



**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, JANUARY 8th, 2008, AT 6:00 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

こればたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

प्रमुख सूचनाएँ किसी वक्ता के द्वारा दी जा सकती हैं।

Council in attendance:	Brian Kiener	President
	Hamid Asna	Vice-President
	Jordan Parente	Treasurer
	Vivien Lai	Secretary
	Chad McCrae	Resident Manager Liaison (left at 7:10 p.m.)
	Jenny Lo	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	Resident Manager
Regrets:	Ken Charko	Privacy Officer / Communications

1. CALL TO ORDER

The meeting was called to order at 6:06 p.m.

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held December 10th, 2007, as circulated. **CARRIED.** (Unanimous)

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

December 2007

- DMS Mechanical was on site December 12th to address a leak into bathrooms of a 20th and a 19th floor unit.
- DMS Mechanical was on site December 14th to investigate a leak from the rooftop down to a 19th floor unit.
- DMS Mechanical was on site December 19th to remove the rooftop re-circulating pumps.
- Abell Pest Control was on site December 20th for a routine visit.
- There was a general fire alarm on December 29th, due to a pot being left on a stove.
- Richmond Elevator was on site December 30th to re-set the elevators after the fire alarm.

January 2008

- The City of Vancouver was on site January 2nd to replace a tree outside the lobby.
- DMS Mechanical was on site for hot water tank repairs in a townhouse unit.

- DMS Mechanical was on site January 4th for a shower cartridge and diverter repair in a 21st floor unit and hot water tank repairs in a townhouse unit.
- DMS Mechanical was on site January 8th for the rooftop re-circulating pump replacement.

Council discussed the Resident Manager's report. The following points were noted:

- Caulking required on the roof is the responsibility of the developer. This will be discussed in the upcoming meeting with the Deficiency Committee and the developer.
- The cost of the callout for Richmond Elevator, that was required due to a pot being left on a stove, will be charged back to the Owner of the unit causing the alarm.
- A question arose regarding the hot water tanks that have rusted out after only two-and-a-half years. It has been suggested that this may be due to an installation issue.
- Council discussed the fact that DMS Mechanical is often training employees while working at the building. The Resident Manager confirmed that the Strata Corporation is not being charged for this.

4. FINANCIAL REPORT

A. Operating Statements

The Treasurer provided a report on the October and November 2007 operating statements. It was noted that the "Repairs and Maintenance" and "Photocopying" budget categories are over budget. It was also noted that an invoice for restoration required due to a plugged toilet should be charged back to the Owner. Recurring expenses were reviewed, as well as invoices from Action Lock and Fire Pro. Management was instructed on charge backs relating to two invoices from DMS Mechanical.

It was **MOVED / SECONDED** to approve the October and November 2007 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. It was noted that improvement is required. A change to the Bylaw relating to late payment fees is being proposed at the upcoming Annual General Meeting. It is hoped this will help address the problem receivables.

5. COMMITTEE REPORTS

A. Security Upgrades

J. Parente has prepared a security pamphlet with tips for Residents on how to keep the property more secure. This pamphlet will be available at the Annual General Meeting.

B. Landscaping

Nothing to report.

C. Common Area Deficiencies

A meeting has been set up with the Common Area Deficiency Committee and the developer to discuss the outstanding deficiencies.

Due to time constraints, C. McCrae left the meeting at 7:10 p.m.

D. Social Committee

There are no volunteers yet for the Social Committee.

6. BUSINESS ARISING

A. Parking CO Sensors

Two quotes have been obtained for repairs to the parkade CO sensors. A third quote has been requested but not yet received. Discussion of this item was deferred, pending receipt of the third quote.

B. Annual Fire Inspection Follow Up Work

A second quote has been requested for the annual fire inspection follow up work. The quote has not yet been received.

Council discussed proposing a Bylaw, making annual fire inspections mandatory. As the package has already gone out for the upcoming Annual General Meeting, this item will be considered at the next General Meeting.

C. Miscellaneous Interior Repairs

The Resident Manager provided input on the outstanding quotes for miscellaneous interior repairs. Work will be ordered accordingly.

Council discussed the cost of wallpaper repairs. Since the cost is significant, it was suggested and agreed not to repair damaged areas of wallpaper, unless the damage is severe.

7. NEW BUSINESS

A. Water Leak – 21st Floor

Council discussed a quote to repair damage from a water leak on the 21st floor. It was noted that the source of the leak was not certain. Management was given instructions on ordering work.

It was suggested and agreed that a power washer and shop vac be purchased for use by the Resident Manager. Council provided a budget for the purchase.

B. Lights at Entrance Stairs

Management was instructed to obtain quotes to install better lights at the entrance stairs.

C. Quotes from Accurate Glass

Council considered quotes from Accurate Glass for replacement of a cracked window and a scratched window. Management was given instructions on ordering the work.

8. PROPERTY MANAGER'S REPORT

A. Correspondence

Council considered 27 items of correspondence. The following items required a response or Council decision:

- A letter was received from an Owner regarding cigarette butts being thrown from the tower. Management was instructed to deliver a notice to units above the 20th floor.

Note to Owners / Residents

Please do not throw cigarette butts from your balconies and please ensure that your visitors do not throw cigarette butts from your balconies, as this can be a significant fire hazard. Your cooperation is appreciated.

Council discussed the liability insurance required for vehicles in the parkade that are not insured for the road.

It was **MOVED / SECONDED** to enact a new Rule requiring a **minimum** of \$1,000,000 liability insurance on vehicles not insured for the road. **CARRIED. (Unanimous)**

- A letter was received from an Owner requesting permission to install a motorcycle bracket in their parking stall. This would require drilling into the concrete wall. Council members did not feel it would be a good idea to drill into the concrete wall and felt that allowing installation of such a bracket would set a precedent. Accordingly, the request was denied.
- A letter was received from an Owner requesting permission to remove a wall within their unit. Council will require proof that the wall is not structural, in addition to the regular stipulations applied when permission is given for renovations.
- A letter was received from the Property Manager of one unit regarding charges to the unit Owner for problems with their tenant's dog. The Property Manager had requested that the charges be reversed. The request was denied.
- A letter was received from an Owner requesting that move charges be reversed from their account, since the tenant moved into a furnished suite. Management was instructed to reverse the moving charges upon confirmation that the tenant did not book the elevator.
- A letter was received from another Owner requesting permission to remove a wall within their suite. This Owner will receive the same response as the previous Owner with the same request.
- A letter was received from an Owner regarding noise from a neighbouring unit. A letter will be sent to the Resident creating the noise issue.
- A letter was received from an Owner requesting an update on required repairs within their unit. Council reviewed the quote for the required repairs, which seemed high, and seemed to include work that had not been noted, as required by the Resident Manager. Council instructed the Resident Manager to review the required work and provide Council with further information.

Council discussed some of the problems with the front-loading washing machines. It was noted that these machines require special soap and have a plug and tray at the bottom. The plug needs to be removed once in a while to drain excess water. Provisions must be made to catch the escaping water before the plug is pulled. Tips for dealing with these washing machines will be posted on the new website, once it is up and running.

It was suggested and agreed that quotes be obtained for dryer vent cleaning. This will be discussed at the next Council meeting.

Owners / Residents

Any time there is a leak in the building, please contact the Resident Manager, 24 hours a day, at 604-314-3187.

B. In Progress

1. Insurance claim repairs re: sewer back up.
2. Recommendations for security improvement at Abacus Gate.
3. Stencilling in parkade.
4. Allocation of parking stalls for rental.
5. Ordered title searches on 15 units.

C. Deferred

1. Repairs to irrigation line in planter at TH 37.

D. Completed Items

1. Requested quotes from Bartec and Executive Fire for fire system deficiencies.
2. Directed Resident Manager to review repairs quote from Pinnacle Restoration and advise Council which repairs are not part of an existing claim.
3. Requested quotes to repair CO sensors.
4. Authorized Action Lock to proceed with security upgrades.
5. Provided authorization to commence with Strata Corporation website.
6. Confirmed that lack of rooftop irrigation is on the deficiency list.
7. Added parkade lighting to the deficiency list.
8. Directed Resident Manager to follow up with janitor regarding various concerns.
9. Sent follow up letter to developer requesting action on deficiencies.
10. Followed up with Creative Door on additional charges.
11. Directed controller to transfer prior year's surplus to CRF.
12. Requested quotes for new fluorescent fixtures in parkade.
13. Investigated concerns regarding high-pitched noise on roof.
14. Ordered replacement glass panel for courtyard.
15. Requested quote for repairs as a result of leak from 21st floor unit.

9. TERMINATION

There being no further business, the meeting was terminated at 8:30 p.m.

The next meeting will be the Annual General Meeting, Tuesday, January 15th, 2008.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

(01/21/08)

(MIN-01.08.1559)



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PROPERTY MANAGEMENT SERVICES

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समूची जानकारी बिनाफ मन्ने बिने कस हिम हा सुनिवा मन्वाउ

Council in attendance:	Brian Kiener	President
	Chad McCrae	Vice-President
	Melanie Troyer	Treasurer
	Hamid Asna	
	Rachel Wyles	
	Jennifer Thomas	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	Resident Manager
Regrets:	Jordan Parente	

1. CALL TO ORDER

The meeting was called to order at 6:05 p.m.

2. ELECTION OF OFFICERS

The election of officers was held, resulting as follows:

President	Brian Kiener
Vice-President	Chad McCrae
Treasurer	Melanie Troyer

Owners volunteered for committees as follows:

Common Area Deficiencies: Brian Kiener
Jennifer Thomas
Rachel Wyles

Landscaping: Jordan Parente
Brian Kiener
Jennifer Thomas

Security: Hamid Asna
Chad McCrae
Rachel Wyles
Brian Kiener
Patti Nugent

Social: Jordan Parente
Pet: Jennifer Thomas
Melanie Troyer

Owners / Residents

Please consider volunteering for any of the above committees. Your contributions would be greatly appreciated.

