



**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, APRIL 3rd, 2007, AT 6:45 P.M., AT HARMONY
HOUSE, 580 SHANGHAI ALLEY, VANCOUVER, B.C.**

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

ਗੁਰੀ ਜਾਣਕਾਰੀ ਬਿਰਧਾ ਕਰਕੇ ਬਿਨੇ ਬੇਲੇ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

Council in attendance:

Brian Kiener
Hamid Asna
Jordan Parente
Vivien Lai
Ken Charko
Chad McCrae

Jenny Lo

President

Vice-President

Treasurer

Secretary (for proofreading of Minutes)

Privacy Officer / Communications

Resident Manager Liaison

(arrived at 7:32 p.m. / left at approx. 8:15 p.m.)

Property Manager:

Sherry McCuaig

The Wynford Group

Resident Manager

Robert Ganz

1. CALL TO ORDER

The meeting was called to order at 6:53 p.m.

2. RESIDENT MANAGER'S REPORT

R. Ganz provided the following report:

Contractors' Visits

- DMS Mechanical – tagging.
- Richmond elevator – engine noise.
- Make-up air temperature.
- Bob Stirling – commercial lighting.
- Protect – parkade lights.
- Richmond Elevator.
- DMS Mechanical – pump #1.
- Horizon – estimates.
- DMS Mechanical – make-up air temperature.
- DMS Mechanical – staple through water pipe on 28th floor.
- Protect – parkade lights.
- Action Lock – 26th floor door handles.
- Horizon – move camera hard drive.
- Active Fire & Safety – leak.

- DMS Mechanical - #2402 leak.
- RDH Engineering – building envelope assessment.
- DMS Mechanical – roof pump.
- DMS Mechanical – roof pump.

Incidents

- Stall #267 – car broken into.
- Man in garbage room.
- Chair in lobby broken.
- Locker broken into locker room #4 (x2).

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

- Edenvale Restorations has not completed the repair work required, as a result of a staple through a water pipe on the 28th floor. Management will follow up with Paul at Edenvale Restorations.
- There are ongoing problems with the tenants in one of the upper level units. Locks in the stairwell have been broken three times, areas in the stairwell have been spray painted, among other incidents. Council discussed surveillance of the area and contact with the Owner, as well as fines levied to date. It was noted that a Strata Corporation may evict a tenant for continually breaching the Strata Bylaws.

It was **MOVED / SECONDED** to start the process of having the Strata Corporation evict the problem tenants and to prepare a calculation of fines levied to date. **CARRIED.** (Unanimous)

Management was directed to send a letter to the Owner of the unit, requesting they attend the next Council meeting to discuss problems with their tenants.

Owners – Any complaints regarding Bylaw infractions should be submitted to Management in writing. Your cooperation is appreciated.

Council discussed options for expanding the security camera system.

It was **MOVED / SECONDED** to investigate other types of camera software and options for expanding the number of cameras and capability of the security system, and in-suite image viewing. **CARRIED.** (Unanimous) Quotes will be obtained.

Other ideas for security were discussed, including increasing signage and changing the access for the second gate to a fob access. Council will discuss re-keying of the building and other security upgrades at the next Council meeting.

- Shower cartridges are failing at a high rate. In each case, damage can be severe since the cartridges leak inside the wall. Owners are encouraged to contact the developer, Pinnacle Properties, at 604-895-9422, if your shower cartridge has not already been replaced. It was noted that water pressure has been tested to determine if it is a factor in the cartridge failures. No spikes were found in the water pressure. A shower cartridge has been sent away for testing. Council has not yet received the results. It was pointed out that the only part available to replace the shower cartridges is the exact same part, unless the configuration of the plumbing is changed. This is an expensive repair, but necessary due to the high failure rate of the cartridges.

It was **MOVED / SECONDED** to have the Strata Corporation put the developer on notice that the shower cartridge problem is considered a deficiency. The developer will be asked to consider this matter urgent and respond immediately. **CARRIED.** (Unanimous)

(C. McCrae arrived at 7:32 p.m.)

- A hot water pump in the rooftop mechanical room failed. Replacement was ordered. The work is expected to be completed shortly, if not done already. There was some minor water damage in the unit below, due to a hole in the floor. If not for the hole, the water would have flowed into the floor drain.
- It has been noted that the small tubes to the pumps in the rooftop mechanical room should be upgraded to stainless steel. DMS Mechanical will be asked to provide a quote.
- Council discussed upgrading key locks to fob access in various areas of the building. It was the full intent of last year's Council to expend approximately \$3,500 to have a fob reader installed on the bike room door. Because of an oversight, this was not indicated in the previous Council meeting Minutes.

It was **MOVED / SECONDED** to proceed with the expenditure, as planned, from the budget year ending January 31st, 2007. **CARRIED.** (Unanimous)

It was **MOVED / SECONDED** to proceed with installing two other fob readers, as follows:

- (i) For the townhouse entrance in Shanghai Alley.
- (ii) For the push door into the elevator lobby.

It was noted that confirmation is required from the Fire Department that the push door into the elevator lobby is not considered a fire exit. This will be checked. If possible, a fob will be installed on this door. **CARRIED.** (Unanimous)

- It has been recommended to Owners, in the past, that they change the locks on their doors if they still have the same locks from original construction.

It was **MOVED / SECONDED** to have the Resident Manager obtain and deliver information from a locksmith regarding costs for changing locks on unit doors. **CARRIED.** (Unanimous)

It was pointed out that, to the knowledge of Council and the Resident Manager, no units with replaced locks have been broken into.

(C. McCrae left the meeting at approximately 8:15 p.m.)

<p>Owners are reminded it is their responsibility to obtain and maintain insurance for contents and any improvements in their units. The Strata Corporation's insurance does not cover contents and improvements.</p>
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- Council discussed posting bulletins regarding various issues. Management will arrange for the posting of bulletins, as required.
- Council discussed the possibility of starting a web site for The Taylor. Someone would be required to maintain the web site. If you are able to commit to this project, please contact Management.

3. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held January 11th, 2007, with the one amendment noted regarding the expenditure for installing a fob access system on the bike room door. **CARRIED.** (Unanimous)

4. **ELECTION OF OFFICERS**

Election of officers was held, resulting as follows:

President	Brian Kiener
Vice-President	Hamid Asna
Treasurer	Jordan Parente
Secretary (for proofreading of Minutes)	Vivien Lai
Privacy Officer / Communications	Ken Charko
Resident Manager Liaison	Chad McCrae

Committees were struck, as follows:

Landscaping	Brian Kiener & Jordan Parente
Security	Chad McCrae & Jenny Lo

Council is also looking to create a Common Area Deficiency Committee and a Social Committee. Any Owners interested in volunteering are asked to contact Management. Anyone with building envelope knowledge or experience is asked to consider joining the Common Area Deficiency Committee.

Council discussed the 2010 Banner Project, as well as the possibility of renting out roof space to a news station. These possible sources of revenue will be discussed further at future Council meetings.

5. **FINANCIAL REPORT**

A. Operating Statements

Approval of the January and February 2007 operating statements was deferred, as the Treasurer has not yet received the statements from Baywest Property Management. It was also noted that the full statement, with invoice copies for December 2006, was not received from Baywest. Don, from Baywest, will be contacted regarding the financial statements.

B. Receivables

The Wynford Group will produce a receivables report next week, once all of the post-dated cheques, received from Baywest, have been entered into the system.

<p>Reminder: The pre-authorized payment plan from Baywest is NOT transferable to The Wynford Group. If you have not already done so, please contact The Wynford Group accounting department at 604-261-0285, Local 335, to be set up on The Wynford Group pre-authorized payment plan.</p>

C. Audit / Financial Review

Quotes will be obtained for a financial review of the year ending January 31st, 2007. Council discussed the option of ordering a transitional audit, due to the change in Management companies. This will be discussed further at the next Council meeting.

6. BUSINESS ARISING

A. Building Envelope Assessment

RDH Engineering has gathered enough information to prepare their report regarding the building envelope. Those who met with them on site felt they were very thorough.

Any building envelope deficiencies will be referred to the developer. Management will follow up.

B. Security & Cameras

This item was discussed under Resident Manager's report. Council raised concerns with the existing contractor. Management will request a copy of their contract for review.

Council discussed the length of time the elevator is held for a visitor "buzzed" in through the enterphone system, noting that the time is not always sufficient. Horizon Security will be asked to set the elevator timing for visitors to two minutes, or 1.5 minutes, if possible. The elevator contractor will be asked to change the set up, so that one elevator sits at the lobby level, while the other sits on or around the 16th floor.

C. Exercise Room Floor & Bench

A quote has been received from Metagenics to install blue rubber flooring and a bench. It was agreed to defer discussion of this issue to the June 2007 Council meeting.

D. Quote to Install Card Reader to Exit Parkade

Discussion of this item was deferred to the next Council meeting.

7. NEW BUSINESS

A. Landscaping

The irrigation sprinkler system start up will be ordered for the end of April 2007. B. Kiener will check sprinkler heads and walk around with the contractor to determine if any adjustments are required.

An area in front of Harmony House requires planting. B. Kiener will arrange.

B. Balcony Level Gardens

Council discussed maintenance of the balcony level garden areas. It was suggested that landscape fabric, or some other material be installed to control weeds. It was pointed out that Paraspace Landscaping will not do the maintenance on the balcony level garden areas, because of the requirement for fall protection and the problem with access being only through the units. Council discussed the possibility of installing artificial plants in the rooftop garden areas, or mulch to keep weeds down. Some Residents have suggested rock gardens.

<p>Council is seeking submissions / ideas from Residents for maintenance on the balcony level garden areas. They would appreciate your feedback within 30 days.</p>
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C. Motion Lights for Northeast Corner of Harmony House

Council considered a request for installation of motion lights at the northeast corner of Shanghai Alley on Harmony House, as well as one above the entrance to the townhouses. Council will view the proposed locations for discussion at the next Council meeting.

D. Request for Window Film

A Resident has requested permission to install window film on her windows, allowing her to see out, but stopping others from seeing into the unit. It was noted that window films reflect light, which can deteriorate the window more quickly. It was requested that the Resident provide a sample of the window film for Council to view.

Council discussed permissible window coverings in terms of style and colour. It was noted that any changes to window coverings must be approved by Council, must be a similar shade of white to original, and must be the same, or better quality than the original blinds.

E. Towing

Council discussed problems with parking on Shanghai Alley at the sidewalk cut-in. Residents may call parking enforcement at 604-257-8727, for problems with parking in this area. Council members can call Busters Towing. The City will be asked to post signs regarding parking regulations in this area.

F. Air Conditioning Unit for Podium Dining Room

Council considered a request for permission to install an air conditioning unit in the podium dining room. Last summer, temperatures recorded in the room were up to 32° C. Fans were used but it wasn't enough. Council members raised questions regarding noise from the air conditioning unit. J. Lo will obtain details and forward information to the Strata Corporation.

G. Filming in a Unit

A film crew has requested permission to access the building for filming in one of the units. Council prepared a list of stipulations the film crew would have to meet, including payment of a \$250 security deposit. R. Ganz will follow up.

8. PROPERTY MANAGER'S REPORT

A. Correspondence

Council reviewed three items of correspondence:

- A letter was received from an Owner requesting permission to rent their unit. It was noted that there are currently no rental Bylaw restrictions in place.
- A letter was received from an Owner requesting permission to install hardwood / laminate floors. Approval was given, based on the Owner's assurance that appropriate soundproofing is being installed. Certain stipulations were given.

Management just received a folder from the previous Management Company with a number of letters in it. The status of these letters is unknown. They will be attached to the next meeting Agenda for Council discussion.

Correspondence must be received a minimum of one week prior to the Council meeting, in order to be considered at that Council meeting.

9. **TERMINATION**

There being no further business, the meeting was terminated at 9:53 p.m.

