

MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.

Held Monday January 20, 2014 at 6:30 p.m.
Within Suite 402 Mansion House Estates
6076 Tisdall St. Vancouver, BC

BOARD OF DIRECTORS: Judy Ashton, Mabel Chau, Peggy Hillman, Dan Feliciano

REGRETS: Beverly Kapush, Property Manager.

Call to order: 6:30 p.m.

Adopt minutes of the last board of directors Meeting:

Moved; the minutes of the November 18, 2013 meeting be approved.

Moved/seconded and carried.

Committee reports:

1) Boiler: J. Ashton/M. Chau

Important: A **tentative date of February 11, 2014** has been set to hold a **Town Hall** meeting of shareholders to discuss the possibility of having a new boiler in place by September 2014. A plan will be presented for shareholders to examine.

Financial Report @ December 31, 2013

Bank Balance @ Dec.31/13 \$ 32,642.02

CRF @ Dec.31/13 135,774.56

\$14,237.44 – The 10% Elevator Modernization holdback has been paid.

Investments: \$30,276.94 Term Deposit will be renewed on Jan.28/14 at 1.55% for 12 months,
non redeemable
\$59,095.70 Term Deposit will mature on July 9/14.

2012 Expense: A 2012 Invoice for Repairs & Maintenance, amount \$4,952.65 was lost and
unpaid. This amount has been included in 2013 expenses.

01 Drop Flood: Insurance deductible of \$20,000 has been paid back by shareholder.

Budget 2014 Maintenance fees and property taxes will be adjusted retroactively to
January after the 2014 budget is approved.

Moved, Seconded and Carried, approval of the financial statements for year ending Dec.31 2013

Unfinished Business

1) Building repairs:

All building repairs are complete:

Suites: #103, 302, 202 705 801/805 all needed extensive repairs. Mansion House was responsible for these repairs.

Suites: #806/and 7th floor hallway, #802/702, 404/304, were all leaks Mansion House was not responsible for and are to be charged back to the suites responsible. The Carport light repair will be charged back to the Insurance Company.

2) Status of Illegal Occupant

No response has been received from the Shareholder to cooperate with the Board's request to have the occupant vacate the suite. Accordingly the Corporation continues imposing a fine of \$500 per month so long as a non-shareholder/non family member resides in the suite.

New Business:

1) Welcome back!

To those of you in the "01" suites that were homeless for so long and went through such an ordeal we warmly welcome you home and wish you a happy and stress free New Year.

2) A gentle reminder:


Our annual fire alarm test is on February 19. Suite access is required beginning approximately 8:30 AM.

Termination of Meeting:

Adjourned at 7:40 pm.

Signed:


President: Judy Ashton


Treasurer: Peggy Hillman



**MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.**

Held Monday, April 7, 2014 at 7:00 p.m.
Within Suite 204 – Mansion House Estates
6076 Tisdall Street, Vancouver, BC

BOARD OF DIRECTORS:

Judy Ashton	President
Mabel Chau	Vice-President
Peggy Hillman	Treasurer
Dan Feliciano	Secretary

REGRETS:

**PROPERTY MANAGER /
MINUTE TAKER:**

Beverly Kapush	ColyVan Pacific Properties
Claudia Chui	NEW PROPERTY MANAGER

CALL TO ORDER

The meeting was called to order at 7:02 p.m.

Beverly Kapush informed the Board of Directors that after 9-1/2 years with ColyVan Pacific, she will be leaving as at April 11th to pursue a career with another firm. She introduced new Property Manager, Claudia Chui who will be taking over property management duties on behalf of Mansion House Estates. The Board extended a warm welcome to Claudia.

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; the minutes of the Board of Directors meeting held January **20, 2014** be approved as previously circulated.

COMMITTEE REPORTS

1) **Boiler: J. Ashton/M. Chau, K. Froschauer, G. Wenzel, F. Collier and J. Cheng**

A Town Hall meeting of shareholders was held on February 11, 2014 to discuss the possibility of having a new boiler in place hopefully, by September 2014.



The Boiler Committee has spent many hours interviewing managers for the three bids, and then painstakingly comparing the bids.

The Committee will very soon be ready to schedule and Extraordinary General Meeting at which Shareholders can make their decision regarding the purchase and installation of a new boiler system.

2) Garden Committee

Jean Dexter has resigned from the Garden Committee. Sue Flett volunteered to replace Jean.

3) Pool Committee

The Board puts out a plea for volunteers for the summer months to oversee pool maintenance. Anyone wishing to volunteer is asked to contact ColyVan's office or to speak with one of the Board Members.

FINANCIAL REPORT

1) Approve Financial Statements

Treasurer, P. Hillman respectfully submitted the following recap of the balance sheet items as reflected in the financial statements for the two months ending February 28, 2014:

Bank – Operating	\$ 16,440.64
Bank – CRF	\$ 40,626.27
Term Deposits (2)	\$ 89,600.15
Petty Cash	\$ 250.00
Pre-paid Expenses	\$ 1,067.07
Pre-paid Insurance	\$ 12,456.00
Accounts Receivable	\$ 4,592.68
Accounts Payable	\$ -
Accumulated Surplus(Loss)	\$ 25,666.86
Net Income(Loss)	\$ 8,445.09

Significant Financial Transactions (occurring within the month):

Insurance paid to CMW	\$ 16,608.00
Property Taxes	\$ 15,161.00
McCrae's Inv. 3029212 recoded fr. Acct. 8065 to 8520	\$ 894..60
Roof Anchor Inspection	\$ 650.00 + tax

Loan from CRF: There are no outstanding loans owed by Operating to the CRF.

Insurance Deductible: P. Hillman noted the insurance deductible has increased from \$10,000 to \$20,000 due in part to previous water damage claims. Shareholders should make note of this when

securing their own insurance to ensure they are adequately covered in the event of water damages arising from their unit for which the Corporation may charge back the deductible amount.

2014 Maintenance Fees: These were adjusted to reflect the new budget on April 1, 2014; not March 1, 2014 as previously reported.

MOVED/SECONDED and CARRIED; the Board of Directors approves the financial statements for the 2 months ending February 28, 2014.

2) Review Accounts Receivable as at November 18, 2013

Accounts receivable report was reviewed noting any Shareholder in arrears.

3) Annual Audit

Reid Hurst Nagy scheduled the fieldwork of Mansion House the week of March 26th-31st. They requested year-end financials along with supporting documents to allow them to do the audit planning work:

4) ColyVan's Accounting Dept.

Board noted their displeasure with the lack of timely response from ColyVan's Accounting Dept. with respect to their queries. Property Manager, B. Kapush said she would raise the Board's concern with the Accounting Dept.

REPORT ON LITIGATION

To the best of Council's knowledge, there is one litigation matter to report relating to a Shareholder's account in continuing arrears.