3. MINUTES OF THE PREVIOUS MEETINGS

Approval of the January 8th, 2008 Council meeting Minutes was deferred to the next meeting.

4. RESIDENT MANAGER'S REPORT

R. Ganz provided the following written report:

Trades on Site

January 8 th / 9 th	DMS – rooftop re-circulating pump replacement.
January 10 th	DMS – rooftop re-circulating pump replacement. DMS – rooftop large pump repair. Richmond Elevator – replaced lost door bumper. Action Lock – various security upgrades.
January 11 th	Action Lock – various security upgrades.
January 15 th	Harmony House enterphone.
January 16 th	Abell Pest Control – routine maintenance.
January 17 th	Creative Door – replaced rubber contact strip on bottom of main gate, plus preventative maintenance of all three doors. Cleaning Connection – common carpets cleaned.
January 22 nd	DMS – rooftop large pump repair. Pinnacle – deficiency walk-through with the Developer.
January 23 rd	DMS – rooftop large pump repair and hot water delivery.
January 31 st	DMS – inspect parkade ventilation shafts, hot water delivery.

Incidents

January 19 th	Main lobby glass canopy panel broken by stone dropped by seagull.
February 2 nd	Possible mail theft.

Council discussed the Resident Manager's report. The following points were noted:

- There have been ongoing issues with lack of hot water in some of the units over the past month. Seven repairs / investigations have been completed; however, more work is required. DMS Mechanical will be on site again tomorrow to determine if any valves require cleaning. The problem seems to be limited to the morning hours.
- Another glass panel is broken above the main entry. Replacement is required.
- There has been an incident of mail theft in the building. Quotes will be obtained for the double lock system to increase security on the mail panels.
- The Owner who is working on the Strata Corporation's website will be asked to attend the next Council meeting to discuss items for the website.

5. **FINANCIAL REPORT**

A. Operating Statements

Approval of the December 2007 operating statements was deferred to the next Council meeting.

B. Receivables

Improvement is still required in the receivables. Fines are increasing according to the new Bylaws; and 12 lien letters have recently been sent out to owners.

Council discussed fines levied against an Owner regarding a barking dog. It was noted that this Owner also has not provided a Form K, as required. Fines will be levied at \$200 per week until a Form K is received. A lawyer will be contacted regarding removal of the dog.

6. **COMMITTEE REPORTS**

A. Security

Security upgrades approved at recent Council meetings have now been completed. In addition, more wand stations have been added to increase the effectiveness of the security guards. It was suggested that a contractor be asked for a quote to provide a full assessment of the security for the building. Management will arrange.

Council discussed the procedures for security guards when contacted by an Owner or Resident regarding an issue. When guards are in the parkade area, their cell phones have no reception. Owners can leave messages in these circumstances. Guards are expected to return calls when possible.

Council discussed the procedures for training of new guards. J. Thomas will contact Genesis Security to discuss. A credit will be requested for a day where a major incident happened in one of the stairwells and the security guard did not respond.

There have been three unbooked moves in the past week. Owners will be charged in accordance with the Bylaws.

B. Landscaping

Funds have been allocated in the new operating budget for maintenance of the rooftop garden areas. Residents whose units border on these rooftop gardens are asked to present ideas to Council for consideration. City green space requirements in the development permit will be considered, as well as irrigation issues.

Flowers and plants will be purchased for the front garden areas in the spring. The landscaping contractor will be asked to provide a quote to top up soil in garden beds where required.

C. Common Area Deficiencies

The Property Manager, the Resident Manager and two members of the Common Area Deficiencies Committee recently met with the developer to review outstanding deficiencies. The developer agreed to address items they considered to be common area deficiencies within six months. Some of the items they did not consider to be deficiencies will be reviewed. RDH Engineering will be asked to check and review one particular area where the coating has come away from the concrete outside one of the townhouses.

A question arose regarding the necessity for regular inspections of the building in terms of maintaining the warranty. This will be checked.

Quotes are being obtained to address a problem with the lights in the parkade (fixtures overheating and burning out).

D. Social

Nothing to report.

E. Pet

The Pet Committee will work on organizing a registry of pets for the building. This will be discussed further at a future Council meeting.

It was noted that there is a typographical error in the garbage Rules. The word “not” is missing. This will be rectified, as required.

7. BUSINESS ARISING

A. Parking CO Sensors

Council considered a second quote for calibration of the CO sensors in the parkade. One of the sensors requires replacement.

It was **MOVED / SECONDED** to approve the quotation from Global Gas for the required work. **CARRIED.** (Unanimous)

B. Damage from Fire in 23rd Floor Staircase

Council considered a quote for the follow up work required subsequent to a fire lit by a visitor to the building in the 23rd floor staircase. It was noted that some of the work listed on the quote is not required.

It was **MOVED / SECONDED** to proceed with the required work, based on a reduced scope of work, as determined by the Resident Manager. **CARRIED.** (Unanimous)

Management was asked to consult the Strata Corporation’s lawyer regarding charge backs relating to this expense.

C. Fire Inspection Repairs

Council considered a quote from Bartec Fire Safety for the follow up repairs required subsequent to the annual fire inspection. It was noted that the quote was less expensive, more clear and concise than the quote provided by Fire Pro.

It was **MOVED / SECONDED** to approve the quote from Bartec Fire Safety. **CARRIED.** (Unanimous)

Notices will be posted regarding in-suite inspections for those units missed when the annual inspection was done.

8. NEW BUSINESS

A. Move Rules vs. Move Bylaws

It was noted that there are some discrepancies between the Rules and Bylaws that relate to moves in and out of the building.

It was **MOVED / SECONDED** to revise the Rules, as follows:

1. Removal of first sentence in Section "c", relating to allowable times for moves.
2. Revision of moving damage deposit amount, noted in Section "e", from \$250 to \$200.

CARRIED. (Unanimous)

It was suggested and agreed to propose revisions to the Bylaws at the next Annual General Meeting, as follows:

1. Revise subsection 4 of the Move Bylaws (allowable times for moves) to 9:30 a.m. to 4:00 p.m. daily.
2. Remove subsection 6 of the Move Bylaws (Not applicable at The Taylor.).

B. 2010 Banner Project

Council discussed the most recent information received by Tunnel Vision on the 2010 Banner Project. This information will be posted on the bulletin boards for Owners to consider. C. McCrae and J. Thomas will form a task force to seek out information on this project. Owners will be asked to provide feedback on any concerns or suggestions they may have.

C. Grow Ops / Drug Houses

Management provided information on detection and reporting of grow ops and drug houses, as provided by the RCMP. This information will be posted on the bulletin boards.

D. Irrigation System

Council reviewed information provided by Para Space Landscaping on maintenance of the irrigation system. Maintenance is being done as suggested; however, there are still issues relating to lack of water hook ups for some of the pipes. The architects for the building will be contacted regarding this issue.

E. Signature of Form I

Council signed the Form I, required to file the new Bylaws at the Land Title Office.

F. Signature of Proof of Loss

Council signed a Proof of Loss form for a claim on the Strata Corporation's insurance relating to a water escape that occurred in May 2007.

G. Painting of Lobby

Council considered three quotes for painting of the main lobby. Discussions were held regarding protection of wall surfaces and corners. It was noted that major changes to the look of common property require approval of the Ownership at a General Meeting. Three Council members volunteered to paint the lobby and mailroom area.

H. Insurance Coverage

A question arose as to whether it would be possible for Harmony House to be covered under a separate insurance policy. The Strata Corporation's insurance agent will be consulted.

I. New Waste Restrictions

Effective January 1st, 2008, the following items are banned from garbage:

- Cardboard
- Newsprint

- Office paper
- Gypsum drywall
- Yard and garden waste
- Beverage containers (all except milk)
- Blue box recyclables
- Lead-acid (car) batteries
- Medications / pharmaceuticals
- Paint, solvents, flammable liquids, gasoline and pesticides
- Vehicle tires
- Oil, oil filters and empty oil containers
- Electronic waste, including personal computers, prints and TVs

This information has been posted in the garbage room and will also be posted on the bulletin board.

Council discussed the cardboard recycling. It was suggested it may be possible to replace the large open cardboard bin with a closed bin with a slot, requiring Residents to flatten boxes before placing them in the bin. If this smaller type of bin were used, it could be placed in a different area of the parkade, possibly freeing up a parking spot. This will be discussed further at a future Council meeting.

9. **PROPERTY MANAGER'S REPORT**

A. Site Inspection Report

Council discussed the most recent site inspection report. Quotes will be obtained and letters sent, as required.

It was suggested and agreed that fob audits should be done annually. Owners / Residents who do not participate in the fob audit and subsequently request reactivation of a deleted fob will be charged a \$25.00 activation fee. The next fob audit will be done in April or May 2008.

B. Correspondence

Council considered 16 items of correspondence. The following items required a Council decision or response:

- A letter was received from the agent of an Owner regarding a noise complaint received against the Owner's tenant. There have been several noise complaints relating to this unit. Management was instructed on a response.
- A letter was received from an Owner regarding conduct of another Owner at the Annual General Meeting. Management was instructed on a response.
- A letter was received from an Owner regarding noise from a neighbouring unit. A letter will be sent to the Owner's neighbour.
- A letter was received from an Owner regarding another Owner walking their dog on common property without a leash and smoking in the P1 parkade level. Management was given instructions.

It was **MOVED / SECONDED** to approve the following new Rule:

Smoking is not permitted in hallways, elevators, parkade levels, stairwells, the lobby, gym, storage locker rooms, or any other interior common property areas.

CARRIED. (Unanimous).

- A letter was received from an Owner regarding noise from another unit and lack of response from the security guard. Management was instructed on a response.