The next meeting is scheduled for **Monday, May 7th, 2007**, at 6:45 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

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: _____

(04/12/07)

(MIN-04.03.1559)

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON MONDAY, MAY 7th, 2007, AT 6:45 P.M., AT HARMONY
HOUSE, 580 SHANGHAI ALLEY, VANCOUVER, B.C.**

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알려드립니다 이것을 번역해 주십시오

ਬਹੁਤੀ ਜ਼ਰੂਰਤੀ ਫਿਰਮਾ ਕਰਕੇ ਇਸੇ ਤਰ੍ਹਾਂ ਇਸ ਦਾ ਉਲਟਾ ਕਰਵਾਓ

Council in attendance:	Brian Kiener	President
	Hamid Asna	Vice-President
	Jordan Parente	Treasurer
	Vivien Lai	Secretary (for proofreading of Minutes)
	Chad McCrae	Resident Manager Liaison
	Jenny Lo	(left at 9:18 p.m.)
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager	Robert Ganz	
Regrets:	Ken Charko	Privacy Officer / Communications

1. CALL TO ORDER

The meeting was called to order at 6:57 p.m.

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held April 3rd, 2007, as circulated. **CARRIED.** (Unanimous)

3. RESIDENT MANAGER'S REPORT

R. Ganz provided the following report:

A. Trades

April

- Horizon Security – move camera controller
- Metagenics – fix weight machine
- Action Lock / Horizon Security – TH gate strike replacement
- Horizon – camera lens on P1
- DMS MECHANICAL – pump #1
- Overhead Door – replace garage door opener on ramp
- DMS MECHANICAL – TH pressure reducing valves
- DMS MECHANICAL – Make-up air belts

May

- Paraspace Landscaping – rooftop gardens
- Spears – pump #1
- Advantage – locker door replacement
- Action Lock – lock replacement
- Horizon Security – estimates / remote door signals
- Edenvale Restorations – water damage

B. Incidents

April

- Locker 230 B&E
- Two parkade cars B&Es, 1 from unknown point of entry, nothing stolen, 2 – from unreported lost fob used to gain access
- Man in garbage room, ran behind car at garage gate, detained by police
- TH gate strike stolen, video given to police
- TH 256, attempted B&E, alarm scared off intruder
- Elevator #1, unknown cause of damage

May

- Parkade cars B&E, doors forced in stairwell #4

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

IMPORTANT

Lost or stolen fobs must be reported to the Resident Manager immediately. This is for the security of the all Residents. Your cooperation is appreciated.

- It was noted that a fob audit should be done every six months. The Resident Manager will be asked to arrange.
- A discussion was held regarding the maximum number of fobs per unit. Council will discuss this issue by e-mail.
- A discussion was held regarding ways to prevent break-ins. It was pointed out that original locks on unit doors should be changed. A locksmith will be asked if it is possible to change master keys without changing the locks on the building.

Owners / Residents are reminded to change the locks on their units if they are original. This is for your own security.

4. FINANCIAL REPORT

A. Operating Statements

Approval of the January to April 2007 financial statements was deferred, as the Treasurer is still waiting for copies of financial statements from the previous Management company.

B. Receivables

Council discussed the most recent receivables report. A number of Owners have not paid Strata Fees to the new Management company. Collection action will be taken.

Owners – if you are not sure of the status of your account for Strata Fees, please call The Wynford Group at 604-261-0285 and ask for Accounting, local 335. Fines will be levied for non-payment of Strata Fees.

C. Operating Budget

Council discussed the mistake in the addition of the recently approved operating budget. Although the figures for each budget category were correct, the unit entitlement spreadsheets were not correct due to the addition error. Council has been advised to call a Special General Meeting to approve the corrected budget. It was suggested and agreed that a Special General Meeting be called for June 14th, 2007.

It was also noted that the previous Management Company did not register the Bylaws that were approved by the Ownership at the Annual General Meeting. Since the time for registering the Bylaws has passed, it will be necessary to present a new Resolution to the Ownership for approval of Bylaws. It was suggested and agreed that Council take this opportunity to review the proposed Bylaws, with a view to providing a more customized set of Bylaws for presentation to the Ownership.

5. COMMITTEE REPORTS

A. Security

Council discussed the contract with Horizon Security. It was suggested and agreed to have Horizon change the timing of the main parking gate, so that the gate closes more quickly and to address the problem with the gate not responding to fobs while it is closing.

B. Landscaping

Maintenance of Rooftop Gardens

Paraspace Landscaping recently weeded some of the rooftop garden areas, since they now have fall protection equipment.

Council discussed a letter from an Owner advising they would prefer not to see the rooftop garden areas changed to rock gardens, or artificial plants. It was pointed out that changes would not be made without presenting a Resolution to the Ownership at a General Meeting.

Landscaping Contract

Council discussed the landscaping contract and the optional items, which may be included in the contract. It was noted that there is \$15,000 in the total landscaping budget. The basic contract is approximately \$11,000 and renews July 1st, 2007. It was pointed out that seasonal plantings can be obtained from other sources at better prices. Council discussed each one of the optional items and provided instructions to Management on renewal of the contract.

C. Common Area Deficiencies

A report has been received from RDH Engineering. Council will review for discussion at the next meeting.

More volunteers are required for the Common Area Deficiency Committee.

Anyone interested in serving on a Common Area Deficiency Committee is asked to contact Management. Your help is needed and would be much appreciated.

D. Social Committee

Nothing to report.

6. BUSINESS ARISING

A. Security Upgrades

Council discussed the locations of the new fob readers, approved at the last Council meeting. It was agreed that one fob reader will be installed at stairwell five into the townhouse garage, instead of the lobby door. B. Kiener will review requirements with the Resident Manager.

Council has requested quotes with more options for extra cameras and viewing on the security channel in the suites. Prices will be obtained for motion sensor cameras, software upgrades and, possibly, hardware upgrades as well.

It was suggested and agreed that increased signage would be beneficial for the overall security. Management was instructed to order a sign for the front door advising people not to allow anyone to follow them into the building.

Council discussed the possibility of installing a fob reader for the second garage gate. This would require changing to a remote system. Overhead Door has been asked to provide a quote.

B. Shower Cartridges

Council discussed the problem with shower cartridges in some of the units. The developer does not feel the shower cartridges will continue to fail. DMS Mechanical will be asked to provide documentation on the work they have been doing relating to the shower cartridges. They will also be asked to keep a log book on site.

C. Creating a Website

This item will be discussed at the next Council meeting.

D. Financial Review / Transitional Audit

One quote has been obtained for a financial review of the last fiscal year. More quotes have been requested.

E. Elevator Rest Floor

Council discussed suggestions from the Resident Manager regarding the elevator rest floors. Management was given instructions.