UNFINISHED BUSINESS

1) Insurance Claim #97185942039 – Water Damages

A pipe burst occurring September 17, 2013 caused damages to several suites located on the 5th floor down to the 1st floor. Proof of loss for this claim indicates the total cost to be \$86,887.87 less the \$10,000 deductible which cost in this case was passed on to the responsible Shareholder.

There is a second loss for a similar incident that will likely total the same amount for which a Proof of Loss continues pending.

2) Suite 201 - Outstanding Issues

Shareholder reported that they are still having work done by Phoenix Restorations with respect to the flooding that occurred in the '01 drop back in [August 2013](#).

Of specific concern is the damage that occurred to the balcony floor. This damage was caused by Phoenix's flooring company.

Phoenix is aware of this outstanding item and will be scheduling a time to complete this work once the weather starts getting warmer

Board passed along the following paint specifications to Phoenix: VKC Services (Volkor) is the company to contact. The finish comes in a 5 gal. pail and costs \$500. Misc. incl. color & xylene is \$50. VKC quoted approx. 2 hrs of labor + material at \$700-\$800 + tax.

NEW BUSINESS

1) Spring Clean-up

Board will post a sign up sheet on the bulletin board for volunteers to enter their name by a specific project they wish to undertake. Volunteer effort will save the Corporation some money as otherwise, outside trades' services will have to be enlisted.

2) Deck Policy

The maintenance and repair of Shareholder installed improvements and deck installations will be the responsibility of the Shareholder who installed them. Board of Director approval is required for any modification to a strata lot or common property.

3) Suite 104 – Flooring Repair

NuWest Contracting submitted their invoice to complete repairs to hardwood floors at suite 104 - \$1,047.64 for past water damages sourcing from the exterior.

4) 9th Floor Suite Drainage Issue and 8th Floor Drywall Repair

NuWest submitted their invoice for investigating a drain problem\leak into a 9th floor unit and repaired the drywall in the bathroom in the 8th floor unit located below – cost \$273 for damages arising from a flawed, aging drain and bathtub calking. Chargeback to the responsible Shareholder will ensue.

5) Damaged Elevator Cab Panels

Board cannot definitively establish if the cracks to the elevator cab were caused caused by an individual failing to use elevator pads when carrying large objects or by the elevator cab shifting/twisting.

Board proposes a new House Rule to be voted on by Shareholders at the upcoming June 16, 2014 Annual General approving a non-refundable deposit in the amount of \$200 to be charged to each new Shareholder at move-in. *(This will have no impact on current Shareholders).*

The Board approved a new quote from Vision as recommended by Sheila Wenzel & Barbara Mitchell: Repair & install 4 panels for \$1,550.00 + GST.

6) Development Rezoning Implications

The Board wishes to thank Marcelle La Casse and her colleagues for their work regarding rezoning. It is much appreciated and gave considerable clarity to the issue. Marcelle suggests a “Watchdog Committee” to monitor ongoing developments and Mansion House Board has requested Marcelle initiate and chair such a committee.

7) City of Vancouver Organic Waste Recycling Program

Board Member Peggy Hillman, along with Shareholder Sue Flett met with Jennifer from City the City of Vancouver on March 13th, to discuss the organic waste program that will be mandatory in 2015. If the Board approves, the Corporation can start the program earlier in this year.

TERMINATION OF MEETING

There being no further business, the meeting terminated at 7:55 p.m.

<u>BOARD OF DIRECTORS AND SHAREHOLDERS - 2014 MEETING SCHEDULE</u>

Monday, June 16 (AGM to approve Audit and elect new Board)
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AFTER HOURS EMERGENCY CONTACT INFORMATION: PLEASE CALL COLYVAN'S OFFICE AT 604.683.8399 (24 HOURS)

Original reviewed, approved and signed by
PRESIDENT: JUDY ASHTON

Original reviewed, approved and signed by
TREASURER: PEGGY HILLMAN

The Mansion House Estates Ltd.
Minutes of The Board of Directors' Meeting

Tuesday, August 5, 2014 - 7:00 p.m.

CABANA ROOM, 6076 Tisdall St. Vancouver, BC. V5Z 3N2

Board of Directors: Marcelle LaCasse, President/Chair
Mabel Chau, Vice-President
Sandra Webster, Secretary

Lizbeth Flores, Treasurer
John Cheng, Director

Regrets: Claudia Chui, property manager, Colyvan Pacific

Guest: Peggy Hillman, Past-Treasurer (attended until completion of item #6)

1. **Call to Order:** The meeting was called to order at 7:03 p.m.

2. **Minute Taker:** Sandra Webster, Secretary

3. **Adoption of Agenda as circulated:**

Moved by Mabel, Seconded by Lizzie:

To approve the agenda as circulated with amendments added as necessary. Carried

4. **Adopt Minutes of Board of Directors' meeting dated April 7, 2014.**

Moved by Lizzie, Seconded by John:

Carried

To adopt the minutes of the Board of Directors' meeting dated April 7, 2014 as previously circulated.

5. Business Arising from the Minutes:

a) Vision Interior Inc.: Repairs to damaged elevator cab panels completed as of the week of July 21, 2014. Estimated cost of repair \$1,550.00 + GST. Invoice to be reviewed by elevator committee and Treasurer.

NOTE: It is the Shareholder's responsibility to install & remove the quilted protective elevator cab padding and elevator floor covering just prior and immediately after to any movement of furniture, appliances, major renovation materials, tools, or fixtures that could damage the common property. (padding is located in lobby benches across from elevator – ground floor).

Proposed: to purchase a small one or two stepper stool/ladder, to be stored permanently in bench.

b) Multi-Unit Building Green Bin Program: The organic waste program will be mandatory in 2015.

Objective: to establish a location for the organic bins at a distance from the building. Proposal: to extend area by dumpster by removing 2 feet x 2 feet x 8 feet of soil/plant/root debris (presently within the concrete curb), level ground and install four (4) 2 feet x 2 feet smooth pavers, to accommodate two (2) 360L bins.

President to obtain quotes.

6. Treasurer's Report:

a) Petty cash transferred from Peggy Hillman (past treasurer) to Marcelle LaCasse on July 31, 2014, balance: **\$90.22**. Petty cash transferred to L. Flores on August 5, 2014. Balance **\$90.22**.

b) L. Flores, Treasurer to meet with Peggy Hillman for directives regarding MHE financials.

c) Invoice #CM-0628-10 dated July 31, 2014 from Michael A. Smith Duct Cleaning Ltd. \$985.95.

Colyvan Pacific instructed by President to dispute invoice, as a result received a 25% discount \$234.75 = **\$739.46**. Colyvan instructed to pay.