C. In Progress

1. Obtaining quotes for lights at entrance stairs.
2. Security improvements – Abacus Gate.
3. Stencilling in parkade / allocation of rental stalls.
4. Obtaining quotes for lighting in parkade.

D. Deferred

1. Repairs to irrigation line in planter at TH 37.
2. Installation of rubber flooring and bench in gym.

E. Completed Items

1. Met with two Deficiency Committee members, Resident Manager and developer.
2. Ordered work on miscellaneous interior repairs, as approved at last meeting.
3. Ordered work from Accurate Glass, as directed.
4. Added new Rule re: \$1m liability required for uninsured vehicles.
5. Clarified Strata records with 15 title searches.
6. Arranged payment for Strata website.
7. Prepared wording for revised Rules / Bylaws.
8. Added sentence to standard "Permission To" letter re: notifying neighbours of noise.
9. Reversed move-in charge for one unit and notified Owner.
10. Spoke to one Owner re: barking dog and Form K.
11. Arranged for repair of wallpaper on 5th floor.
12. Ordered replacement of rubber and retainer on main garage gate.
13. Obtaining second quote for annual fire inspection follow up work.

10. TERMINATION

There being no further business, the meeting was terminated at 9:40 p.m.

The next meeting is scheduled for **Thursday, March 13th, 2008.**

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BY
COUNCIL: _____

DATE: _____
(02/12/08) (MIN-02.05.1559)



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Council in attendance:	Brian Kiener	President
	Melanie Troyer	Treasurer
	Jordan Parente	
	Rachel Wyles	(arrived at 6:37 p.m.)
	Jennifer Thomas	
STRATA Property Manager:	Sherry McCuaig	The Wynford Group —
Resident Manager:	Robert Ganz	Resident Manager
Regrets:	Chad McCrae	Vice-President
	Hamid Asna	

1. CALL TO ORDER

The meeting was called to order at 6:010p.m.

2. GUEST BUSINESS

Owner, R. Akai, attended the Council meeting to discuss ideas for the Strata Corporation's website. Discussions were held regarding the type of information that will be available, including links to community groups, bulletins, Minutes, security brochures, Bylaws, Rules, forms, links to the *Strata Property Act* and *Residential Tenancy Act*, and frequently asked questions. R. Akai was thanked for her work on this project and for attending the meeting to discuss the website with Council. She then left the meeting.

3. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the January 8th, 2008 and February 5th, 2008 Council meetings, as circulated. **CARRIED.** (Unanimous)

R. Wyles arrived at 6:37 p.m.

J. Thomas offered to preview Minutes prior to circulation for the remainder of the year until the next Annual General Meeting.

4. RESIDENT MANAGER'S REPORT

There was no report, as the Resident Manager is currently on vacation.

5. **FINANCIAL REPORT**

A. Operating Statements

Approval of the December 2007 and January 2008 operating statements was deferred for discussion at the next Council meeting.

B. Receivables

Council discussed the most recent receivables report. It was noted that the increase in late payment fines is having a positive effect on the receivables. Management was asked to provide information on the percentage of Resident Owners versus Non-Resident Owners who are in arrears.

6. **COMMITTEE REPORTS**

A. Security

Four Council members and one non-Council member (Owner) have agreed to serve on the Security Committee this year. A meeting will be set up to do a walk-around to discuss ways of improving security. Management is waiting for a quote from Interglobe Security to provide a report on the overall security of the complex, including suggestions for improvement.

B. Landscaping

Council discussed a quote from Para Space Landscaping for addition of soil in the garden bed areas. Management was instructed to order the work.

It was noted that weeding of garden areas could use improvement. The Landscaping Committee is currently seeking volunteers that could commit to four hours every second month to help work on upgrading of landscaping.

Council discussed the rooftop gardens. Any Owners affected by the maintenance of the rooftop gardens are asked to attend the first 15 minutes of the next Council meeting to discuss this issue with Council.

C. Common Area Deficiencies

S. Liaw, of RDH Engineering, has been contacted regarding an area on the exterior of one of the townhouses where spoiling and peeling is occurring. He has requested that a picture be e-mailed to him. This will be arranged. S. Liaw will also be asked to review items noted in his report to determine which items are still outstanding.

It was noted that a maintenance manual was never received from the developer. Management was asked to send a letter to the developer regarding this issue and a copy of the letter to the Strata Corporation's lawyer.

Council discussed lighting in the parkade. A quote for replacement of the problem fixtures was considered. The Resident Manager will be asked to obtain a written report from the electrician who initially reported the problem with over heating of the fixtures. S. Liaw, of RDH Engineering, will be asked to consider this issue as well.

- A Council member suggested that a fan system may be missing from an area of the parkade. This will be reviewed and discussed further, if required.

D. Social

J. Parente presented Council with a suggestion regarding a social function that would take place in the courtyard area. Council was supportive of the idea. This item will be discussed further at the next Council meeting.

E. 2010 Banner Task Force

There was nothing to report from the 2010 Banner Task Force at this time. Council discussed the possibility of sending letters to media groups regarding the potential of installing a camera on the rooftop area. This could lead to additional revenue for the Strata Corporation.

7. BUSINESS ARISING

A. Building Inspection for Maintenance of Warranty

Information regarding the requirement for building inspections should be included in the maintenance manual that has not yet been provided by the developer. A letter is being sent to the developer regarding this issue.

B. Double Locking Mailboxes

Canada Post will be asked to provide recommendations regarding double locking mailboxes or any other suggestions they may have to improve the security of our mail.

The Resident Manager will be asked to arrange to have a slot or box installed for misdirected mail.

C. Items Not Considered Deficiencies by Developer

RDH Engineering will be asked to comment on items identified as deficiencies by Council and / or the Deficiency Committee that are not considered deficiencies by the developer.

D. Insurance Coverage

The Strata Corporation's insurer has advised that it would not be possible to obtain a separate insurance policy for Harmony House, since they are part of the Strata Corporation, which is a singular legal entity. It may be possible to address the issue of insurance claims by way of Bylaws.

Council is waiting to receive a price for the installation of water alarms. This could help prevent significant damage and insurance claims for water escape.

E. Cardboard Recycling

Council instructed Management to arrange for the smaller slot-type of cardboard bin in place of the large open bin that is currently in the parkade area.

F. Broken Canopy Glass

Council considered a quote from Accurate Glass to replace the broken panel of canopy glass at the Tower entrance.

It was **MOVED / SECONDED** to approve the quote from Accurate Glass, as presented.
CARRIED. (Unanimous)

8. NEW BUSINESS

A. Elevator Mats

Council considered quotes for replacement of the elevator mats. It was suggested that these mats are available on rolls by the foot from places like Home Depot. The Resident Manager will be asked to obtain a roll of the matting material.

B. Fibre Optics / Urban Networks

Council considered information from a high-speed fibre optics service provider. No action was requested.

C. Dryer Vent Cleaning

Council considered three quotes for cleaning of all of the dryer vents from the outside only.

It was **MOVED / SECONDED** to approve the quote from Airvac Services. **CARRIED.**
(Unanimous)

A notice will be posted.

D. Signature of Proof of Loss Form

Council members signed a Proof of Loss form for the Strata Corporation's insurance company, as required.

E. Assistant Caretaker Position

Council discussed the hours of work, the days of work and the job description for the newly created Assistant Caretaker position. This person will be working four days per week, Friday to Monday. A guideline for working hours was provided. An advertisement for this position will be posted in the building and on the Internet.

Council discussed the janitorial contract. Management was instructed to obtain quotes and to determine when the current contract expires.

F. Secondary Filter in Clothes Dryer

Information was received from an Owner regarding secondary filters in clothes dryers. There is a lint trap on the door of the dryer and a secondary filter that requires regular cleaning. This will be an item for the next bulletin posting.

G. Lobby Area Design

A Council member presented an idea for design changes to the lobby area. It was noted that any such changes would require approval of the ownership at a General Meeting. It was suggested and agreed to strike a new committee, called the Common Area Improvements Committee. B. Kiener, J. Thomas and M. Troyer agreed to serve on this Committee. They will prepare a plan and budget for consideration at the next Annual General Meeting.

H. Blinds for Gym

Council discussed various options for installation of blinds on the windows in the gym area. The Resident Manager will be asked to measure the windows and obtain quotes. It was also suggested that a large oscillating fan be purchased and bolted to the floor of the gym and that a television be installed. Interlocking rubber pad mats could be obtained for the floor. This will be considered in future.

9. **PROPERTY MANAGER'S REPORT**

A. Site Inspection Report

Items from the last site inspection are still being addressed.

B. Correspondence

Council considered 31 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner requesting permission to remove a couple of walls in their unit. It was noted that a City permit would be required and that the work must be done by a licensed, bonded, and insured contractor. Management was instructed to send proper forms to the Owners.
- A letter was received from the Owner of two units regarding late payment charges and lien charges on their account. Management was instructed on a response.
- A letter was received from an Owner regarding cigarette butts landing on their balcony. A memo has been sent to Owners on the floors above this unit regarding the issue.
- Letters were received from two Owners requesting permission to do renovations in their units. Management was instructed to send proper forms to the Owners.

C. In Progress

1. Obtaining a quote for a full security assessment.
2. Plans for rooftop garden areas.
3. Sorting out Pinnacle Restoration invoices / insurance claims.
4. Contacting architect re: lack of water hook ups for irrigation system.
5. Obtaining quotes for lights at entrance stairs.
6. Security improvements – Abacus Gate.
7. Stencilling in parkade.
8. Obtaining quotes for lighting in parkade.