F. Motion Lights

It was suggested that motion lights be installed at the northeast corner of Harmony House and at the townhouse entrance. Quotes will be obtained.

7. **NEW BUSINESS**

A. Relocating Hose Bib

Council discussed a quote from DMS Mechanical for relocating a hose bib, as suggested by the Resident Manager. It was pointed out that a plumbing contractor may be able to provide a better price than a mechanical contractor. Management will obtain a quote from a plumber.

It was **MOVED / SECONDED** to proceed with the less expensive of the quotes. **CARRIED.** (Unanimous)

B. Mop Sink

Council considered a quote from DMS Mechanical to install a mop sink for the janitors. A second quote will be obtained and e-mailed to Council. It was pointed out that the quote was quite expensive, due to the distance from a water source. There may be another water source closer to the location to the mop sink that has not been considered. This will be suggested to the contractors.

C. Throwing Items from Tower

Reminder to all Residents

Please do not throw cigarette butts, pop cans, or any other items from the Tower. Please ensure that nothing can blow off your balcony. This is a safety and liability issue.

D. Moving Deposit

Council discussed a suggestion that a moving deposit be required, as an incentive for people moving to take care with common property. This would be in addition to the moving fee.

It was **MOVED / SECONDED** to enact a new Rule requiring a \$250 moving deposit. **CARRIED.** (Unanimous)

It was **MOVED / SECONDED** to install corner protectors in the lobby. **CARRIED.** (Unanimous)

Residents are reminded to use the 15-minute loading and unloading zone on P1 for bringing items such as building materials, or other large items into the building.

E. Garbage Room Fines

Council discussed the problem of people leaving items in the garbage room and outside the garbage room door.

Owners will be fined \$200 and assessed disposal costs for leaving items in or outside the garbage room. Fob entry is recorded and activities in the garbage room are recorded on camera. Your cooperation is appreciated.

Council noted that there have been ongoing problems with the clothes bin in the garbage room. It will be removed.

F. Harmony House Requests

Council discussed requests from Harmony House for an adjustment to a door closer and for permission to install an air conditioning unit. The Resident Manager will be asked to adjust the door closer. With regard to the air conditioning unit, Council agreed that the noise concern had been addressed in the proposal provided from Harmony House, but still needs to know the exact location of where the unit would be installed. Harmony House would be required to maintain the unit, if approved.

Due to time constraints, Jenny Lo left the meeting at 9:18 p.m.

G. Long Term Visitor Parking

This item was deferred for discussion at a future Council meeting.

H. Towing Policy

This item was deferred for discussion at a future Council meeting.

I. Missing Insulation

Council discussed a report from an Owner regarding missing insulation underneath their unit. This was noted in the RDH Engineering building envelope report.

J. Discussion of Committees

It was pointed out that the Committees require more involvement from Owners. Anyone willing to serve on a Committee is asked to contact Management

K. Kitty Litter

Please note that kitty litter should never be flushed down toilets, or allowed to enter the plumbing systems, even if the label says, "flushable." This causes expensive problems and can create water backups and flooding. Your cooperation is appreciated.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection

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

B. Correspondence

Council considered 22 items of correspondence.

- A letter was received from an Owner requesting reversal of a move-in fee. Reasons were explained. Management was instructed on a response.
- A letter was received from an Owner requesting permission to install flooring. The standard permission letter will be sent.
- A letter was received from an Owner of two units regarding their accounts for Strata Fees. The Owner questioned balances provided by Baywest to The Wynford Group. Management was instructed on a response.
- A number of letters had been forwarded from Baywest to The Wynford Group. The status of these letters was not known. C. McCrae will review the letters and provide instructions to Management.

C. In Progress

1. Obtaining quote for stainless steel tubes to pumps in rooftop mechanical room.
2. Installing fob readers in 3 locations.
3. Consideration of 2010 Banner Project.

D. Completed Items

1. Contacted Richmond Elevator re: time for buzzing in visitors.
2. Start up of irrigation sprinkler system.

9. TERMINATION

There being no further business, the meeting was terminated at 9:42 p.m.

The next meeting is scheduled for **Monday, June 4th, 2007**, at 6:45 p.m.

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APPROVED _____

BY

COUNCIL: _____

DATE: _____

(05/23/07)

(MIN-05.07.1559)



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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

प्रमुख सूचनाएँ किसी वरने जिसे सन हिम का सुनका बरबाद

Council in attendance:	Brian Kiener	President
	Hamid Asna	Vice-President
	Jordan Parente	Treasurer
	Ken Charko	Privacy Officer / Communications
	Vivien Lai	Secretary (for proofreading of Minutes)
	Chad McCrae	Resident Manager Liaison (left at 6:27 p.m.)
	Jenny Lo	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager	Robert Ganz	
Guest:	Mike Williams	Common Area Deficiency Committee

1. CALL TO ORDER

The meeting was called to order at 5:27 p.m.

2. GUEST BUSINESS

Owner, M. Williams, member of the Common Area Deficiency Committee, was in attendance to discuss the status of the common area deficiencies with Council. The following points were noted:

- Pinnacle has a deficiency list that was prepared last year, as well as the new report from RDH Engineering. They have advised they intend to follow up.
- The City of Vancouver has prepared a list of issues of concern to them. Architects, engineers and two representatives from Pinnacle were recently at the building reviewing these items.
- There is missing insulation in a number of areas, particularly where there are overhangs. M. Williams will follow up with the City of Vancouver.
- RDH Engineering is waiting for Council approval of their draft report, so that they can prepare the final report. The Common Area Deficiency Committee will be asked to ensure that items such as membrane materials sticking up in various areas, concrete in the parkade poured so that water pools, etc. are included in their report.
- The Resident Manager was advised by Pinnacle that they plan to insulate where insulation is missing and install canopies over the townhouse doors.
- M. Williams has requested an updated deficiency list. Management to check the files.

3. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held May 7th, 2007, with the following amendment. Item 8.D.1 should refer to Horizon Security, not Richmond Elevator. **CARRIED.** (Unanimous)

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided the following report:

A. Trades

May 7th Edenvale Restorations on site to address flood starting on 6th floor.
May 11th Pro Quick Diesel on site to top up the diesel for the generator.
May 14th Overhead Door on site for a repair to the main gate.
May 24th Bar-el Janitorial and Hydro Pro Window Washers were on site re: clean up of balconies.
May 29th DMS Mechanical was on site regarding townhouse pressure reducing valves. Some valves were cleaned, others replaced. Water is now back to normal.
June 4th Richmond Elevator was on site for planned maintenance.