- d) Invoice #041429 dated July 22, 2014 from Spears Sales & Services Ltd. **\$74,595.50**
 Invoice #2 is for the 35% payment required at time of equipment arrival to site. Colyvan instructed to pay.
- e) Invoice #37300 dated June 18, 2014 from Reid Hurst Nagy Inc. audit: \$4575.00 Daniel Dong \$225.00 photocopies/courier/GST = **\$4,874.32**. Colyvan instructed to pay.
- f) Accounts receivables: 1 Shareholder in arrears. Cover letter and owner ledger mailed to Shareholder.
- g) Litigation matter related to a Shareholder's account is now settled. Funds payable to Mansion House will soon be released. Shareholder is responsible for all legal costs.
- h) Accounts receivables – other: **\$6680.00** Hay's Roof Mgmt. Ltd.: Instructed property manager to follow up.
- i) Special levy to Shareholders – Boiler replacement project: June payments – fully paid, July payments – fully paid. August 1 payment is now due.
- NOTE:** Monetary items are NOT accepted in the MHE/Colyvan internal mailbox.
- j) Colyvan to reimbursement '01 drop Shareholders for hydro expenses related to first insurance claim. (*water incident 2013 affecting #501, #401, #301, #201, #101*)
- k) All related costs incurred by the "reconvened" AGM to be paid by Colyvan Pacific (*email dated June 24/14*)
- l) Bank accounts/documentation: No signatures required from new Board members as financials are managed by Colyvan Pacific under the directives of The Mansion House Estates Ltd..

m) For the 6 months ending June 30, 2014:

Bank Operating	\$50,847.86
Bank – CRF	\$36,572.10
Bank Special Levy:	\$152,663.74
Term Deposit	\$29,741.53
Petty cash	\$90.22
Prepaid Expenses:	\$1,067.07
Prepaid Insurance:	\$6,920.00
Accounts Receivables:	\$95,790.62
Accumulated Surplus (loss)	\$25,666.86
Net Income (loss):	\$36,268.46
Net Special Assessment:	\$243,420.15

7. President's Report:

a) Be it resolved by unanimous vote, the following newly elected Directors have been appointed as Officers for The Mansion House Estates Ltd. ("the Company") effective July 29, 2014.

Marcelle LaCasse, President	Sandra Webster, Secretary
Mabel Chau, Vice-President	Lizbeth Flores, Treasurer

Barry Kerfoot, MHE corporate lawyer, was notified to proceed with the Notice of Change of Directors and Consent to Act as Directors (Form 10 – BC Company) on behalf of The Mansion House Estates Ltd..

b) Board members are instructed to bring the following documentation to all meetings:
 Articles of Association, Lease, and House Rules.

MHE is regulated by its Articles of Association and to the extent that anything is not covered by MHE Articles, then by the *Business Corporations Act*. The *Act* takes precedence the Articles.

With respect to the Shareholders of Mansion House:

- i) In their capacity as Shareholders: they are governed by MHE's Articles of Association, and the *Business Corporations Act*, and again the *Act* trumps the Articles.
- ii) In their capacity as Lessee/Tenant: (i.e. their rights with respect to occupancy), they are governed by the Lease and the MHE House Rules. The Lease takes precedence to the MHE House Rules.

c) MHE Annual Agenda 2014 – 2015 and MHE Directory (Trades/Services) distributed to Board members.

d) A summary of emails and letters were received and considered by the members of the Board, collectively. Concerns and suggestions included: move out date, window dressings (must be white or neutral in color), privacy fence #801/#805, alterations to common property (decks & balconies), bicycle on balcony, debris in carport #1, reducing print paper, communication, reducing energy costs - replace or repair all windows, dryer racks in laundry room, storing items on stairway landings, laundry tags switches, etc.
The Board of Directors would appreciate and encourage ALL Shareholders to comply to their Lease and MHE House Rules, any applicable special resolutions and Board of Directors' resolutions.

NOTE: MHE House Rule #25 – Enforcement of Rules (Board of Directors' minutes June 4, 2013)

...Mansion House Estates may fine a Shareholder as follows:

- (a) A maximum of up to \$200. For each contravention of a House Rule.
- (b) A maximum of up to \$500. for each contravention of House Rule #1 Suite Occupancy
(*Each suite shall be occupied exclusively as a private residence by Shareholders and their immediate family*)
- (c) In accordance with fines noted separately in various subsections in the House Rules.

Communication:

Shareholders must communicate their concerns, complaints and suggestions **in writing** (preferably by email) directly to the Property Manager and copied to the members of the Board. All correspondence received will be considered by the Board of Directors collectively at scheduled Board meetings with the assistance of the Property Manager. The Board's response to any correspondence may be communicated to the Shareholder directly, by email, by mail/post or via the Board of Directors' minutes. Please note voice messages to the Mansion House Board of Directors are not sufficient and will not be returned.

8. Secretary's Report:

MHE computer and printer to be transferred to Sandra Webster.

9. Manager's Report (Claudia Chui via email):

- a) Outside Directors' meetings, Colyvan often communicates with the Board via email. For matters that require the Board's decision, Claudia would like to have one point of contact to ask for and to receive one final collective direction from the Board.

10. Committee Reports:

Boiler installation phase committee: Chair: **John Cheng**, Judy Ashton, Karl Froschauer;
Pool committee: Chair: **Mabel Chau**, Barbara Mitchell, Phoebe He (Troy), Nathalie Ton-That, Nancy Higgs, Sandi Evans;
Building committee: Chair: **Marcelle LaCasse**, Gunter Wenzel, Barbara Mitchell;
Garden committee: Chair: **Susan Flett**, Sandra Webster, Krista Melland;
Ad-Hoc (OLAR) committee: Chair: **Karl Froschauer**, Marcelle LaCasse, Helene Perrault;
Welcome committee: Chair: **Mary Witt**, Barbara Mitchell, Doreen Dawson.

11: New Business:

- a) **MHE/Colyvan Pacific Mgmt. Services Ltd.** – Contract review required. Meeting with Colyvan scheduled for Thursday, August 7, 2014 @ 3:00 p.m.. Topics for discussion: fees, expectations, communication and inspections of common areas of MHE building.
- b) **Assignment of Lease** and Board resolution re: #804 completed and returned to Kerfoot, Burroughs & Company on Thursday, August 7, 2014.
- c) **Legal:** meeting with Kerfoot, Burroughs & Company scheduled for Thursday, August 14, 2014 to consider Mansion House's legal options regarding accounts receivables/illegal occupancy unit #901.
- d) **Boiler maintenance/roof top fans maintenance:** President to obtain service contracts from 3 companies.
- e) **Keys:** collection of keys from past Board members completed, distribution of keys to new Board members completed. A few keys still outstanding – committee members.

President's observation: some keys/fobs are unaccounted for (misplaced, lost or never returned). It was suggested to re-key deadbolt to electrical room, replace door knob (lock) on MHE office door, replace padlock on master key cabinet, and perform a FOB audit. Proposal was unanimously approved by MHE Board. President to follow up.