D. Deferred

1. Repairs to irrigation line in planter at one townhouse.
2. Installing of rubber flooring and bench in gym.

E. Completed Items

1. Dog has been removed from one unit.
2. Requested credit from Genesis Security (fire in stairwell).
3. Had Strata lawyer send collection letters to four units.
4. Sent lien warning letters to two units.
5. Fixed typographical error in garbage rules.
6. Ordered calibration of CO sensors in parkade.
7. Ordered repairs to fire control equipment (Bartec).
8. Updated moving Rules, as approved at last Council meeting.
9. Diarized Bylaw changes re: moves for next General Meeting.
10. Posted information on grow ops and drug houses.
11. Filed new Bylaws at Land Title Office.
12. Updated Rules with new smoking Rule.

13. Posted notice re: items banned from garbage and proper disposal of same.
14. Ordered Relief Caretaker services 4 hours / day, March 4th to 8th and 11th to 15th.
15. Sent letters to three Owners re: taking locked-off elevators.

10. **TERMINATION**

There being no further business, the meeting was terminated at 8:52 p.m.

The next meeting is scheduled for **Thursday, April 10th, 2008 at 6:15 p.m.**

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

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THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY
COUNCIL: _____

DATE: _____

(03/26/08) (MIN-03.13.1559)



**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON THURSDAY, JUNE 5th, 2008, AT 6:30 P.M., AT THE HARMONY
HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुदी महत्वकी विषय बारे विमो लेलै हिस दा प्रसेवा करवाय

Council in attendance:	Brian Kiener	President
	Melanie Troyer	Treasurer
	Hamid Asna	
	Jordan Parente	
	Jennifer Thomas	
	Rachel Wyles	

Property Manager:	Sherry McCuaig	The Wynford Group
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Resident Manager:	Robert Ganz	
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Regrets:	Chad McCrae	Vice-President
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1. CALL TO ORDER

The meeting was called to order at 6:30p.m.

2. GUEST BUSINESS

DMS Mechanical was unable to attend this meeting.

3. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the May 7th, 2008 Council meeting, as circulated. **CARRIED.** (Unanimous)

4. RESIDENT MANAGER'S REPORT

The Resident Manager's report was reviewed.

If you do not know the location of the water shut off valve for your washing machine, please contact the Resident Manager.

- Annual calibration of the gas detection system for the parkade has been completed. The original supplier / installer will be contacted for follow-up.

- A fitting had to be replaced for a 4" hot water supply pipe. Council discussed this, in conjunction with other mechanical maintenance items. It was suggested and agreed to set up a separate meeting with DMS Mechanical.
- The new Caretaker is doing well. He will begin full-time janitorial work on June 21st, 2008.
- It was suggested that the parkade-level elevator lobbies would be easier to maintain with paint instead of wallpaper. The Resident Manager will attempt to find a matching paint colour.
- The new elevator mats are in place.
- Recently, there was an incident of items being thrown from the Tower. The tenants who are believed responsible for these incidents have since been evicted.
- A replacement window has been ordered for stairwell #4.
- A new digital video recorder has been ordered.
- Security guards are now on duty during the hours the Resident Manager and Caretaker are off duty providing 24-hour coverage.
- The Resident Manager provided information regarding a cell phone plan for two phones with Rogers. It was **MOVED / SECONDED** to approve the plan, as suggested. **CARRIED.** (Unanimous)

5. FINANCIAL REPORT

A. Operating Statements

The Treasurer provided a report on the April 2008 operating statements.

Administrative Expenses

Caretaker Wages are under budget year-to-date by \$8,450. This is attributable to the Caretaker position not being filled until late May.

Security is under budget year-to-day by approximately \$10,000.

Building Maintenance

Janitorial is over budget year-to-date by approximately \$6,400. This is mainly attributable to the Caretaker position not being filled until late May and is offset by Caretaker Wages being under budget.

It was **MOVED / SECONDED** to approve the April 2008 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. Management was given collection instructions on two accounts.

6. COMMITTEE REPORTS

A. Security

Council discussed areas where improvement is still required. Management was given instructions for the security guards regarding their rounds and their written reports.

B. Landscaping

Council considered a quote from a landscaping contractor for the regular landscaping maintenance. Two other quotes have been requested, but not yet received.

Council discussed the possibility of having a community garden early next year in the inner courtyard area.

Residents are encouraged to participate in the Landscaping Committee as a way of getting to know their neighbours, and help create a sense of community within the building.

Management was instructed to advise the current landscaping contractor that their services will be retained month-to-month, at their new requested rate, for the time being.

Space for a vegetable garden plot is coming available. If you are interested, please leave a note in the Strata mailbox.

C. Common Area Deficiencies

S. Liaw, from RDH Engineering, will be on site Wednesday, June 25th, 2008, to review the outstanding deficiencies.

D. Social

Council discussed various options for social gatherings for Residents of the building. Ideas are welcome.

E. 2010 Revenue Task Force

A package was sent for review to clean channel outdoors. The Task Force will provide an update when received.

F. Common Area Improvements

The Common Area Improvements Committee is considering options for upgrades to the small children's park area in the courtyard. A plan will be prepared for consideration next year.

7. BUSINESS ARISING

A. Mailbox Security

Canada Post has provided a reference number for our request for their assistance in improving mailbox security. A representative from Canada Post would follow-up with suggestions.

B. Banning Individuals from the Building

The Strata Corporation's lawyer has advised that Council may ban an individual from the building. A letter will be sent to an Owner regarding a visitor to their unit.

C. Front Entrance Footlights

A representative from Commercial Lighting has been on site to view the lighting in front of the Tower. Several options have been considered.

8. NEW BUSINESS

A. Annual Fire Inspection

Council considered a quote from Bartec Fire Safety for the annual fire inspection. It was noted that the price has been reduced from the price charged last year. **The next annual inspection is due in September 2008.**

It was **MOVED / SECONDED** to approve the quote from Bartec Fire Safety, subject to confirmation that the strobe lights in the courtyard and Harmony House are included, as well as replacement of one "in case of fire..." brass plate for outside the elevator on the 16th floor. **CARRIED.** (Unanimous)

B. Bike Racks

Council considered quotes and proposals for installation of bike racks in various areas of the common property. A plan will be reviewed at next Council meeting.

C. Door Opener for Disabled Persons

Council discussed a request that a door opener be installed on the main entrance doors to the Tower lobby. This could create a security risk, as the main front doors would be held open for a period of time. It was suggested that this item be considered in future, if and when additional doors are installed on the north side of the lobby for moving.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Management was given instructions regarding follow up on maintenance items and Bylaw infractions.

B. Correspondence

Council considered 41 items of correspondence. Items requiring a response or Council decision will be followed up accordingly.

C. Completed Items

1. Ordered signs for security and moves.
2. Checked references for new Caretaker.
3. Prepared and revised employment agreement for new Caretaker.
4. Revised hours for security guards and staff schedule.
5. Put janitorial contractor on notice re: reduction in days of service.
6. Arranged to set new Caretaker up on payroll.
7. Requested list of duties for Caretaker and Resident Manager from Resident Manager.
8. Arranged for generator testing for June 5th.
9. Requested quotes for wallpaper work.
10. Ordered new digital video recorder (Genesis Security).
11. Addressed enterphone problem in one townhouse.
12. Hose bibs installed at front of building (by developer) and in courtyard area.
13. Reimbursed the Strata Corporation for invoices paid in error in January and February 2008.
14. Reversed fines, as directed, for one unit.
15. Reduced move-in fee for one unit, as directed.
16. Dryer vent cleaning.
17. Filled out paperwork for WCB (Robert Ganz).
18. Sent two Proof of Loss forms in to Strata insurance company.
19. Ordered annual testing and recalibration of gas detection equipment (Global Gas).
20. Ordered interior repairs in nine units (Pinnacle Restorations).
21. Ordered replacement of scratched window in 18th floor unit.
22. Ordered custom mats from Wood Wyant.
23. Ordered cards, fobs and garage remotes from Horizon Communications.
24. Ordered repairs to multi-station in gym.

- 25. Arranging cell phone for Caretaker.
- 26. Repairs to 4" hot water main.

10. **TERMINATION**

There being no further business, the meeting was terminated at 9:13 p.m.

The next meeting is scheduled for Wednesday, July 2nd, 2008.

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Do you have a question regarding the payment of your account?
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APPROVED _____

DATE: _____

BY

COUNCIL: _____

(S:\AA-SHERRY\BCS 1559\MINUTES\2008\MIN-06.05.1559.doc)

- These Minutes have been edited by Council -



**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

photo

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, JULY 15th, 2008, AT 6:15 P.M., AT THE HARMONY
HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人爲你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਵਿਸ਼ੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

Council in attendance:	Brian Kiener Melanie Troyer Hamid Asna Jordan Parente Jennifer Thomas Rachel Wyles	President (Arrived at 6:32 p.m.) Treasurer
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Chad McCrae	Vice-President

1. CALL TO ORDER

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

2. MINUTES OF THE PREVIOUS MEETINGS

Approval of the Minutes of the June 5th, 2008 Council meeting was deferred to the next meeting.

3. RESIDENT MANAGER'S REPORT

Council discussed the written report provided by the Resident Manager. The following points were noted:

- There are several options for installation of bike racks, including wall-mounted, free-standing or a chained up area in the visitors parking. Management will request as-built drawings from the developer or the architect. Council will make a decision on installation of bike racks once they have reviewed the as-built drawings.

B. Kiener arrived at 6:32 p.m.

- The appearance of the front entrance has improved subsequent to work done by the Resident Manager and Caretaker.
- The burnt out lights at the Abacus have been replaced.
- A job schedule has been established for the new Caretaker.

4. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the May 2008 operating statements.

Administrative Expenses

Caretaker wages and security remain under budget year-to-date.

Utilities

Gas is over budget year-to-date by \$2,200.

Building Maintenance

Repair and maintenance is over budget year-to-date and is being closely monitored. A charge back to one unit was requested.