B. Incidents

May 26th There was a break and enter in stairwell #4, level P2.

Council discussed issues with the current restoration contractor. While their emergency work is quick, the follow up work often takes a very long time to complete. Another restoration company was called in for one particular unit and the Resident was quite happy with the work done.

It was **MOVED / SECONDED** to use Pinnacle Restoration (no relation to the developer) as the new restoration company for follow up work. **CARRIED.** (Unanimous)

Council noted the following:

- The timing of the main garage gate has been reduced to two seconds. This is an improvement.
- There was a major problem this month with an Owner keeping their dog on their balcony, allowing the dog to defecate and urinate on the balcony, which ran down to balconies below. This serious issue has been raised with the Owner's agent.
- DMS Mechanical has suggested a saline test be done on the ground water around the building, as salt water can be very corrosive to underground pipes. RDH Engineering will be asked to consider this, as part of their report.
- A water temperature survey has been done. Some Residents from the 8th floor to the 20th floor have been reporting problems with hot water. DMS Mechanical has advised that this problem could be caused by the system not having been balanced when the building was built. If this were the case, this would be a deficiency. The developer will be asked to provide a balancing report, if one exists.
- Horizon Security has changed the enterphone buzz-in time for visitors requiring use of the elevators, as previously requested.
- The elevator contractor will be arranging to have one of the elevators "home" to the 15th floor, once preliminary required work has been completed.
- Council discussed moves in and out of the building, and the difficulties some Residents are having sticking to the allotted time frames. The Resident Manager was asked to draw up recommendations for Council consideration.

- There have been several instances of un-booked moves taking place.

It was **MOVED / SECONDED** to approve a new Rule, instituting a \$250 extra fee for un-booked moves, when permitted. They will only be permitted when convenient, i.e. no other move taking place at the same time, etc. **CARRIED.** (Unanimous)

48 hours notice is required to book a move.

- It was agreed that Bylaw 7.2 will require a minor amendment at the upcoming Special General Meeting.
- Townhouse move-in fees will remain at \$50, unless the move requires the use of the elevators. If this is the case, the standard \$250 move-in fee will apply.

C. McCrae provided Management with instructions on responses to letters forwarded by the previous Management Company. Due to time constraints, C. McCrae then left the meeting at 6:27 p.m.

5. FINANCIAL REPORT

A. Operating Statements

The Treasurer has now received the missing operating statements from the previous Management Company. Since the statements were just received, approval of the January to April 2007 financial statements was deferred to the next Council meeting.

B. Receivables

Council discussed the most recent receivables report. It was noted that there are numerous Owners whose accounts are not up-to-date. Notices have been sent, but the receivables have not improved. Once the budget is clarified at the upcoming Special General Meeting, collection action will be taken, where required.

6. COMMITTEE REPORTS

A. Security

Council discussed the locations for the installation of three fob readers, as approved at the last Council meeting. Council is also considering increasing the number of cameras and upgrading the security hardware and software. Quotes for the upgrades have been requested. One quote has been received; two more are expected. Quotes will also be obtained for remote fob access for exiting the Resident garage gate.

B. Landscaping

An Owner has been in contact with Management, requesting maintenance of the rooftop garden area outside his unit. Management requested instructions from Council on maintenance of all the rooftop garden areas. It was agreed that regular maintenance should be done, but noted that there is no specific budget category for maintenance of the rooftop garden areas. It was suggested that this be rectified when the budget is prepared for the next fiscal year. It was also noted that there is currently no list of the rooftop garden areas available.

It was **MOVED / SECONDED** to approve an expense of up to \$3,000 for maintenance of rooftop garden areas, starting with the garden area on the 24th floor and proceeding, as required, until the funds are exhausted. **CARRIED.** (Unanimous)

Council was in agreement that, generally, the rooftop garden maintenance should be done three times per year. The landscaping contractor will be asked for recommendations as to what can be done to reduce weeds and maintenance in these areas.

Owners

If there is a rooftop garden area outside of your unit, please contact Management, so that this area can be added to the list for maintenance.

C. Common Area Deficiency

This item was discussed under guest business. The Common Area Deficiency Committee will review the RDH Engineering report to determine whether any revisions or additions are required prior to finalizing the report.

7. BUSINESS ARISING

A. Changing Master Keys / Locks

A locksmith was consulted to see if keys could be changed on master locks without changing the locks themselves. The locksmith advised that this can be done, but is very complicated and expensive. Owners have already been advised to change the locks on their units if they are original. Management was instructed to obtain quotes on changing the locks for common area mechanical and telephone rooms.

B. Creating a Website

Council has a volunteer willing to work on creating a website for the Strata Corporation. K. Charko volunteered to register a domain to get this project started.

C. Air Conditioning Unit for Harmony House

Council received information regarding the proposed location for the air conditioning unit for Harmony House, which is next to the other air conditioning units in the parkade. Approval for the installation was granted, with certain stipulations.

D. Stainless Steel Tubing & Fittings

Council considered a quote from DMS Mechanical to install stainless steel tubing and fittings in the rooftop mechanical room, as recommended.

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

8. NEW BUSINESS

A. Resident Manager's Job Description

Council discussed the Resident Manager's job description and asked the Resident Manager for his input / suggestions. This item was discussed in conjunction with security and the best use of time for the Strata Corporation. Council will discuss this issue further via e-mail.

B. Warranty Information & Maintenance Manual

The warranty information and maintenance manual has not been forwarded to The Wynford Group. Baywest advises that they do not have the information. Management was instructed to contact the developer.

C. Carpet Cleaning Maintenance Contract Quote

Council discussed the quotes for regular cleaning of common area carpets. Management was instructed on awarding the contract.

D. Parkade Power Washing

Quotes have been requested for power washing of the parkade, but not yet received. Once received, quotes will be e-mailed to Council for a decision.