NOTE: Shareholders, misplaced or lost keys:

Primary contact: please contact any one of the three Directors (Mabel, Sandra or Marcelle) to gain entry to your suite.

As a **LAST** resort: please contact Barbara Mitchell #106. Her sole duty is to assist the Shareholder to gain entry to his/her suite unless directed by the MHE Board.

- f) **Parklawn Sprinklers Ltd.**, quote to install backflow prevention device for system that operates zones 6, 7, 8 close to building as required by City of Vancouver Bylaw (potable water supply). Quote **\$720.00 + GST**
Installation occurred on Tuesday, August 5, 2014 @ 9:00, locker room, north side above locker #701.
City of Vancouver, Plumbing Certificate of Inspection occurred on Thursday, August 7, 2014. **PASSED**
- g) **Nuwest Contracting Ltd.** engaged to replace hot/cold water plumbing on 6th floor and 1st floor.
- h) **Schindler Elevator Corporation:** Quarterly Elevator Awareness Notice, April 2014
Green Initiatives – Energy Saver2 product Quote: **\$2,925.00 + ? DEFERRED indefinitely**
- i) **Vancouver Fire & Radius Security** proposal #11642-1-0 dated February 25, 2014 replacement of 43 smoke alarms, ionization, 120 V with backup battery; 43 batteries, 9 volt, lithium;
2 smoke alarms, photoelectric, 120 V with backup battery – for units #105 and #404 currently have sensitive smoke alarms and 2 batteries, 9 volt, lithium. Quote: **\$2,915.00 + GST**
DEFERRED until next fire inspection due February 2015.
- j) **Security cameras** – proposed project for 2015: to consider a security camera installation in the lobby to monitor front and rear entry doors and mailroom. Director will investigate and report at future meeting.
- k) **Postal boxes** – proposed project for 2015: to consider the replacement of postal boxes to larger ones. Director will investigate the total costs of this proposal ie: purchase of postal boxes, contractor costs to repair mail room/laundry room, etc.. Director to report at future meeting.

12. Scheduled Meetings - 2014: (Cabana room)

September 25, 2014 @ 7:00 p.m.

October 22, 2014 @ 7:00 p.m.

November 26, 2014 @ 7:00 p.m.

13. Adjournment:

There being no further business, the meeting terminated at 10:10 p.m.

CONTACTS:

Property Manager: Claudia Chui 604-683-8399 ext. 225 cchui@colyvanpacific.com
Assistant: Catherine Marshall 604-683-8399 ext. 238 cmarshall@colyvanpacific.com
Colyvan Pacific Mgmt. Services Ltd. 202 – 5704 Balsam Street, Vancouver, B.C. V6M 4B9

**AFTER HOURS EMERGENCY CONTACT INFORMATION:
PLEASE CALL COLYVAN'S OFFICE AT 604.683.8399 (24 HOURS)**

Original reviewed, approved and signed by:
Marcelle LaCasse, President

Original reviewed approved and signed by
Sandra Webster, Secretary



**MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.**

September 25, 2014 at 7:00 p.m.

Cabana Room – Mansion House Estates, 6076 Tisdall Street, Vancouver, B.C.

BOARD OF DIRECTORS:

Marcelle LaCasse
Sandra Webster

President/Chair
Secretary

Mabel Chau
John Cheng

Vice-President
Director

PROPERTY MANAGER / MINUTE TAKER: Claudia Chui, ColyVan Pacific Properties

REGRETS: Lizbeth Flores, Treasurer

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADOPT AGENDA

MOVED/SECONDED and CARRIED; the agenda be approved with the proviso items be added as may be required throughout the meeting's proceedings.

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; the minutes of the Board of Directors meeting held August 5, 2014 be approved as previously circulated.

FINANCIAL REPORT

1) Approve Financial Statements

As the Treasurer was not present to review the financial statements for the 8 months ending Aug. 31, 2014 the approval of the financial statements has been deferred until next meeting.

2) Review Accounts Receivable

Accounts receivable report was reviewed noting any Shareholder in arrears.
It was noted that the boiler special assessment has been fully paid by all Shareholders.
It was reported that unauthorized tenant previously residing in a suite has moved out, arrears on this account is still outstanding, the Board will continue to review this issue.

3) Infotracker

The Treasurer will review the new accounting system Infotracker and note any comments regarding account code and description.



4) Overpayment – Hay's Roofing Management

The refund cheque requested by Mansion House Estates for previous overpayment in the amount of \$6,679.68 has not been received.

MOVED/SECONDED and CARRIED; a complaint be filed with Better Business Bureau (BBB) if the cheque is not received within the requested time.

5) Rent Increase

The tenant residing in the common rental suite #103 has been notified of a 2.5% rent increase to begin January 1, 2015. Monthly rent will increase to \$1,230.00.

6) Move In

It was noted that a new Shareholder has made payment for move-in fee. Secretary Sandra Webster has volunteered to inspect the move.

REPORT ON LITIGATION

Shareholder previously in continuing arrears has made full payment requested on the account. To the best of the Board's knowledge, there are no litigation matters to report.

COMMITTEE REPORTS

1) Boiler

It was reported that the pool pump had to be shut down (Aug 28th) during the boiler installation by Spears. The contractor was not able to start up the pool pump resulting in a service call being made to West Coast Pool to turn it back on (Sept. 2nd). The Board will review the matter to determine if the invoice for West Coast Pool will be charged back to Spears. Scaffolding, flush test and vent installation were completed.

The boiler installation is in its final stages and is anticipated to be completed shortly.

2) Garden Committee

Landscaper will be requested to provide assessment regarding the large trees located at the front of the property. Director John Cheng completed the installation of concrete pavers at the rear garden by carports #43 – 48 to prevent run off of soil to the carport area.

3) Pool Committee

The pool was closed for the season as of September 21, 2014. Volunteers will store the pool furniture away weather permitting.

4) Building Committee

Director John Cheng completed repairs to the ballast on the 4th floor landing. Repair to the floor at the entryway to the laundry room has also been completed.

5) Ad-Hoc Committee

No new reports are available at this time.

UNFINISHED BUSINESS

1) Organic Green Bin Program

Three quotations have been received for preparing a space to place the bins that will be mandatory for the organic waste disposal which is expected to be implemented in 2015. **MOVED/SECONDED and CARRIED**; the quotation from the existing landscaper David Kuklo be approved.

2) Boiler Service Contract

Two quotations were received for the boiler maintenance. Discussion will be made with Spears who installed the boilers to confirm how the maintenance may affect the warranty on the equipment.

3) Pipe Replacement

The replacement of domestic hot and cold water pipes on the 1st and 6th floors have been completed. The Board has met with Nuwest Contracting who did drywall/paint repairs in the common hallways. It was noted that much of the finishing was poorly done. The Board awaits confirmation from the contractor on their plan to address their concerns.

4) Security Surveillance

The installation of surveillance cameras was discussed as a proposed project for 2015. Director John Cheng will further research and report at the next meeting.