It was **MOVED / SECONDED** to approve the May 2008 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. Collection action has been taken, where required.

5. **COMMITTEE REPORTS**

A. Security

Council discussed various issues with security guards from Genesis Security. Management was instructed on correspondence to Genesis.

It was suggested and agreed to include a Resolution at the next Annual General Meeting to approve an expense for installation of astragals and knob protectors throughout stairwells and locker areas.

B. Landscaping

- Several companies have been asked to provide quotes for landscaping maintenance. One quote has been received; another quote is expected shortly.
- Rooftop balconies require weeding. This will be arranged.

C. Common Area Deficiencies

Council considered a report from RDH Engineering on the status of the common area deficiencies, identified in their earlier report. A copy of this follow up report will be provided to the developer. Management was given instructions regarding commencing a warranty claim with Travelers Insurance.

D. Social

The Social Committee is looking at planning another gardening day for the fall that would include a barbecue lunch afterwards. More information will follow in future Council meeting Minutes.

E. 2010 Revenue Task Force

VANOC and the City of Vancouver have decided that advertising on buildings will not be permitted three weeks before and three weeks after the Olympics. The Task Force still plans to talk to the media regarding rooftop cameras, etc.

F. Common Area Improvements

The new Caretaker is working on repainting in stairwells and other common areas as time permits.

6. BUSINESS ARISING

A. Bike Racks

The Caretaker will be asked to arrange a meeting on site with a bike rack supplier / installer to discuss various options.

B. Stencilling of Numbers in Parkade

Council considered a quote from Black & White Fine Line for stencilling of numbers on the walls of the parkade. Management was instructed to order the work.

7. NEW BUSINESS

A. Generator Exhaust

Council discussed the problem of plants being killed by exhaust from the generator. It is difficult to redirect the hot air, since the venting covers a large area. This item will be discussed further at the next Council meeting.

B. Vinyl Wallpaper Hanging

Council considered a quote from Pro Star Painting for hanging wallpaper on walls that have been prepared by the Caretaker. Management was instructed to order the work.

C. After Hours Calls to Resident Manager

Owners / Residents

Please do not contact the Resident Manager outside of his regular working hours (Tuesday to Saturday, 8:00 a.m. to 4:00 p.m.) unless there is a water leak in the building. For security issues, please contact the security guard. For police issues please call police. If you are locked out of your unit, please call a locksmith. Security guards are on duty from 4:00 p.m. to 8:00 a.m., seven days per week.

D. Smoking in Stairwells

A Resident on the 18th floor has been smoking in one of the stairwells. Once this person is identified, fines will be levied.

Owners / Residents

Please report any incidents of smoking in the common hallways or stairwells to Management, in writing, so that appropriate action can be taken.

E. Items in Stairwell 4

Items left in stairwell 4 have been removed, as required.

F. "In Case of Fire" Signs

Council considered information provided by Bartec Fire Safety regarding "In Case of Fire" Signs that are posted near elevator call buttons. Signs are available in brass, vinyl or hard plastic. Management was instructed to order six hard plastic signs.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent regarding Bylaw infractions and maintenance items will be addressed. The Resident Manager will be asked to add watering of the Boulevard trees to his scheduled duties.

B. Correspondence

Council considered 20 items of correspondence. Management was given instructions on responses to Owners, as required.

C. Completed Items

1. Ordered annual fire inspection (Bartec Fire Safety).
2. Sprinkler relocation issue resolved in townhouse unit.
3. Tenant issues on 23rd floor resolved.
4. Fine warning letter sent to a 10th floor unit re: garbage left in underground.
5. Addressed leak from garden sprinklers into locker room.
6. Ordered ceiling and paint repairs in a 25th floor unit.
7. Attended meetings with RDH Engineering (re: deficiencies) and DMS Mechanical (re: mechanical systems and maintenance).
8. Sent response to Owner of a 10th floor unit re: shower faucet damage.
9. Arranged for Bar-el to do janitorial work on statutory holidays.
10. Addressed emergency with 4" hot water supply pipe fitting.
11. Addressed access issue re: repairs for a 2nd floor unit.
12. Council advised Management on move-in fee and charge back on 19th floor unit.
13. Ordered replacement of cable for "lat pull down" in gym.
14. Arranged for cell phones for site staff.
15. Charged 7th floor unit for furniture removal.
16. Ordered repairs to bathroom ceiling of a 4th floor unit.
17. Sent another letter to the developer requesting the maintenance manual.
18. New window has been installed in stairwell 4.
19. New digital video recorder has been received.
20. Advised Para Space Landscaping to continue services month-to-month for the time being.

9. TERMINATION

There being no further business, the meeting was terminated at 8:30 p.m.

The next meeting is scheduled for Wednesday, August 6th, 2008.

<p>NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.</p>
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APPROVED _____
BY
COUNCIL: _____

DATE: _____

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- These Minutes have been edited by Council -



**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON MONDAY, SEPTEMBER 8th, 2008, AT 6:15 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

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알려드립니다 이것을 번역해 주십시오

सुगुती नोटवारी विरुपा वरवे विमो वेले हिम द्या विलेका वरवर्ध

Council in attendance:

Brian Kiener
Chad McCrae
Melanie Troyer
Hamid Asna
Jordan Parente
Jennifer Thomas
Rachel Wyles

President
Vice-President
Treasurer

Property Manager:

Sherry McCuaig

The Wynford Group

Resident Manager:

Robert Ganz

1. CALL TO ORDER

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

2. GUEST BUSINESS

Bob Stirling from Commercial Lighting attended the Council meeting to explain a proposal for replacing the parkade lighting, using more suitable light fixtures. The proposal includes a rebate of \$15,750. The cost of the new light fixtures would be \$13,300. The cost of labour to install the fixtures would be \$9,545. The net cost for the Strata Corporation would be \$7,106, plus tax. The following points were noted:

- There is a five-year warranty on the new ballasts.
- The new ballasts do not generate noise.
- The lighting in the parkade would be better than it is at present.
- Delivery of the fixtures takes 2-3 weeks; labour to install takes 4-6 weeks.
- The proposal includes Commercial Lighting doing the paperwork for the B.C. Hydro rebate.
- The only costs not included are disposal costs for the existing light fixtures.

Council discussed whether replacement of the parkade light fixtures could be a warranty item. It was noted that the problem with the existing fixtures was not discovered and reported as a deficiency before the time to report deficiencies had expired. Accordingly, it is unlikely that Travelers Insurance would consider covering the cost of the lighting replacement as a warranty item. Council

members were in agreement that replacement of the lights is a top priority because of the potential for the existing lights to drop from the ceiling, posing a safety hazard.

It was **MOVED / SECONDED** to proceed with the proposal, as presented by Commercial Lighting. \$10,000 of the initial costs is to be expensed through the cosmetic upgrades category of the Operating Budget, with the remainder of the initial costs to be deemed an emergency, to be paid from the Contingency Reserve Fund. Once the rebate monies are received, they are to be deposited back into the Contingency Reserve Fund. **CARRIED.** (Unanimous)

3. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the June 5th, 2008 and July 15th, 2008 Council meetings, as circulated. **CARRIED.** (Unanimous)

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided a written report. The following points were noted:

- There were a number of units not accessed for in-suite inspections during the recent annual fire inspection. Follow up will be done to ensure all units are accessed. Additional costs will be charged back to the individual Owners.
- It was recently discovered that a concrete block, non-load bearing wall in the rooftop elevator room was not attached to the floor or ceiling. The developer is taking immediate steps to address this issue, at no cost to the Strata Corporation.
- The elevator maintenance contractors are in the process of repairing one of the elevators. They have advised that the bearings failed prematurely on this elevator. The work is expected to take approximately ten business days. They will provide a report once the work is completed.
- Council is pleased to report that there have been no break-ins into vehicles in over a year and no break-ins into suites in over two years.
- Various options were considered for installation of bike racks in the garbage room. Council chose the type of bike rack to be installed. The work will be ordered in January 2009 so the expense can be allocated to next year's operating budget.
- A discussion was held regarding blinds for the gym. The Resident Manager was asked to obtain a quote from Home Depot for a specific type of roller blind.
- Council discussed the ongoing problem of properly maintaining the rooftop garden areas. One Owner has already requested that the rooftop garden area outside her unit be converted to a rock garden. Not only would this make the areas maintenance free in terms of landscaping, but it will also help preserve the life expectancy of the planter membranes and make it easier to replace the membranes when the work is required. A Resolution will be prepared for the Annual General Meeting for consideration of the Ownership.

5. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the June 2008 operating statements.

Administrative Expenses

Caretaker wages are under budget year-to-date by approximately \$10,500. This is offset by janitorial being over budget by \$10,750. Security is under budget year-to-date by approximately \$9,000.

Utilities

Gas is over budget year-to-date by \$4,200.

Building Maintenance

Repair and maintenance continue to be over budget year-to-date, but there has been a noticeable improvement over the previous month.

B. Receivables

Council discussed the most recent receivables report. There are several accounts where collection action is ongoing. Liens have been placed.

6. COMMITTEE REPORTS

A. Security

Council discussed plans for further security upgrades to be done in the next fiscal year. Funds will be allocated in the next Operating Budget to allow for these upgrades.

B. Landscaping

Council considered quotes from landscaping maintenance contractors.

It was **MOVED / SECONDED** to approve the proposal from West Pacific Landscaping, effective November 1st, 2008. **CARRIED**. (Unanimous)

The Resident Manager will be asked to fertilize the new tree out front and, if possible, set up a snow fence, or other barrier, to keep pets away from the tree.

More work is required to protect the plants around the generator exhaust vent. A Council member volunteered to follow up with the Resident Manager on this item.

C. Common Area Deficiencies

A submission to the warranty provider has been prepared and reviewed by Council. Final changes to the document were approved. Management will send the finalized documents to the warranty provider.

