.57	285.20
204	44	173.68	22.39	196.07
205	54	213.16	27.48	240.64
206	64	252.63	32.57	285.20
207	66	260.53	33.58	294.11
201	66	260.53	33.58	294.11
202	45	177.63	22.90	200.53
303	64	252.63	32.57	285.20
304	44	173.68	22.39	196.07
305	54	213.16	27.48	240.64
306	64	252.63	32.57	285.20
307	67	264.48	34.09	298.57
308	42	165.79	21.37	187.16
301	45	177.63	22.90	200.53
302	45	177.63	22.90	200.53
403	58	228.95	29.51	258.46
404	44	173.68	22.39	196.07
405	54	213.16	27.48	240.64
406	68	268.42	34.60	303.02
407	70	276.32	35.62	311.94
408	42	165.79	21.37	187.16
401	45	177.63	22.90	200.53
402	45	177.63	22.90	200.53
503	59	232.90	30.02	262.92
504	44	173.68	22.39	196.07
505	54	213.16	27.48	240.64
506	68	268.42	34.60	303.02
507	70	276.32	35.62	311.94
508	42	165.79	21.37	187.16
501	45	177.63	22.90	200.53
502	45	177.63	22.90	200.53
603	59	232.90	30.02	262.92
604	44	173.68	22.39	196.07
605	54	213.16	27.48	240.64
606	68	268.42	34.60	303.02
607	70	276.32	35.62	311.94
608	42	165.79	21.37	187.16
601	45	177.63	22.90	200.53
602	45	177.63	22.90	200.53
703	59	232.90	30.02	262.92
704	44	173.68	22.39	196.07
705	54	213.16	27.48	240.64

**The Nova - BCS 741**  
**Approved Strata Fees**  
**July 2009 - June 2010**

<b>Suite #</b>	<b>U.E.</b>	<b>Operating Contribution</b>	<b>Contingency Contribution</b>	<b>July/09-June/10 Strata Fees</b>
706	68	268.42	34.60	303.02
707	70	276.32	35.62	311.94
708	42	165.79	21.37	187.16
701	45	177.63	22.90	200.53
702	45	177.63	22.90	200.53
803	59	232.90	30.02	262.92
804	44	173.68	22.39	196.07
805	54	213.16	27.48	240.64
806	64	252.63	32.57	285.20
807	70	276.32	35.62	311.94
808	42	165.79	21.37	187.16
801	45	177.63	22.90	200.53
802	45	177.63	22.90	200.53
903	59	232.90	30.02	262.92
904	44	173.68	22.39	196.07
905	54	213.16	27.48	240.64
906	64	252.63	32.57	285.20
907	70	276.32	35.62	311.94
908	42	165.79	21.37	187.16
901	45	177.63	22.90	200.53
902	45	177.63	22.90	200.53
1003	59	232.90	30.02	262.92
1004	44	173.68	22.39	196.07
1005	54	213.16	27.48	240.64
1006	64	252.63	32.57	285.20
1007	70	276.32	35.62	311.94
1008	42	165.79	21.37	187.16
1001	45	177.63	22.90	200.53
1002	45	177.63	22.90	200.53
1103	59	232.90	30.02	262.92
1104	44	173.68	22.39	196.07
1105	54	213.16	27.48	240.64
1106	64	252.63	32.57	285.20
1107	70	276.32	35.62	311.94
1108	42	165.79	21.37	187.16
1101	45	177.63	22.90	200.53
1102	45	177.63	22.90	200.53
1203	59	232.90	30.02	262.92
1204	44	173.68	22.39	196.07
1205	54	213.16	27.48	240.64
1206	64	252.63	32.57	285.20
1207	70	276.32	35.62	311.94
1208	42	165.79	21.37	187.16
1201	45	177.63	22.90	200.53
1202	45	177.63	22.90	200.53
1403	59	232.90	30.02	262.92
1404	44	173.68	22.39	196.07
1405	54	213.16	27.48	240.64
1406	64	252.63	32.57	285.20