5) Postal Boxes

The replacement of postal boxes to larger ones was discussed as a proposed project for 2015. Discussion for this project has been deferred indefinitely due to the anticipated cost.

6) Contract Review – Property Management

The addendum to the property management contract was signed by past Board President 2012/2013. It was noted that due to increasing cost of services particularly regarding rule enforcement, going forward the Board does not anticipate accepting any request for reversal of charges and/or fines applied to Shareholder's account.

7) Keys

MOVED/SECONDED and CARRIED; the following proposed items be approved.

- Re-key deadbolt to electrical room
- Replace lock to office door
- Replace padlock on master key cabinet
- Perform a FOB audit
- Replace lock to the exterior door to the boiler room
- Replace padlock to interior door to boiler room

President will look into carrying out the above after the boiler installation is completed.

8) Property Manager's Report

The Property Manager was on site Aug. 28/14, Sept. 10/14 and will continue to conduct bi-weekly site visits. General observations included lack of quality in restoration work in hallways (Nuwest), oil stains in carport #18, storage of items on stairwell landings (8th and 9th floor), visible improvement in storage rooms, door closures leaking, etc.

9) Communication to the Board

Correspondence from Shareholders must be submitted in writing to Colyvan and the Board and will be reviewed at the Board of Directors meetings.

NEW BUSINESS

1) Replacement of Door Closures

MOVED/SECONDED and CARRIED: the quotation from Action Lock & Security to replace six (6) old leaking door closures be approved.

2) Carpet Cleaning

MOVED/SECONDED and CARRIED: the quotation from Aero Carpet Cleaning be approved. The work will be carried out after the replacement of the door closures is completed.

3) Appraisal Report

A quotation has been obtained from Normac Appraisals (\$825.00 + GST) to be carried out for a three year appraisal program commencing 2015. The Treasurer will be asked to keep this in mind while drafting the budget for the new fiscal year.

4) Elevator

There were two elevator failures reported within a span of ten days. Schindler Elevator indicated that the failure was due to relay disruption and will provide further details to the Board.

5) Rear Entry Door

It was noted that the rear entry door was inoperative on September 11, 2014 due to a faulty relay.

6) Rooftop Fan

Webir Automation serviced rooftop fans (x8) on Sept. 5/14. Webir has been authorized to order replacement parts to replace worn fan shaft and bearings on fan #5.

7) Catch Basins

One catch basin has recently been blocked and water level is abnormally high. The Board will ask a contractor to clear the blockage.

8) Pool Water Valve

The water valve for the pool was discovered to be leaking. Mr. Plumber will shut off the water and replace the required parts.

9) Insurance

The insurance provider for MHE has informed that the storage rooms need to remain clear. The shredder has been identified as a possible fire hazard and has now been relocated to the cabana room for Shareholder's use in the privacy and comforts of their own home.

10) Tentative Fire Inspection by City of Vancouver

Any items left in the locker rooms outside of the individual storage lockers will be disposed of without further notice. House Rule #8(a) has been included below for reference:

8. Common Areas, Balconies & Windows:

(a) Storage: No person shall be allowed to store anything on the balconies, in the corridors, hallways, stairway landings, common area in locker rooms, boiler expansion tank room, laundry room or in the cabana room.

Note: This would also include any unauthorized structures.

11) House Rules

The President and Secretary will review the House Rules and make suggestions for revisions at the next meeting.

12) Letter Posted on Bulletin

A letter dated March 16, 2011 regarding the application of the Schedule of Coefficients to Contributions to Expenses was posted on the bulletin board by a Shareholder without prior knowledge of the Board. The Board will confirm facts indicated in the letter with MHE corporate lawyer Barry Kerfoot prior to consideration to distribute said information to Shareholders.

13) Water Analysis

Hytex Water Management has offered to perform a free analysis of the water supply to the building. The analysis would indicate the acidity of the water and provide information regarding corrosion of copper pipes. The Board has requested that Hytec proceed with the analysis.

14) Bazinga Portal Services

ColyVan Pacific has offered a new community portal service, *Bazinga*, designed to facilitate better access to information and effective communication to the Shareholders. This service is part of the new corporate service package and does not increase the cost to MHE. The Board will make further review and consider approval for initiation of the services.

CORRESPONDENCE:

A summary of emails and letters were received and considered by the Board of Directors, collectively at Board meeting dated Sept. 25/14. The Board's response to any correspondence may be communicated to the Shareholder directly, by email, by mail/post or via the Board of Directors' minutes.

Concerns and suggestions included: Illegal tenant in #901, alterations to privacy fence #801/#805, window dressings, bicycle storage on stairwell landing or common hallway, storing misc. items on stairwell landings, balcony lights, MHE paper shredder, pool pump, vehicle storage insurance, housekeeping issue – front entrance (exterior), unauthorized parking in carport other than Shareholder's, continuous neglect to lock dead bolt lock of the locker storage room door (south side), mischief, communication, etc.

#901 – Received notice mid-August advising Mansion House that illegal tenant had vacated unit. Tenant's vehicle vacated carport #19 mid-September. MHE House Rule #25 (b) - fine for contravention of House Rule #1 no longer applies to said unit.

#805 – Letter dated July 21, 2014 issued to Shareholder advising him to cease and desist immediately alteration(s) to privacy fence. Response letter from Shareholder dated July 26/14, received by MHE via email dated Aug. 22/14. Board will address options as to the repair(s) of the privacy fence.

#405 – Hand written note dated Sept. 6/14 stating concerns of large trees located on front lawn. David Kuklo (landscaper) will assess this item mid-October.

#403 – Email dated Aug. 18/14 received and copy of email posted by Shareholder in laundry room: balcony lights. The estimate indicated on email stated: a cost per annum **\$3922.43**.

References:

AGM dated May 2009 – Special Resolution, Balcony Lights:

The automatic timer will be programmed for balcony lights to turn on generally at 8:00 p.m. PST and shut off at approx. midnight PST (with adjustments to be made for Daylight Savings Time and Standard Time)

PASSED BY A MAJORITY

EGM dated February 6, 2013 – Special Resolution: To install individual balcony switches to allow individual Shareholder control over balcony lights. The cost would be approximately \$1,500.00 or about \$38.00 per switch for the 39 balconies (this should read 40 balconies).

MOTION DEFEATED BY A MAJORITY

a) Cost calculated by Director **J. Cheng** based on figures provided in #403 email:

Rate: 0.0752 for the first 1350 kwh

$590 + 714 \times 25w \times 40 \times 0.0752 = 1304 \text{ kwh} \times 0.0752$

The cost per annum: **\$98.06**

b) Cost calculated by **Commercial Lighting** – email dated Aug. 26/14

Multiply **13w** per lamp x 3.5 hours x 365 days / 1000 x (cost of electricity eg: .09 cents):

$\$1.50 \times 40 = \mathbf{\$60.00}$

c) **BC Hydro** calculation chart:

Bulb type: compact fluorescent

Bulb wattage: **13W**

Quantity: **40** (balconies)

Average hours per week: 24.5 (3.5 hours x 7)

KWH per year 662

Dollars per year: **\$38.00**

Note: *The actual wattage per lamp = 13W,*

hours per year = 1095 hours (3 hours x 365) average.