D. Social

There will be a gardening social on Sunday, October 5th, 2008.

All Residents are encouraged to participate. Please meet in the lobby at 10:00 a.m.

E. 2010 Revenue Task Force

Only one news group will be covering the 2010 Olympics. A Task Force member will look into contacting them.

F. Common Area Improvements

The gym has recently been painted. Touch up painting in common areas is ongoing. Exterior touch up painting will be done during the good weather. More of the interior touch up painting will be done when the fall weather sets in.

The Resident Manager and Caretaker will be asked to power wash the front sidewalks and bicycle entrance on Taylor, and clean the lobby overhangs, on a monthly basis.

7. **BUSINESS ARISING**

A. Gas Detection System

Management has been in contact with Honeywell regarding repairs required to the gas detection system in the parkade. They have been asked to address the problem as soon as possible.

8. **NEW BUSINESS**

A. Smithrite Proposal

Council considered a proposal from Smithrite Disposal to renew the current agreement for removal of garbage from the compactor and maintenance of the compactor.

It was **MOVED / SECONDED** to approve the proposal, as presented. **CARRIED.** (Unanimous)

B. Move In Fee

Council considered a request for reversal of a move in fee from an Owner who did not move in any furniture. Management was provided with instructions.

C. Pressure Balance Air Flow

Council considered a quote from DMS Mechanical to pressure balance the HVAC systems of the building. As there have not been any complaints regarding air flow, no action was requested at this time.

D. Anonymous Correspondence

A Reminder to Owners / Residents

Anonymous correspondence will not be addressed. Please ensure any letters sent to the Strata Corporation are signed and dated, with the Unit # noted. Your cooperation is appreciated.

E. Power Washing in the Parkade

Council considered information provided by the Resident Manager regarding water pooling issues that occur when the parkade is power washed. Contractors will be asked to pump water with hoses into drains, or sweep / squeegee water into drains, as required.

F. Odd Jobs by Site Staff

The Resident Manager and Caretaker have advised they have been approached by individual Owners / Residents wishing to hire them for odd jobs. WCB and insurance issues were considered. This item will be discussed with the Resident Manager and Caretaker at their upcoming reviews.

G. Annual General Meeting Date

The Annual General Meeting was scheduled for Tuesday, February 10th, 2009.

H. Parkade Ramp

Council viewed pictures provided by the Resident Manager of cracks in the concrete of the parkade ramp. It was noted that the cracks are hairline and do not appear to be causing any problems. No action was requested.

I. Stereo in the Gym

Owners / Residents

Please be respectful of others when using the stereo in the gym by keeping the volume at a reasonable level. Your cooperation is appreciated.

J. Quotes from Para Space Landscaping

Council considered quotes for blight control, sticky banding and root weevils. It was agreed that none of this additional work is required at this time.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent to Owners for Bylaw infractions, as required.

B. Correspondence

Council considered 20 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner requesting the rooftop garden area be converted to a rock garden. The new landscapers will be asked to provide a quote. A Resolution will be proposed at the upcoming Annual General Meeting.
- A letter was received from an Owner regarding cigarette butts from a unit above. Management was instructed on a response.
- A letter was received from an Owner who had been wrongly identified by another Owner as throwing cigarette butts from their balcony. Management was instructed on a response.

C. Completed Items

1. Ordered stencilling of stall numbers in the parkade.
2. Ordered vinyl wallpaper hanging work, as approved at last Council meeting.
3. Ordered "In Case of Fire" signs from Bartec Fire Safety.
4. Received generator test report from Cummins Diesel.
5. Arranged window washing and posting of notices.
6. Arranged annual fire inspection and posting of notices.
7. Had Resident Manager put a note under the door of a 21st floor unit asking for a contact phone number for the Owners re: receivables.
8. Followed up with Genesis Security re: various issues with service being provided.
9. Sold old digital video recorder.
10. Contacted Pinnacle Restoration re: incorrect billings.
11. Sent letter to an 18th floor unit re: cigarette butts, beer bottles and bottle caps.
12. Ordered letters to Townhouse Owners re: winterization of exterior hose bibs.
13. Ordered repairs to wallpaper in common area hallways by Remdal Painting
14. Prepared submission to warranty provider re: outstanding deficiencies. Requested input from Council.
15. Addressed slow leak at a townhouse ceiling.

16. Asked Resident Manager to check exterior of building for deterioration of, or missing, caulking. Asked Resident Manager to diarize for every September.
17. Ordered collection letters from Strata lawyer to two Owners.
18. Ordered replacement of plastic console on one of the treadmills in the gym.
19. Requested quotes for interior repairs, as requested by Harmony House.
20. Ordered glass replacement, where required.
21. Inspection of rubber membrane in parkade by Tony from "Peter Ross Ltd." (being repaired under warranty).

10. TERMINATION

There being no further business, the meeting was terminated at 9:25 p.m.

The next meeting is scheduled for **Tuesday, October 7th, 2008.**

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Accounts Receivable.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

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**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, OCTOBER 7th, 2008, AT 6:15 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सूची महत्वपूर्ण विषय खरखे बिसे बेस हिम एा सुनेका खरखरि

Council in attendance:	Brian Kiener Hamid Asna Jennifer Thomas Rachel Wyles	President
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Chad McCrae Melanie Troyer Jordan Parente	Vice-President Treasurer

An applicant for the Caretaker position attended the start of the Council meeting for his final interview regarding the position. Council discussed, with him, the list of duties, as well as the workdays, the expectations for this position. The applicant answered questions and asked a few questions, after which he left the meeting.

1. CALL TO ORDER

The meeting was called to order at 6:30p.m.

2. GUEST BUSINESS

An Owner attended the Council meeting to dispute an invoice that had been charged to them for a plumbing repair and to explain their concerns regarding communication between themselves and Management. The Owners left a letter with Council members and Management, explained their concerns then left the meeting. After reviewing their letter, Management will prepare a response for Council approval.

Council discussed the references provided by the applicant they have been considering for the Caretaker position. The Property Manager provided Council with information and feedback from the references contacted for I. Chong.

It was **MOVED / SECONDED** to offer the position of Caretaker to I. Chong, starting Friday, October 10th, 2008. **CARRIED.** (Unanimous)

As previous Caretaker R. Rojo is no longer able to commit to five days per week, it was suggested and agreed that he be allowed to continue working two days per week, in place of the janitorial contractor.

3. **MINUTES OF THE PREVIOUS MEETINGS**

Approval of the September 8th, 2008 was deferred to the next meeting.

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided a written report. The following points were noted:

- A knob protector is being installed on the door to the rooftop area.
- A door closer that had not been working properly has been repaired.
- Technicians from Honeywell were on site working on the gas detection system in the parkade. More work is required. A quote has been requested.
- A leaking toilet in one of the townhouses was repaired by DMS Mechanical. The damage in the unit below was repaired by The Restoration Shop. The costs for these invoices will be charged back to the Owner.
- Para Space Landscaping did weeding in all of the rooftop garden areas, except for a section in front of a 20th floor unit.
- Council discussed a leak into one of the townhouses from a pipe in the wall. It was noted that there was no access panel and no shut off valves where there should have been for this unit. Management will take this up with DMS Mechanical.
- DMS Mechanical has suggested a drain be installed at the filter where the water supply pipe enters the building. This item will be discussed further, once their quote is available.
- A discussion was held regarding towing of unauthorized vehicles from parking stalls assigned to individual Owners. It was noted that Buster's Towing will not tow for a private individual any more. Owners should put a note on the unauthorized vehicle and obtain a pass from the Resident Manager to park in the visitor parking area on a temporary basis.
- Council discussed a quote for installation of blinds in the gym. It was **MOVED / SECONDED** to proceed with the installation of blinds, as quoted by Home Depot. **CARRIED.** (Unanimous)
- Council discussed the logistics of the stencilling and line painting in the parkade. It was agreed to proceed with the stencilling of numbers and placing marks on the walls where the stall lines meet the wall, for the time being. The repainting of the lines on the floor will be deferred until after a proper power washing of the parkade is done. Quotes for power washing will be obtained.

5. **FINANCIAL REPORT**

A. Operating Statements

Consideration of the August 2008 operating statements was deferred, as the Treasurer was not in attendance.

B. Receivables

Council discussed the most recent receivables report. Collection action is in progress where required. No further action was requested.

6. COMMITTEE REPORTS

A. Security

- Video surveillance signs have been posted.
- Signs regarding booking of the elevator have been posted.
- Quotes will be obtained for regular security service for discussion at the next Council meeting.

B. Landscaping

- The current contract with Para Space Landscaping is ending October 31st, 2008. The new contract with West Pacific Landscaping starts November 1st, 2008. It was suggested and agreed to have West Pacific start earlier, as there is additional work required for fall clean up.
- West Pacific Landscaping will be providing a quote to convert a rooftop garden area to a rock garden.
- The gardening social took place this past weekend. Thank you to all who participated in this fun event.

C. Common Area Deficiencies

A submission has been sent to Travelers Home Warranty regarding the outstanding common area deficiencies. A meeting is being scheduled with the claims adjuster, to view the outstanding items. Sean Liaw of RDH Engineering will be in attendance at the meeting.

D. Social

Thank you to all Residents who attended to help with the fall clean up this past weekend. Fun was had by all. Anyone interested in joining the Gardening Committee, please contact Council. Owners' input is always welcome. We are now looking forward to a spring event for gardening.

7. BUSINESS ARISING

A. Proposed Resolution for Rooftop Gardens

Council discussed a Resolution for the Annual General Meeting to allow rooftop gardens to be converted to rock gardens. Some revisions were suggested. This item will be discussed again at the next Council meeting.

B. Hiring of New Caretaker

Council discussed the rate of pay and terms of employment for the new Caretaker I. Chong. Management was provided with instructions.