E. Cleaning of Glass Canopies

During recent site inspections, it was noted that the glass canopies are considerably dirtier than the windows and may require cleaning more often than the windows. It was suggested that windows be washed two times per year and glass canopies be cleaned four times per year. It was also suggested that a glass company be asked to provide recommendations on installing window film, or something that may reduce the look of dirt on the glass canopies, and to install window film on the windows in the gym area. Quotes will be obtained.

F. Privacy Booklet

A booklet, prepared by Clark Wilson, Strata lawyers, was provided to Privacy Officer, Ken Charko.

G. Invoice Charge Back

Management requested instructions regarding charge back of an invoice to the developer. Instructions were provided.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection

Discussion of the site inspection report was deferred. This will be handled by e-mail.

B. Correspondence

Council considered 10 items of correspondence. The following items required a response, or Council decision:

- A letter was received from an Owner with a noise complaint regarding another unit. It was noted that Owners can contact security regarding noise issues. A letter will be sent to the Resident causing the noise, as directed by Council.
- A letter was received from an Owner regarding high-pitched, loud barking from a dog in a neighbouring unit. The Owners of the dog have already been contacted regarding this problem and have taken steps to address it.

Note

Please note Council is currently looking for Owners to serve on a Pet Committee. If you are interest, please contact Management.

- A letter was received from Harmony House regarding various issues. Management was instructed to have a locksmith install a stronger door closer on the automatic door. An item regarding settling of a door frame should be directed to the developer. A question regarding water damage was addressed. The insurance company is currently obtaining quotes for the follow up work. A plumber has repaired a problem with the water supply / hose connection to a washing machine. It was noted that, sometimes, the fittings require tightening.

Note

Please check the fittings on your washing machine to ensure they are not dripping. Some fittings have been found to be loose. If you require assistance, please contact the Resident Manager.

A discussion was held regarding water shut off valves for individual units. DMS Mechanical will be asked to include a question regarding water shut off valves in their next survey.

- A letter was received from an Owner requesting permission to install a screen on their patio door. It was unclear whether the Owner was referring to a regular door, or a sliding glass door. Management was instructed on a response.

Discussion was held regarding the small window above the townhouse doors. It was suggested that if this window were changed to be an opening window, townhouse Owners could ventilate their units at night without leaving doors open. No action was requested at this time.

- A letter was received from an Owner requesting permission to install an in-suite air-conditioning unit. The unit would be portable, but would require a window to be open a few inches. Management was instructed on a response.

It was pointed out that a Resident still has tinfoil in their windows. Management was given instructions.

10. TERMINATION

There being no further business, the meeting was terminated at 8:12 p.m.

The next meeting is scheduled for **Monday, July 9th, 2007.**

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.

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: _____

(06/12/07) (MIN-06.04.1559)

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, SEPTEMBER 4th, 2007, AT 4:00 P.M., IN THE
LOBBY AT 550 TAYLOR STREET, VANCOUVER, B.C.**

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
ਬਹੁਤੀ ਜ਼ਰੂਰਤੀ ਖ਼ਬਰਾਂ ਬਾਰੇ ਜਿਸੇ ਕੋਲੋਂ ਹਿਸ ਹਾ ਉਲੰਕਾ ਬਰਕਾਤ

Council in attendance:	Brian Kiener	President
	Hamid Asna	Vice-President
	Jordan Parente	Treasurer
	Ken Charko	Privacy Officer / Communications (left at 6:00 p.m.)
	Vivien Lai	Secretary
	Chad McCrae	Resident Manager Liaison (arrived at 5:40 p.m.)
	Jenny Lo	(left at 5:20 p.m.)
Property Manager:	Sherry McCuaig	The Wynford Group
Guest:	M. Williams	Common Area Deficiency Committee

1. CALL TO ORDER

The meeting was called to order at 4:20 p.m.

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held June 4th, 2007, as circulated. **CARRIED.** (5 in favour, 1 abstention, 0 opposed)

3. GUEST BUSINESS

Owner, M. Williams, attended the Council meeting to provide a report from the Common Area Deficiency Committee. The following points were noted:

- A combined deficiency report has been prepared on outstanding deficiencies.
- The report from DMS Mechanical has not been included. This requires follow up.
- The developer had promised the missing insulation would be installed before this winter. Contractors have not yet been on site.
- Plumbing and electrical inspections have been recommended by the Committee.

Management was instructed to contact consultants for recommendations and pricing. The new deficiency report will be forwarded to the developer. Management will prepare a letter to the developer requesting a written time frame for exterior work to be completed. The report from RDH Engineering will be forwarded to the developer for their action. The warranty provider will be provided with copies of the reports.

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager was not in attendance at this meeting. Council discussed information provided relating to issues raised in the Resident Manager's report from the last Council meeting. The following points were noted:

- There was recently an incident with an Owner's dog in one of the elevators that resulted in an overtime call to Richmond Elevator. Management was instructed to charge the costs of this call out to the Owner.
- The Resident Manager has raised an issue regarding laundry hose nozzles.

Owners / Residents

There have been a couple of instances of washer hoses leaking due to loose fittings. Please check your washer hoses to ensure they are fitted tightly and are not brittle or cracking. Owners are responsible for the Strata Corporation's insurance deductible should water damage occur due to cracked, broken or loose washer hoses. The deductible is presently \$10,000 and could be higher in future. Your cooperation is appreciated.

- Towing of vehicles from the visitor parking area – Council discussed the service currently being provided by Sun West in checking the visitor parking area and ordering towing, as required. It was suggested that the Caretaker and security guard take over responsibility for calling a tow truck when necessary. Management was instructed to put the Sun West service on hold for a 60-day trial period.
- Several bags of pea gravel were required to fill a hole under a patio area. A concern was raised that this situation might exist in other patio areas. The Caretaker will be asked to speak to this issue at the next Council meeting.
- Council discussed a problem with Residents "stealing" locked-off elevators. It was noted that it is easy to identify who has stolen a locked-off elevator, due to the use of the individual's fob.

It was **MOVED / SECONDED** to approve a new Rule, stating that stealing of a locked-off elevator will result in a \$50 fine. **CARRIED.** (Unanimous)

5. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the December 2006 to July 2007 financial statements. The following points were noted:

- Photocopying and postage charges are over budget.
- Security costs and repairs and maintenance categories are over budget.
- The balance sheets still show \$5,600 (approx.) due from the developer and \$39,000 (approx.) due from the previous property managers. Management will follow up.
- The Contingency account is in good shape at over \$78,000.
- An Action Lock invoice was questioned, since the invoice reported the contractor found no problem with the front door locking, while on site. There is still a problem with the front door locking from time to time. It may be necessary to install an exit button or replace the motion sensor. The Caretaker will be asked to discuss this issue with Action Lock next time they are on site.