Hours as stated in special resolution = 4 hours per night x 365 = 1460 hours

The Board of Directors will continue to uphold the special resolution as documented in AGM minutes – May 2009 as favoured by a majority. However, the Board may consider amendments to said resolution at a future EGM or AGM.

#206 – MHE housekeeping concerns (main entrance). After a careful review of the caretaker's contract, it was noted that the task of removing webs, spider nests, bugs, etc. from the main entrance ceiling/breaks is not included. Therefore, volunteer(s) will be required to follow up on this issue. This item will be added to the annual Spring Cleaning List.

Gentle reminder:

Shareholders must communicate their concerns, complaints and suggestions in writing (preferably by email) directly to the Property Manager and copied to the members of the Board. All correspondence received will be considered by the Board of Directors collectively at scheduled Board meetings with the assistance of the Property Manager.

Please note voice messages to the Mansion House Board of Directors are not sufficient and will not be returned.

The Board of Directors would appreciate Shareholders' compliance regarding MHE Lease and House Rules, any Special resolutions and Board of Directors' resolutions.

TERMINATION OF MEETING:

There being no further business, the meeting terminated at 10:00 p.m.

NEXT BOARD OF DIRECTORS MEETING: OCTOBER 22, 2014 – 7:00PM

PROPERTY MANAGER: CLAUDIA CHUI, CCHUI@COLYVANPACIFIC.COM MANAGER'S ASSISTANT: CATHERINE MARSHALL: CMARSHALL@COLYVANPACIFIC.COM

AFTER HOURS EMERGENCY CONTACT INFORMATION: PLEASE CALL COLYVAN'S OFFICE AT 604.683.8399 (24 HOURS)

Original reviewed, approved and signed by
President: Marcelle LaCasse

Original reviewed, approved and signed by
Secretary: Sandra Webster



**MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.**

October 22, 2014 at 7:00 p.m.

Cabana Room – Mansion House Estates, 6076 Tisdall Street, Vancouver, B.C.

BOARD OF DIRECTORS:

Marcelle LaCasse
Sandra Webster

President/Chair
Secretary

Mabel Chau
John Cheng

Vice-President
Director

PROPERTY MANAGER / MINUTE TAKER: Claudia Chui, ColyVan Pacific Properties

REGRETS: Lizbeth Flores, Treasurer

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADOPT AGENDA

MOVED/SECONDED and CARRIED; the agenda be approved with the proviso items be added as may be required throughout the meeting's proceedings.

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; the minutes of the Board of Directors meeting held September 25, 2014 be approved as previously circulated.

FINANCIAL REPORT

1) Approve Financial Statements

As the Treasurer was not present to review the financial statements up to September 30, 2014 the approval of the financial statements has been deferred until next meeting.

2) Review Accounts Receivable

Accounts receivable report was reviewed noting any Shareholders in arrears. Shareholders in arrears are urged to bring their account up to date in order to avoid any costly collection procedures.

3) Infotracker

The Treasurer will review the new accounting system Infotracker and note any comments regarding account code and description.

4) Overpayment \$6,679.68 – Hay's Roof Management

The contractor has submitted an affidavit as requested claiming that the overpayment has not been received. Colyvan's accounting department is working with the bank to see if the funds can be reversed.



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5) Insurance Claim Receivables

Funds have been received from the insurer relating to a previous water damage claim regarding the '01 drop. The Board will discuss where the funds should be allocated.

6) Normac Appraisals

MOVED/SECONDED and CARRIED; the proposal for re-appraisal of the building for insurance purposes be approved.

Postscript: The appraisal company informed that there was an error in submitting the proposal as there was one more update available (2015) for MHE prior to the required re-appraisal. Approval for re-appraisal will be requested late 2015.

UNFINISHED BUSINESS

1) Organic Green Bin Program

Preparation of the site arranged for the organic bins is near completion. After completion, the Board will arrange to hold a town hall meeting with the Shareholders where a representative from City Hall will be invited to present the green bin program. Arrangements for delivery of the bins will be made thereafter. Target date mid-November.

2) Boiler Project

A meeting with Board Members and boiler installation phase committee will be held to discuss boiler related issues. Spears Sales & Services Ltd. has been invited to attend to discuss invoicing, warranties and service contract. There were several boiler related items to note:

- Backflow Preventer: The required replacement of a backflow preventer has been approved
- Pipe Repair: Repair was arranged for a slow leak in the pipe
- Piping Insulation: Decision will be made after the boiler meeting

3) Drywall Repairs/Painting

The President will follow up with Nuwest Contracting who performed the re-piping on various floors for a walkthrough to discuss the Board's concerns, ie: drywall repairs and painting of the east wall in common hallways.

4) Security Surveillance

Status is pending.

5) Keys – Fob Audit

The rekeying of various locks has been completed. The fire department and service providers will be contacted to obtain new keys.

Vandelta Communications will provide MHE with directives regarding a FOB audit.

6) Rooftop Fan

An additional part (fan wheel) requires replacement for the rooftop fan #5. It was recommended by Webir to replace the entire fan unit rather than just the parts given consideration to the costs.

MOVED/SECONDED and CARRIED; the replacement of the fan be approved.

7) Elevator Maintenance Contractor

It was noted that Schindler Elevator has not responded to the Board's inquiries regarding previous system failures. The President will follow up with the contractor.

8) MHE House Rules

The revised MHE House Rules were reviewed and approved by the Board. Hard copies to be distributed to all Shareholders on Nov. 1/14. In addition, MHE House Rules will be emailed to Shareholders with email addresses.

9) Fire Inspection by City

Shareholders are reminded of the following House Rule #8(a):

Storage: No person shall be allowed to store anything on the balconies, in the corridors, hallways, stairway landings, common area in locker rooms, boiler expansion tank room, laundry room or in the cabana room. This would also include any unauthorized structures.

Please be advised that any items that remain placed in the noted areas after **November 30, 2014** will be removed and disposed of by the Board without further notice.

The anticipated fire inspection by the City of Vancouver will result in issuance of notice of violations and fines. All fines and other related costs including disposal fees will be charged back to the responsible Shareholder.

10) Letter dated March 16, 2011 regarding Coefficients

Barry Kerfoot is in the process of reviewing a letter dated March 16, 2011 that was posted in the laundry room regarding application of the schedule of coefficients to contributions to expenses. The Board will not be distributing the letter until the review has been completed as advised by Mr. Kerfoot.