8. NEW BUSINESS

A. Proposed Bylaw Regarding Fines

It was suggested that a Bylaw be put in place making fines become part of the Strata Fees, due and payable on the first of the following month after they are levied. A Resolution will be included in the Annual General Meeting package.

B. Number of Fobs per Unit

A question arose regarding enforcement of the Bylaw limiting the number of fobs assigned to each unit. The Resident Manager and Caretaker will be asked to organize a fob audit within the next month. This item will be discussed further subsequent to the fob audit.

C. Annual Fire Inspection Follow Up Work

Council discussed quotes from Bartec Fire Safety, submitted subsequent to the annual fire inspection. There were questions on some of the quotes. The Resident Manager will be asked for his input. This item will be discussed at the next Council meeting.

D. Glass Canopy at TH #15

Council discussed an issue with the glass canopy at the front door at townhouse 15. This item will be discussed when the claims adjuster from Travelers Home Warranty is on site.

E. Novus Promotion

Novus Entertainment has requested permission to have a promotional event in the lobby. Permission was granted.

F. Property Appraisal Report

Council members were provided with a copy of the most recent property appraisal report. No action was required.

G. Quote for Next Three Year Appraisal Program

Council discussed a quote for the next three year property appraisal program, required for insurance purposes.

It was **MOVED / SECONDED** to approve the quote from Suncorp Valuations. **CARRIED.** (Unanimous)

H. Insurance Renewal

Council discussed a quote from BFL Canada for renewal of the Strata Corporation's insurance policy.

It was **MOVED / SECONDED** to approve the quote and renew the Strata Corporation's insurance policy, as required. **CARRIED.** (Unanimous)

9. PROPERTY MANAGER'S REPORT

A. Correspondence

Council discussed 16 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner regarding towing. This item was discussed earlier in the meeting.
- A letter was received from an Owner requesting permission for a portable hot tub on their balcony. An engineer's letter was submitted assuring that the hot tub would not create any structural issues for the building. Council had questions regarding how the hot tub would get to the balcony, noise from the pumps and impact on the Strata Corporation's insurance. As well, the Owner will be required to talk to neighbours above, below and on either side, and provide assurances that a hose would be used to drain the hot tub into the balcony drain, when required.
- A letter was received from an Owner requesting reversal of a charge for an unbooked move. Reasons were given. Management was instructed on a response.

B. Completed Items

1. Sent warranty submission to Travelers Insurance.
2. Ordered replacement of parkade lighting.
3. Delivered security and elevator signs to building.
4. Asked Resident Manager to obtain and post "No Smoking" signs.
5. Requested report from Richmond Elevator on premature failure of bearings.
6. Diarized ordering of bike racks for garbage room (January 2009)
7. Diarized budgeting funds for security upgrades in 2009.
8. Advised Para Space Landscaping Ltd. their contract would be terminated effective October 31st, 2008.
9. Advised West Pacific Landscaping their contract would start November 1st, 2008.
10. Prepared notice for gardening social.
11. Asked Resident Manager to ensure front sidewalks and bicycle entrance on Taylor Street are power-washed monthly.
12. Asked Resident Manager to clean glass canopies at front entrance and Harmony House side of tower every two weeks.
13. Arranged repairs to gas detection systems in parkade (more work is required).
14. Signed and sent in renewal agreement with Smithrite Disposal.
15. Discussed pooling of water in parkade with Resident Manager. He will have contractors direct water into catch basins with hoses. He already has a squeegee and broom he uses as required.
16. Processed salary adjustments for site staff as directed by Council.
17. Advertised and reviewed resumes for Caretaker position.
18. Addressed problem with unbooked move on 21st floor.
19. Sent update to Council on accounting software transition.
20. Sent notice re: banned items from garbage to Resident Manager for posting.
21. Ordered painting preparation work – Remdal Painting.
22. Asked West Pacific Landscape for quote to convert rooftop garden area on the 20th floor to a rock garden.
23. Asked Resident Manager to put snow fence around new trees at front of the building. City is watering and fertilizing this tree as required.
24. Resident Manager confirmed generator is tested monthly.
25. Asked Resident Manager to paint over yellow glue lines on walls in parkade. He will do this as time permits.
26. Resident Manager will obtain price for power-washing attachment and look into obtaining "30 Seconds" cleaning product.
27. Requested assistance from developer in obtaining Maintenance Manual and "As-Built" drawings.
28. Cancelled recurring payable for Para Space Landscaping.
29. Responded to Strata lawyer re: request for reduction in late payment fees from a 21st floor unit
30. Filled out survey re: insurance renewal.

10. TERMINATION

There being no further business, the meeting was terminated at 8:36 p.m.

The next meeting is scheduled for **Tuesday, November 4th, 2008.**

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Accounts Receivable.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 19 th	At 12:00 Noon (Staff Function)
Wednesday, December 24 th	At 2:00 p.m.
Thursday, December 25 th	All Day (Statutory Holiday)
Friday, December 26 th	All Day (Statutory Holiday)
Wednesday, December 31 st	At 2:00 p.m.
Thursday, January 1 st , 2009	All Day (Statutory Holiday)

24-hour emergency services is provided via 604-261-0285

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY
COUNCIL: _____

DATE: _____

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**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, NOVEMBER 4th, 2008, AT 6:15 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

महत्वपूर्ण विवरण बताने बिने बोलें हिम दा धुलेंका घरवाले

Council in attendance:	Brian Kiener	President
	Melanie Troyer	Treasurer
	Jordan Parente	
	Hamid Asna	
	Rachel Wyles	

Property Manager:	Sherry McCuaig	The Wynford Group
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Resident Manager:	Robert Ganz	
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Regrets:	Chad McCrae	Vice-President
	Jennifer Thomas	

1. CALL TO ORDER

The meeting was called to order at 6:25p.m.

Council discussed an issue raised by an Owner regarding a charge back relating to lack of caulking around the tub and taps in the tub / shower. Council noted that there are rubber gaskets behind the shower controls, but this is not always sufficient to stop water from getting in behind the wall. There should be a bead of silicone around the shower control plate to ensure no water gets in. Council discussed an Owner's request for reversal of charges to their account relating to water damage that originated in their tub / shower area. It was pointed out that this is an in-suite deficiency that should have been dealt with during the deficiency period between the Owner and developer.

It was **MOVED / SECONDED** to deny the Owner's request that the Strata Corporation pay the related invoice. **CARRIED.** (4 in favour, 1 opposed)

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the meeting held October 7th, 2008, as circulated. **CARRIED.** (3 in favour, 2 abstentions)

3. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided a written report. The following points were noted:

- A change was suggested for the configuration of the camera display. The Resident Manager will follow up.
- There have been issues with items left in the garbage room. The Diabetes Association did not show up for pick up for approximately three weeks. The items have since been removed.
- A question arose regarding the two stools that used to be in the lobby area. They are now in storage. It may be possible to bolt them to the floor of the lobby area.
- It was suggested and agreed that the address for the building should be noted in the elevators in case anyone gets stuck in one of the elevators. The Resident Manager will arrange.
- Owners are reminded to keep their balcony / patio areas clean.
- Council discussed the procedures for the next fob audit, which is set to start shortly. The Resident Manager was given instructions. It was **MOVED / SECONDED** to charge a \$25 reactivation fee for fobs that are deleted from the system. **CARRIED. (Unanimous)**
- Stencilling in the parkade will be arranged after the lights in the parkade have been replaced.

4. **GUEST BUSINESS**

Two security contractors attended the Council meeting to provide proposals to Council for guard services. Each contractor provided information regarding their company, after which Council asked questions. Four other quotes were received in written form, for a total of six. The general consensus of Council was that a change is required from Genesis Security. However, it was noted that all six proposals quoted significantly higher hourly rates.

It was **MOVED / SECONDED** to approve changing service providers to Garda Security, if they would agree to a slight reduction in their quoted price. **CARRIED. (Unanimous)**

5. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided the following report on the July 2008 operating statements:

Administrative Expenses

Caretaker wages are under budget year-to-date by approximately \$10,6000. This is offset by janitorial being over budget by \$11,000. Security is under budget year-to-date by approximately \$6,700.

Utilities

Utilities are over budget year-to-date by approximately \$1,900.

Building Maintenance

Repair and maintenance expenses are improving but continue to be over budget year-to-date.

Total Operating Expenses

Year-to-date operating expenses are under budget by approximately \$17,400.

It was **MOVED / SECONDED** to approve the July 2008 operating statements, as prepared by The Wynford Group. **CARRIED. (Unanimous)**

B. Receivables

Council discussed the most recent receivables report. It was noted that lien warning letters have been sent to six Owners.

6. COMMITTEE REPORTS

A. Security

This item was discussed under Guest Business.

B. Landscaping

- There are still some bulbs to plant and fall pruning to do. It will be necessary to prepare garden bed areas first.
- A new landscaping maintenance contractor has started work. They have been asked to provide a price for a rock garden outside of Unit #2008.
- A Resolution will be presented at the Annual General Meeting to approve the proposed change in the look of common property.

C. Common Area Deficiencies

A meeting was held October 30th, 2008 with a representative from the developer, a representative from the warranty provider, an engineer from RDH Engineering, the Property Manager, the Resident Manager and two members of Council. Outstanding common area deficiencies were viewed and discussed. The representative from the warranty provider will provide a written response within a couple of weeks. It was noted that the parkade lighting is not likely to be included, as the problem did not become evident until the warranty had expired for this item.

D. Social

There was nothing to report.

7. BUSINESS ARISING

A. Drain for Filter at Water Supply Pipe

DMS Mechanical has installed the drain, as required.

B. Annual Fire Inspection

The Resident Manager has reviewed the quotes from Bartec Fire Safety for the follow up work required subsequent to the annual fire inspection. As he had no concerns with the items quoted, the work has been ordered.