- Invoices have been received from On Site Communication to repair problems with the enterphone connection for certain units. This seems to be related to the unit Owner's choice of cable / Internet service provider. The Caretaker will be asked to provide more information on this problem.
- Elevator invoices were discussed. It was noted that our elevators have specialized equipment from France, which presents some difficulties in ordering parts, etc. Management was instructed on correspondence to Richmond Elevator regarding breakdowns. It was further noted that one of the elevators is supposed to be homing to the 16th floor. This is not happening. Richmond Elevator will be asked to address this.

It was **MOVED / SECONDED** to approve the December 2006 to July 2007 financial statements, as prepared by Management. **CARRIED.** (Unanimous)

Due to time constraints, J. Lowe left the Council meeting at 5:20 p.m.

B. Receivables

Receivables are improving; however, they are still at an unacceptable level. Lien letters have been sent to a number of Owners to address this situation.

C. Financial Review

Council discussed whether it would be prudent to order a financial review.

It was **MOVED / SECONDED** to defer ordering a review for this year, with the intention of ordering a two-year review next year. **CARRIED.** (4 in favour, 1 opposed, 0 abstentions)

Management was instructed to diarise to budget \$5,000 for financial reviews for the next fiscal year.

6. COMMITTEE REPORTS

A. Security

J. Parente did some walk-throughs with the security guard and prepared a list of suggested upgrades. These items will be prioritized into three categories. Quotes will be obtained for the required work.

It was suggested that the gate by the Abacus should be taller, to make it more difficult to gain access to the property without a key. Management was instructed to budget \$20,000 for this project for next year.

C. McCrae arrived at 5:40 p.m.

The Caretaker will be asked to contact the City of Vancouver regarding burnt out lights under the Abacus.

B. Landscaping

Council considered a quote for regular maintenance of the rooftop garden areas. This will be considered for budgeting purposes for next year. The landscape contract runs from July to July of each year. Quotes for landscaping maintenance will be obtained next May.

C. 2010 Banner Project

Council discussed the 2010 Banner Project and the possibility of renting the rooftop to Global News for additional income. K. Charko will obtain more information so that options can be presented to Owners at the next Annual General Meeting.

Due to time constraints, K. Charko left the meeting at 6:00 p.m.

D. Common Area Deficiency

This item was discussed under guest business.

E. Social Committee

There are still no volunteers to serve on the Social Committee.

F. Pet Committee

There are still no volunteers to serve on the Pet Committee.

7. BUSINESS ARISING

A. Window Film for Gym

Council considered a quote from Accurate Glass for installation of window film in the seven windows of the gym area. It was suggested and agreed to obtain a sample of the window film for consideration of the Owners at the next Annual General Meeting.

B. Rubber Flooring & Bench for Gym

Council considered a quote for installation of rubber flooring and a bench in the gym area. The price seemed high. B. Kiener will explore other options and obtain another quote.

It was suggested that the Universal gym should be replaced with better equipment. B. Kiener will check equipment at Fitness Depot and advise Council on prices for new equipment.

C. Motion Lights

Council considered quotes for installation of motion lights by the Abacus and by the Harmony House gate.

It was **MOVED / SECONDED** to approve the quote by Protec. **CARRIED.** (Unanimous)

D. Back Garden Area Hose Bibs

It was noted that the blueprints for the building show hose bibs in various areas that were never installed. It was agreed this should be added to the deficiency list.

E. Security Guard / Concierge

Council discussed the most efficient use of time for the site staff. It was suggested and agreed that a list of duties is required for the security guard. C. McCrae will prepare a checklist and e-mail to Council for their consideration.

F. Automatic Door Opener / Stronger Door Closer (Harmony House)

Council discussed quotes for installation of an automatic door opener and a stronger door closer for the main door at Harmony House. It was noted that this would not be a Strata expense. Management was instructed to forward the quotes to J. Lo.

G. Quotes to Upgrade Security System

Council discussed quotes obtained to upgrade the security system for the building.

It was **MOVED / SECONDED** to approve a \$3,000 expenditure for this project. **CARRIED.** (Unanimous).

The Caretaker will be asked to shop the market for the required upgrades and choose a contractor for the work.

Council discussed the cost of upgrades to the garage gates. Management was instructed to add \$13,500 to the next Operating Budget, for security upgrades.

H. Mechanical & Telephone Room Locks

Council considered quotes for changing the locks on the mechanical rooms and telephone rooms.

It was **MOVED / SECONDED** to have Action Lock change the locks. Specific parameters were given. **CARRIED.** (Unanimous)

Council discussed the fact that some Owners have changed their door hardware without obtaining Council permission.

It was **MOVED / SECONDED** to approve a new Rule, stating that door hardware must be the same colour and a similar style to the original door hardware. **CARRIED.** (Unanimous)

I. Generator Maintenance

Council discussed a quote for a readiness inspection on the emergency generator.

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

This work will be arranged when due in December 2007.

J. Movie Filming

Council discussed an offer to the Strata Corporation for a \$1,000 payment for the inconvenience of the recent movie filming that took place in the area. It was noted that the movie filmmakers did not use BCS 1559 property.

It was **MOVED / SECONDED** to accept the offer of a \$1,000 payment. **CARRIED.** (Unanimous)

K. Improper Records

Several mistakes have occurred due to errors in records provided to The Wynford Group by the previous management company. It was suggested that Anson Realty be contacted to confirm the parking stall and locker numbers, and that the Assessment Authority be contacted to confirm the names on title for each unit. J. Parente will check to see if access to this information is available.

8. NEW BUSINESS

A. Discrepancy Between Minutes & Bylaws

Council discussed a discrepancy between the Minutes and the Bylaws with regard to the charges for moves. It was noted that the Minutes reflect what was intended for the Bylaws. The Bylaws will be corrected at the next Annual General Meeting.

B. Discrepancy Between Rules & Bylaws

Upon review of the Rules, several small discrepancies were noted between the Rules and the Bylaws.