11) Roof Leak Investigation Report

Further review will be required for the Allstar roof leak investigation report dated January 25, 2013 to explore any required action.

12) Water Analysis

A free water analysis will be performed by Hytec to examine the water acidity level and extent of corrosion of the copper pipes.

NEW BUSINESS

1) Insurance

The CMW insurance policy for MHE will be expiring on December 1, 2014. A second quote will be requested for insurance renewal.

2) Generator Annual Inspection

The annual inspection for the emergency generator will be due by December 2, 2014.

3) Elevator Permit

A new elevator permit will be due in November.

4) Elevator Inspection

The Board noted that the annual driving machine brake dismantling traction will become due in November. The Board will follow up with the Schindler Elevator regarding this requirement.

5) Enterphone Replacement Proposal

Review of the enterphone system was made and no major issues were found. The discussion regarding replacement of the enterphone system has been deferred indefinitely.

6) Lobby Art

It was noted that the current painting pieces in the lobby are old and torn.

MOVED/SECONDED and CARRIED; that Directors Mabel Chau and Sandra Webster be authorized to purchase new pieces with a budget of \$500 excluding taxes.

7) Property Manager's Report

Some highlights of the report for the Property Manager's site visit are as follows:

- Previously leaking door closers have been replaced and carpets cleaned in the common hallways
- Bottle was found on the 8th floor landing
- Plastic bucket was left in the common hallway on the 1st floor
- Bicycle, ladder, wood planks, and structure remain on the 9th floor landing
- Weather stripping on the exit door on the 9th floor landing was peeling

8) Catch Basin Repair

Repairs to the previously obstructed catch basin have been completed by Milani.

CORRESPONDENCE:

A summary of emails and letters were received and considered by the Board of Directors, collectively at Board meeting dated October 22, 2014. The Board's response to any correspondence may be communicated to the Shareholder directly, by email, by mail/post or via the Board of Directors' minutes.

Concerns and suggestions included:

- A Shareholder has been sent a letter demanding restoration of a privacy wall and cleaning of the carport
- Email received regarding rotted deck boards

Gentle reminder:

Shareholders must communicate their concerns, complaints and suggestions in writing (preferably by email) directly to the Property Manager and copied to the members of the Board. All correspondence received will be considered by the Board of Directors collectively at scheduled Board meetings with the assistance of the Property Manager.

Please note voice messages to the Mansion House Board of Directors are not sufficient and will not be returned.

The Board of Directors would appreciate Shareholders' compliance regarding MHE Lease and House Rules, any Special resolutions and Board of Directors' resolutions.

TERMINATION OF MEETING:

There being no further business, the meeting terminated at 10:00 p.m.

NEXT BOARD OF DIRECTORS MEETING: NOVEMBER 26, 2014 – 7:00PM
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PROPERTY MANAGER: CLAUDIA CHUI, CCHUI@COLYVANPACIFIC.COM MANAGER'S ASSISTANT: CATHERINE MARSHALL: CMARSHALL@COLYVANPACIFIC.COM

AFTER HOURS EMERGENCY CONTACT INFORMATION: PLEASE CALL COLYVAN'S OFFICE AT 604.683.8399 (24 HOURS)

Reviewed, approved and original signed by
President: Marcelle LaCasse

Reviewed, approved and original signed by
Secretary: Sandra Webster



MINUTES OF THE BOARD OF DIRECTORS THE MANSION HOUSE ESTATES LTD. (MHE)

November 26, 2014 at 7:00 p.m.
Cabana Room – Mansion House Estates,
6076 Tisdall Street, Vancouver, B.C.

BOARD OF DIRECTORS:

Marcelle LaCasse
Sandra Webster

President/Chair
Secretary

Mabel Chau
Lizbeth Flores

Vice-President
Treasurer

PROPERTY MANAGER / MINUTE TAKER: Claudia Chui, ColyVan Pacific Properties

REGRETS: John Cheng, Director

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADOPT AGENDA

MOVED/SECONDED and CARRIED; the agenda be approved with the proviso items be added as may be required throughout the meeting's proceedings.

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; the minutes of the Board of Directors meeting held October 22, 2014 be approved as previously circulated.

FINANCIAL REPORT

1) **Approve Financial Statements**

The Treasurer noted no areas of concern in the financial statements up to October 31, 2014.

MOVED/SECONDED and CARRIED; the financial statements up to and including October 31, 2014 be approved.

2) **Review Accounts Receivable**

Accounts receivable report was reviewed noting any Shareholders in arrears. Shareholders in arrears are urged to bring their account up to date in order to avoid any costly collection procedures.

3) **Infotracker**

The Treasurer made review of the new accounting system Infotracker and recommended changes for the account codes and descriptions.

MOVED/SECONDED and CARRIED; the proposed changes be implemented.

4) **Overpayment \$6,679.68 – Hay's Roof Management**

Full refund for the overpayment was received after the contractor submitted an affidavit to the bank. Funds have been deposited into the contingency reserve fund. The payment



made on the same cheque submitted for the overpayment was also returned to Mansion House. The payment owed of \$8,906.24 to the contractor will be paid upon receipt of the invoice. BBB will be requested to close the file for the complaint.

5) **Insurance Claim Receivables**

8 of 11 cheques received from the strata insurance have been reconciled. Three cheques remain unaccounted for, the insurance adjuster and Colyvan accounting will look into finding out where the payments should be allocated.

6) **Rental Cheques**

Cheques for rent payment from December 2014 to May 2015 have been received for rental suite #103.

7) **Year End Bonus**

A cheque has been issued to caretaker David Desousa as a year-end Christmas bonus.

8) **2015 Proposed Operating Budget**

The Board of Directors will be holding a meeting on December 16, 2014 to discuss the operating budget for the next fiscal year. The Agent will not be required to attend this meeting.

9) **Accounts Receivable**

MOVED/SECONDED and CARRIED; a unit owing fines be sent to Hammerberg Lawyers for collection. The Agent was asked to keep track of the time spent on this work to calculate charges per Colyvan agency agreement.

UNFINISHED BUSINESS

1) **Insurance Renewal**

MOVED/SECONDED and CARRIED; the quotation of \$17,003.00 from CMW for MHE insurance renewal be approved subject to waiving the retainer for legal services. It was noted that MHE already has a corporate lawyer who is familiar with handling apartment corporations.

2) **Elevator Permit**

The Agent was requested to forward a copy of the elevator permit to post in the electrical room when received from Safety Authority.

3) **Generator Annual Inspection**

The annual inspection for the generator was completed on November 24, 2014. It was noted that the power box for the equipment is wearing out and repairs may be expected in 2015.

4) **Roof Top Fan #5**

Arrangements have been made to replace roof top fan #5 by Webir on November 28/14.

5) **Boiler Project**

- **Service Contract:** The Board is expecting submission of a proposal from one more contractor – Latham's.
- **Insulation for Piping:** The Board will wait to receive the rebate from Fortis BC to use towards installing the insulation.