The Nova - BCS 741

Approved Strata Fees

July 2009 - June 2010

Suite #	U.E.	Operating Contribution	Contingency Contribution	July/09-June/10 Strata Fees
1407	70	276.32	35.62	311.94
1408	42	165.79	21.37	187.16
1401	45	177.63	22.90	200.53
1402	45	177.63	22.90	200.53
1503	59	232.90	30.02	262.92
1504	44	173.68	22.39	196.07
1505	54	213.16	27.48	240.64
1506	64	252.63	32.57	285.20
1507	70	276.32	35.62	311.94
1508	42	165.79	21.37	187.16
1501	45	177.63	22.90	200.53
1502	45	177.63	22.90	200.53
1603	59	232.90	30.02	262.92
1604	44	173.68	22.39	196.07
1605	54	213.16	27.48	240.64
1606	64	252.63	32.57	285.20
1607	70	276.32	35.62	311.94
1608	42	165.79	21.37	187.16
1601	45	177.63	22.90	200.53
1602	45	177.63	22.90	200.53
1703	59	232.90	30.02	262.92
1704	44	173.68	22.39	196.07
1705	54	213.16	27.48	240.64
1706	64	252.63	32.57	285.20
1707	70	276.32	35.62	311.94
1708	42	165.79	21.37	187.16
1701	45	177.63	22.90	200.53
1702	45	177.63	22.90	200.53
1803	59	232.90	30.02	262.92
1804	44	173.68	22.39	196.07
1805	54	213.16	27.48	240.64
1806	64	252.63	32.57	285.20
1807	70	276.32	35.62	311.94
1808	42	165.79	21.37	187.16
1801	45	177.63	22.90	200.53
1802	45	177.63	22.90	200.53
1902	98	386.84	49.87	436.71
1903	121	477.63	61.57	539.20
1904	82	323.68	41.73	365.41
1901	65	256.58	33.07	289.65
2002	98	386.84	49.87	436.71
2003	121	477.63	61.57	539.20
2004	82	323.68	41.73	365.41
2001	65	256.58	33.07	289.65
2102	98	386.84	49.87	436.71
2103	121	477.63	61.57	539.20
2104	82	323.68	41.73	365.41
2101	65	256.58	33.07	289.65
2202	98	386.84	49.87	436.71



The Nova - BCS 741  
Approved Strata Fees  
July 2009 - June 2010

Suite #	U.E.	Operating Contribution	Contingency Contribution	July/09-June/10 Strata Fees
2203	121	477.63	61.57	539.20
2204	82	323.68	41.73	365.41
2201	65	256.58	33.07	289.65
2302	98	386.84	49.87	436.71
2303	121	477.63	61.57	539.20
2304	82	323.68	41.73	365.41
2301	65	256.58	33.07	289.65
2402	98	386.84	49.87	436.71
2403	121	477.63	61.57	539.20
2404	82	323.68	41.73	365.41
2401	65	256.58	33.07	289.65
2502	98	386.84	49.87	436.71
2503	121	477.63	61.57	539.20
2504	82	323.68	41.73	365.41
2501	65	256.58	33.07	289.65
PH1	184	726.32	93.63	819.95
PH2	167	659.21	84.98	744.19
PH3	125	493.42	63.61	557.03
<b>Monthly Total</b>	<b>10,645</b>	<b>\$42,019.84</b>	<b>\$5,416.67</b>	<b>\$47,436.50</b>
<b>Annual Total</b>		<b>\$504,238.00</b>	<b>\$65,000.00</b>	<b>\$569,238.00</b>

**THE NOVA - STRATA PLAN BCS 741  
STRATA COUNCIL MEETING**

**Location: Meeting Lounge 989 Beatty Street, Vancouver, BC  
Held: Thursday, October 15<sup>th</sup>, 2009 @ 5:30 p.m.**

**ATTENDANCE**

Michelle Young

Johnson Ng

Rui Lopes-Resident Caretaker

Romy Kozak

Adam Codrington

Dan Cripps

Grant Knowles was present representing AWM-Alliance Real Estate Group Ltd. AWM-Alliance Real Estate Group Ltd will be minuted as AWM. The meeting was called to order at 5:35 p.m.

**APPROVAL OF THE PREVIOUS MINUTES**

The Council approved the minutes from the previous Council meeting dated July 27<sup>th</sup>, 2009 based on the following amendment. The minutes of this meeting should be clarified to include approval from the Strata Council of the 2009/2010 Proposed budget and separate approval for the Proposed date and time the Annual General Meeting was to be held. There being no further amendments the minutes as amended were approved by the Strata Council. **Motion passed.**

Please note Council Meeting minutes are available online at AWM Alliance web-site. Please see below for the login and password. If you would prefer to receive a hard copy please contact AWM at the number listed on the last page.

**AWM Alliance web site address: [www.awmalliance.com](http://www.awmalliance.com)**

**Login: BCS741**

**Password: nova**

**ASSIGNMENT OF THE 2009/2010 STRATA COUNCIL**

It was agreed that assignment of the Strata Council for the 2009/2010 fiscal term would be as follows:

President – Dan Cripps

Vice President – Romy Kozak

Treasurer – Laura Shankel

Members at large; Adam Codrington, Michelle Young, Michelle Barbone, and Johnson Ng

Laura Shankel previously expressed interest in the position of Treasurer. Given she was not in attendance at the meeting her formal acceptance would be required. The Strata Council approved the designations of Council for the upcoming term pending Laura Shankel's acceptance of the position of Treasurer. **Motion passed.**

**FINANCIAL REPORT**

**Financial Statements** – Financial Statements were provided to Council dated August 31<sup>st</sup>, 2009. Year to date figures show an overall Operating Surplus of \$17,368.89. It was noted certain accounts over budget included Security Equipment (\$916.20), Water (\$1,288.28), and Common Area Painting (\$2,298.93).