C. Request for Permission to Install Portable Hot Tub

Council considered a letter from an Owner, together with supporting documents, requesting approval to install a portable hot tub on their balcony area. Issues regarding insurance liability and aesthetics were discussed. It was suggested and agreed that the issue be presented to the Ownership at the Annual General Meeting in February 2009.

8. NEW BUSINESS

A. Glass Replacement

Council considered a quote from Accurate Glass for replacement of broken windows in two areas of

the complex, as well as for the upgrade of installing an opening window above the doors of the townhouse units. It was noted that the townhouse windows would be an individual Owner expense, should an Owner wish to have an opening window installed. Management was instructed to order window replacement for one of the quoted items and to check with the Strata Corporation insurance company regarding a glass claim for the other item.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

An extensive site inspection was conducted October 30th, 2008, as noted under item 6C.

B. Correspondence

Council considered 12 items of correspondence. The following items required a Council response or decision:

- A letter was received from an Owner requesting reversal of some of the fines levied on their account regarding a dog barking issue. The Owner has already paid the majority of the fines levied. It was **MOVED / SECONDED** to approve the Owner's request. **CARRIED.** (Unanimous)
- A letter was received from an Owner requesting a reduced move-in fee, as there was no booking of the elevator and it was not necessary to hire a security guard (furnished suite). Management was given instructions.

C. In Progress

1. Waiting for quote from Honeywell for gas detection system in parkade.
2. Replacement of lights in the parkade.
3. Roof anchor certification.
4. Obtaining quote from West Pacific Landscaping to convert a rooftop garden area to a rock garden.
5. Organizing fob audit.
6. Addressing noisy dryer in a fifth floor unit.

D. Completed Items.

1. Set up new Caretaker on payroll
2. Requested maintenance of rooftop garden area outside a 20th floor unit (only half finished by Para Space).
3. Ordered installation of blinds in gym.
4. Claims adjustment meeting with Travelers Home Warranty.
5. Ordered next 3-year property appraisal program.
6. Filled out questionnaire for Strata Corporation's insurance agent.
7. Renewed Strata Corporation's insurance policy.
8. Resident Manager tracked down problem with leaking garbage compactor.
9. Resident Manager addressed flooding from washing machine in a 22nd floor unit.
10. Followed up with collections lawyer re: one account.
11. Prepared Notice for posting re: lighting upgrades.
12. Addressed question regarding cracks in drywall in a 22nd floor unit.
13. Ordered troubleshooting of "clicking" sounds in some of the townhouse units from the fire alarm speakers (Edwards Fire / G.E. Security).

14. Terminated janitorial service with Barel Maintenance.
15. Revised payroll for Roland Rojo (now two days per week only).
16. Prepared Notice for posting re: processing of preauthorised payments for October Strata Fees.

10. TERMINATION

There being no further business, the meeting was terminated at 8:50 p.m.

The next meeting is scheduled for **Wednesday, December 3rd, 2008.**

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Do you have a question regarding the payment of your account?
If so, please call 604-261-0285 and ask for Accounts Receivable.

ATTENTION

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PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

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Friday, December 19 th	At 12:00 Noon (Staff Function)
Wednesday, December 24 th	At 2:00 p.m.
Thursday, December 25 th	All Day (Statutory Holiday)
Friday, December 26 th	All Day (Statutory Holiday)
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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

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**The
Wynford
Group**

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON WEDNESDAY, DECEMBER 3rd, 2008, AT 6:15 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਜਿਸੇ ਬੋਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Council in attendance: Brian Kiener
Chad McCrae
Melanie Troyer
Jennifer Thomas
Hamid Asna
Rachel Wyles

President
Vice-President
Treasurer

Property Manager: Sherry McCuaig

The Wynford Group

Resident Manager: Robert Ganz

Regrets: Jordan Parente

1. CALL TO ORDER

The meeting was called to order at 6:18p.m.

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the meeting held November 4th, 2008, as circulated. **CARRIED.** (Unanimous)

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided a written report. The following points were noted:

- A hairline crack was found in another 4" copper water main. DMS Mechanical will be asked to provide further information.
- The parkade lighting has been replaced. There is an expected failure rate for new ballasts. After approximately three weeks, the installers will return to replace any ballasts that are not working.
- Two of the pumps on the rooftop have had multiple seal failures. DMS Mechanical will be asked to provide comments.
- An Owner's washing machine overflowed on the 10th floor. The Owner will be required to pay for the repairs required to the unit below.
- It has been necessary to rebuild pressure-reducing valves, due to silt build up.

- It was suggested and agreed that DMS Mechanical invoices be sent to the Resident Manager for review prior to issuing payment.
- Council discussed options for installation of a heat shield around the generator to protect plants in the area. The Resident Manager advised that the generator contractor has indicated that airflow may not be restricted at the generator exhaust vents. It was suggested the area be turned into a rock garden. This will be discussed further at a future Council meeting.
- Council discussed a quote from the landscaping contractor to make a 20th floor planter into a rock garden area. A quote was also provided to plant some low maintenance shrubs as an alternative. It was noted that the quotes seemed high. This issue will be revisited in the spring.
- Three cracks have been discovered in the concrete of the parapet wall around one of the upper townhouse units. All of the upper townhouses will be inspected for similar concrete cracks.
- It has been reported that a hot tub has been placed on a balcony of a 24th floor unit without approval of Council. One neighbouring unit has already complained regarding the noise of the motor cycling on and off, and parties in the hot tub. Management was instructed on contacting the Owner.
- A discussion was held regarding the security guard company. There has been no response from Genesis Security regarding the various concerns relayed to them in writing. Garda Security did not agree to the counter proposal from Council, subsequent to the last meeting. Since then, however, they have provided a revised proposal.
- It was suggested that site staff could stagger their hours, reducing the number of hours per day it would be necessary to have a security guard on site. The Resident Manager will discuss this option with the Caretaker.
- It was suggested that the security company in place at another local high-rise building be contacted for a quote. The Property Manager will contact this company and e-mail their quote to Council members as soon as possible.
- ICBC will be contacted regarding an invoice for damage to the garage door, subsequent to an impact from a vehicle.

4. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided the following report on the August 2008 operating statements:

Administrative Expenses

Caretaker wages continue to be under budget year-to-date by approximately \$10,600. This is offset by janitorial being over budget year-to-date by \$10,400. Security is under budget year-to-date by approximately \$15,100.

Utilities

There was a significant improvement in August and utilities are now under budget year-to-date by \$1,700.

Building Maintenance

Building repair and maintenance expenses continue to improve but are still over budget year-to-date by approximately \$10,900.

Total Operating Expenses

Year-to-date operating expenses are under budget by approximately \$39,000.

It was **MOVED / SECONDED** to approve the August 2008 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. It was noted that a number of lien letters have been sent out to Owners, where required.

5. COMMITTEE REPORTS

A. Security

Security items were discussed under Item 3, Resident Manager's Report.

B. Landscaping

Thank you to those Residents who volunteered their time to plant spring bulbs and clean up in the garden areas. Your time and assistance is greatly appreciated.

C. Common Area Deficiencies

The Strata Corporation received a written response from Travelers Guarantee Ltd. regarding the parkade lighting (not covered under warranty), but has not yet received a response regarding the remaining items on the deficiency list. The maintenance manual has now been received; however, as-built drawings are still unavailable. Management will follow up with Travelers Guarantee Ltd.

D. Social

M. Troyer volunteered to decorate a Christmas tree for the lobby, if a tree can be made available.

6. BUSINESS ARISING

A. Stencilling in Parkade

Council discussed the logistics of stencilling numbers in the parkade. Management was given instructions for the contractor.

7. NEW BUSINESS

A. Maintenance Manual Review

Now that the maintenance manual has been received, the Resident Manager and Caretaker will be asked to review the documents and provide input to Council regarding items that may require attention. The Resident Manager will also be asked to make a copy of the manual, to be kept at The Wynford Group offices.

B. 2nd Floor Damage

Council considered a quote for interior repairs required subsequent to a crack in one of the 4" water mains.

It was **MOVED / SECONDED** to proceed with the work, as quoted by The Restoration Shop. **CARRIED.** (Unanimous)

C. Misuse of Visitor Parking Area

Management was provided with information regarding three vehicles belonging to Residents that are regularly seen in the visitor parking area. The Resident Manager will be asked to follow up.

D. Oil in Parking Stalls

A number of Owners have allowed oil to leak into their parking stalls. Letters will be sent, as required. A letter will be sent to another Owner regarding an uninsured vehicle.

E. Garbage Room

It was pointed out that Residents are leaving household items in the garbage room. A sign will be posted at the donation bin stating, "clothing only."

Note to Owners / Residents

The donation bin in the garbage room is for clothing only. Other household items are not permitted. Fines and / or clean up charges will be assessed to Owners for leaving other items in the garbage room.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

The most recent site inspection report will be e-mailed to Council and the Resident Manager for their review.

B. Correspondence

Council reviewed 13 items of correspondence. There were no items requiring a Council decision or response.

C. Completed Items

1. Replacement of lights in parkade.
2. Addressed problem with noisy dryer on 5th floor.
3. Fined an Owner for stealing a locked off elevator.
4. Relayed list of concerns re: cleaning and maintenance of building and property to Caretaker.
5. Relayed list of concerns to landscaping contractors.
6. Hallway repairs from washing machine flood in a 22nd floor unit.
7. Prepared Notices re: water shut down.
8. Renewed Strata Corporation's insurance policy.
9. Obtained maintenance manual from developer.

9. TERMINATION

There being no further business, the meeting was terminated at 7:50 p.m.

The next meeting is scheduled for **Tuesday, January 6th, 2009 (budget meeting).**

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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

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- These Minutes have been edited by Council -