6) **Drywall Repairs/Painting**

Status is pending – Nuwest Contracting Ltd.

7) **Lobby Art**

Status is pending – as per vice-president/secretary.

8) **Elevator**

Multiple follow ups have been made with the elevator maintenance contractor – Schindler Elevator with regards to various questions relating to the elevator. A response had not been received to date. The Agent was requested to contact the account manager's supervisor in hopes to have our inquiries and concerns addressed.

9) **FOB Audit and Service**

An appointment had been made with Vandelta Communications to perform their duties as per the service contract. The President will attend with the contractor to learn to operate the system so the service from the contractor will not be required after contract expires May 31, 2016.

10) **Bazinga Community Portal Services**

MOVED/SECONDED and CARRIED; the use of Bazinga community portal services be declined.

11) **Items on common area**

Items were removed and new ones found again on the 8th floor landing, the Shareholder will be sent a letter regarding this issue.

12) **Letter dated March 16, 2011 regarding Coefficients**

Status pending.

13) **Roof Leak Investigation Report**

Status pending.

14) **Security Surveillance**

Status pending

NEW BUSINESS

1) **Pool Filter**

The pool maintenance contractor West Coast Pool informed the Board that the current pool filter had passed its serviceable life span and requires replacement. MHE would incur a savings of approximately \$500.00 if replacement is ordered by November 30th.

MOVED/SECONDED and CARRIED; the proposal for replacement from West Coast Pool be approved.

2) **Leak Repair**

Prior to the pool filter replacement, the leak in the pipe above the pool filter needs to be repaired. Pipes running from the boiler room into the pool filter room require anchoring as per code.

MOVED/SECONDED and CARRIED; the repairs for the leak/anchoring be approved.

3) **Boiler Expansion Room Waterproofing**

A proposal from Nuwest Contracting has been submitted for waterproofing a portion of the boiler expansion room. The proposal includes waterproofing the area under the expansion tank only, creating a curb and installing a drain pipe that leads to the drain. **MOVED/SECONDED and CARRIED;** the proposal be approved as presented.

4) Garburators

The use of garburators was discussed and it was noted that buildup of food waste, especially fats, leads to clogs inside the pipes. Garburators also requires extra water and energy, poses a strain on the sewer system and is not eco-friendly. Shareholders are encouraged to use the organics disposal bins for all food scraps. The Board has proposed to draft a resolution to prohibit the installation of garburators in the future.

5) Organics Disposal

MOVED/SECONDED and CARRIED; with the organics disposal bins in place, to reduce the size of the garbage dumpster from a 3 yd. to a 2 yd. dumpster.

6) Property Manager's Report

Some highlights of the report for the Property Manager's site visit are as follows:

- Exit door on the 9th floor opposite from unit is quite difficult to open and close (consideration in case of fire);
- Bicycle and other items previously placed on the 8th and 9th floor landing have been removed with exception to the unauthorized structure on 9th floor landing. Note that recyclables have been discovered again on November 26, 2014 on the 8th floor landing;
- Upper door for locker 705 was left wide open.

7) Completed Items

1. Organic Green Bin Program

- a) Bin and site have been established by Kuklo Landscaping.
- b) Town Hall Meeting held on November 12, 2014
- c) Kitchen containers and info pamphlets distribution complete.

2. Boiler

- a) Small leak not related to boiler repaired by Mr. Plumber.
- b) Installation of new backflow preventer and exterior drain cap was completed by Spear Sales & Services Ltd.

CORRESPONDENCE:

A summary of emails and letters were received and considered by the Board of Directors. The Board's response to any correspondence may be communicated to the Shareholder directly, by email, by mail/post or via the Board of Directors' minutes.

- A Shareholder reported cigarette odour but was unable to locate the specific unit at this time

NO SMOKING RULE

Shareholders are reminded to abide by the following house rule:

26. Non smoking rule:

For the purposes of this rule, "smoke" and "smoking" means to inhale, exhale, burn or carry a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances.

- (a) A Shareholder, occupant or visitor must not smoke in the following areas:
- i) a strata lot;
 - ii) the interior common property and limited common property, including but not limited to hallways, elevator, parking garages, electrical and mechanical rooms, stairs and storage locker areas;
 - iii) patios, decks and balconies;
 - iv) within 3 meters of a door, window or air intake; and
 - v) on any land that is a common asset.
- Directors' resolution dated Sept. 30, 2013

- A Shareholder wrote to the Board regarding making changes to the privacy fence:
 - The Board has decided to have the wall remain as originally built/repaired.
 - The Shareholder has been asked to restore the wall by a specific date, thereafter the Board may decide to carry out repairs at the Shareholder's expense
- A Shareholder informed the Board that someone has been meddling with laundry tags
 - All Shareholders should note that any mischievous behaviour is not tolerable
- A Shareholder requested for clarification regarding the agency agreement
 - Shareholders requesting for accounting or financial records will not be charged a fee if emailed to them (unless excessive information is required). There will be a cost associated to requests for hardcopies
- Bicycle storage agreement was provided to a Shareholder
- A note was posted in the mail room bulletin board with no author identified
 - Please note that all correspondence must be in writing, identified and signed
- A Shareholder expressed that the carport roof was poorly done
 - Board is not aware of any warranty in place for the work, will follow up with previous Board.
- A Shareholder has made a suggestion to include the replacement of weather stripping to interior windows as part of the house rule
 - The Board determined this is an issue between the seller and purchaser and will not be mandatory
- A move out will occur on December 9, 2014
 - The Board has designated a Director to inspect the move and suite when it has been vacated

Gentle reminder:

Shareholders must communicate their concerns, complaints and suggestions in writing (preferably by email) directly to the Property Manager and copied to the members of the Board. All correspondence received will be considered by the Board of Directors collectively at scheduled Board meetings with the assistance of the Property Manager. Please note voice messages to the Mansion House Board of Directors are not sufficient and will not be returned.

The Board of Directors would appreciate Shareholders' compliance regarding MHE Lease and House Rules, any Special resolutions and Board of Directors' resolutions.

TERMINATION OF MEETING:

There being no further business, the meeting terminated at 9:15 p.m.

NEXT BOARD OF DIRECTORS MEETING: JANUARY 21, 2015 – 7:00PM

PROPERTY MANAGER: CLAUDIA CHUI, CCHUI@COLYVANPACIFIC.COM MANAGER'S ASSISTANT: CATHERINE MARSHALL: CMARSHALL@COLYVANPACIFIC.COM

AFTER HOURS EMERGENCY CONTACT INFORMATION: PLEASE CALL COLYVAN'S OFFICE AT 604.683.8399 (24 HOURS)

Reviewed, approved and original signed by
President: Marcelle LaCasse

Reviewed, approved and original signed by
Secretary: Sandra Webster