Balance in the Operating Account as of August 31<sup>st</sup>, 2009 was \$109,995.37 and balance in the Contingency Account was \$227,122.33. Transactions to transfer the previous year's operating

surplus and to transfer accumulated funds in the Retained Earnings as per approval at the AGM have not taken place to date and will be reflected in the September financial statements.

The Treasurer reviewed and approved the financial statements for August 31<sup>st</sup>, 2009. **Motion passed.**

**Account Arrears** –It was noted that four Owners' accounts remain in arrears despite previous warnings, fines, and lien registration upon one unit Owner. Accounts are to be fined in accordance with the Strata Corporation by-laws and further review of each account will be given at the next Council meeting before any potential legal action is commenced.

**All Owners are reminded that AWM conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all Owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to AWM as soon as possible. Please note, when paying Strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **Insurance Claim**

The final invoices from Angel Restoration have been received and forwarded to the unit of #2402 for reimbursement of the Strata Corporation insurance deductible claimed for damages incurred from a leak that originated from this unit. The unit Owner has agreed to make payment of the insurance deductible to the Strata Corporation in the amount of \$5,000.00 and will make payment by the end of October 2009.

**Plumbing-Hot/Cold Water Supply** – To date replacement of shower cartridges in affected suites has remedied most issues however there remain a handful of suites for which further cartridge replacement has been ordered. Replacement of the shower cartridges appears to remedy most issues with the cross over of hot and cold water supply to those suites affected however the length of time to trace and identify faulty cartridges can be longer than hoped. For the time being replacement of cartridges appears to be the most feasible remedy and will continue as required. Further recommendations were provided to Council from Latham's Plumbing in which to install check valves into each suite however given the costs, methods of installation, and the fact the shower cartridge replacement has been successful it was agreed to continue with the shower cartridge replacements when required. **Motion passed.**

##### **Monthly Caretaker Report**

Contents of the monthly caretaker were reviewed and discussed. Of noted concern it was agreed that recent events that have occurred with the misuse of the hot tub facility and misuse of the garbage room facility. Updated quotes are to be taken for the installation of cameras for both of these facilities as well as a quote for the installation of fob access to the garbage facilities. The updated quotes are to be forwarded to the Strata Council when received for further review and consideration for approval.

Problems persist with the operation of the elevator cameras and monitors despite repeated efforts for repair. AWM will contact and discuss this with IHL for a resolution and will report any findings to Council in preparation of the next Strata Council meeting.

It was agreed that laminated signs for visitor parking were to be installed in the visitor parking lot of the building to provide residents and their guest's further warning of the restrictions applicable to visitor parking.

### **CORRESPONDENCE**

**#904** – This unit Owner requested to be exempt from move in/out fees charged to their unit given it is maintained as a furnished rental. As per the Strata Corporation by-laws and given the interest in protecting the building and its residents move in/out charges are applied for any change in residency including furnished rentals. The unit Owner's request to be exempt from move in/out fees was denied for these reasons. **Motion passed.**

**#407** – This unit Owner wrote to Council noting concerns with access to their unit for purposes of the dryer vent cleaning noting complaints regarding these arrangements with AWM and the company contracted to complete this work. Confirmation from both the caretaker and the company contracted confirm this unit Owner's tenant did not provide access as required for dryer vent cleaning and therefore the matter was closed. **Motion passed.**

**#1505** – This unit Owner requested reimbursement of strata fees due to complications associated with hot water cross connection experienced within the unit. It was noted the tenant denied access for repairs on one occasion and that all efforts have been made to remedy this issue. The tenant has not reported any further issues and has been instructed to inform the unit Owner, the resident caretaker, or AWM should the problem occur again so this can be addressed further. As such the unit Owner's request for reimbursement was denied. **Motion passed.**

**#2003** – A complaint was received from this Resident noting an incident that occurred on September 1<sup>st</sup>, 2009 from the Residents in the above Penthouse 2 unit who discarded cigarettes onto the balcony of this suite and who had thrown up over their balcony onto the balcony of suite #2003. As the Strata Council agreed this is completely unacceptable behavior and in violation of the Strata Corporation by-laws, a \$200 was levied to the unit owner's account and a firm letter issued to both the resident and unit Owner noting the incident and that similar incidents will be dealt with swiftly and fined accordingly. **Motion passed.**

**#1104** – This unit Owner's son requested reversal of a late fee charged to the account. Given the personal circumstances surrounding this request the Strata Council agreed to reverse the late charge applied. **Motion passed.** The unit Owner also requested permission to replace the window coverings in the unit. Council approved this request provided the new window coverings are white as original to the building. **Motion passed.**

A complaint was received from a unit Owner in the building regarding window cleaning completed in August. This was acknowledged by the Strata Council however it was noted that feedback from other Residents in the building about the window cleaning was very positive.

### **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:25 p.m.

**NEXT MEETING** – December 3<sup>rd</sup>, 2009 @ 5:30 PM.

These minutes submitted by Grant Knowles, Senior Property Manager

**AWM-Alliance Real Estate Group Ltd.**

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