It was **MOVED / SECONDED** to amend the Rules to be in compliance with the Bylaws. **CARRIED.** (Unanimous)

C. Garage Door Maintenance

Council considered quotes for the regular maintenance of the garage doors.

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

D. Eviction of Problem Tenant

This is no longer an issue, as the tenant has now moved out of the building.

E. Cracks Between Floors & Walls

Council discussed an e-mail from the Caretaker regarding cracks between the floors and walls in one unit. The Caretaker noted that neighbouring units did not have these cracks. This is considered an in-suite deficiency. The Owner will be advised.

F. Garbage in Harmony House Elevator Shaft

There is an ongoing problem with garbage being found in the elevator shaft below the Harmony House elevator. Council agreed that Harmony House employees should be dealing with this problem.

G. Hours for Renovations

Council discussed a question raised by an Owner regarding permitted hours for renovations.

It was **MOVED / SECONDED** to approve a new Rule, stating that renovations are permitted from 8:00 a.m. to 7:00 p.m. on weekdays and from 10:00 a.m. to 7:00 p.m. on Saturdays, Sundays and statutory holidays. **CARRIED.** (Unanimous)

H. Insurance Endorsement

Council discussed a letter from the Strata Corporation's insurance company, advising that the water damage deductible is now \$10,000. This will be noted in the next bulletin.

I. Resident Manager Job Description

Council discussed a Resident Manager job description provided by Management. It was suggested and agreed that this be provided to the Caretaker for his input. It was further noted that certain specific duties, such as power washing of sidewalks, cleaning canopy at front entrance, cleaning the glass in the lobby and the ground level windows in the lobby could be noted in the job description, with intervals for this work to be specified.

Council discussed the possibility of renting out five visitor stalls at \$100 per month. Re-stencilling would be required. Re-stencilling is required in all areas of the parkade, so it would be a good time to consider switching five stalls, as suggested. This will be discussed further at the next Council meeting.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection

Council discussed the most recent site inspection report. A copy will be provided to the Caretaker, as there are some items he may be able to address. Management was instructed to order a repair to a broken tile in the #2 elevator.

B. Correspondence

Council considered 66 items of correspondence. The following items required a response, or Council decision:

- A letter was received from an Owner regarding a security incident. The Owner was requesting removal of trees in a specific area. Council is addressing the security issue through other security improvements.
- A letter was received from an Owner requesting work to her balcony and to the rooftop garden area outside her unit. B. Kiener will meet with this Owner to discuss.
- A letter was received from an Owner requesting reversal of a move charge that had been applied to their account. Reasons were explained. Management was instructed to remove the charge.
- A letter was received from an Owner requesting reimbursement for cleaning costs that were required due to a Resident above allowing their dog to urinate and defecate on their balcony. Council approved the request for reimbursement, instructing Management to charge the costs to the Owner of the unit above.
- A letter was received from an Owner requesting reversal of a move-in fee, since the tenant already lived in the building. Management was given instructions.
- A letter was received from an Owner regarding an outstanding amount on their account. Since this was a balance forward provided by the previous management company, the Owner will be instructed to contact Baywest Management.
- A letter was received from an Owner regarding an issue with the security guard. This issue will be directed to Genesis Security.
- A letter was received from an Owner regarding move-in fees and expenses related to a water escape. Management was instructed on a response.
- A letter was received from an Owner requesting permission to install laminate floors. Permission was granted, with certain stipulations.
- A letter was received from an Owner requesting reversal of Strata Fees for inconveniences. Strata Fees are never reversed under any circumstances. Management was instructed on a response.

C. In Progress

1. Obtaining quotes to install plumbing to hook up irrigation systems for rooftop garden areas.
2. Obtaining quotes to change locks on telephone and mechanical rooms.
3. Obtaining quotes to repair damaged tile in elevator.
4. Requested shower cartridge reports from DMS Mechanical.
5. Obtaining quotes for line painting in the parkade.
– Advised by Inline Painting that lines are dirty. Will review subsequent to parkade power washing being completed.
6. Review of towing charge reimbursement requests.
7. Creating a website.

8. Obtaining quote to replace window at one unit.
9. Insurance claim repairs re: sewer backup.
10. Obtaining quote to install timer for parkade lights.

D. Completed Items

1. Sent deficiency lists on file to M. Williams.
2. Added Pinnacle Restorations to property profile sheets.
3. DMS Mechanical did several things to improve the problem with lack of hot water affecting some units on the 8th to 20th floors.
4. Requested hot water balancing report from the developer.
5. Requested maintenance manual and warranty information from the developer.
6. Obtained copies of all building drawings from developer.
7. Conducted Special General Meeting to approve corrected operating budget and new Bylaws.
8. Added new Rule re: unbooked moves to BCS 1559 Rules.
9. Created list of rooftop garden areas for landscaping contractor.
10. Prepared bulletins for posting in building.
11. Ordered rooftop garden maintenance work as approved at the last Council meeting.
12. Ordered replacement of tubing and fittings in the rooftop mechanical room with stainless steel.
13. Awarded carpet cleaning maintenance contract (The Cleaning Connection).
14. Charged an invoice to the developer as directed by Council.
15. Ordered / delivered sticker for front door. "Do Not Allow Access to People You Don't Know."
16. Delivered SGM follow-up packages to all Owners.
17. Charged move-in fee and levied fine against one unit for unbooked move.
18. Called Action Lock re: front door not locking.
19. Posted and delivered notices re: sewer backup.
20. Arranged for keys & fobs for one unit.
21. Contacted Inlet Electric re: repair of fire exit signs.
22. Addressed major sewer backup – June 10th, 2007.
23. Re-scheduled Council meeting to Tuesday, July 10th, 2007.
24. Prepared notice re: timing of main garage gate.
25. Approved carpet cleaning / maintenance program.
26. Installation of three fob readers.
27. Ordered / scheduled annual fire safety test.
28. Awarded mechanical maintenance contract.
29. Ordered / scheduled power washing of the parkade.
30. Diarized to clean windows twice annually.
31. Diarized to clean glass canopies quarterly.
32. Ordered / scheduled cleaning of inaccessible windows and glass canopies.
33. Ordered installation of janitor mop sink.
34. Directed RDH to finalize building envelope report.
35. Ordered repair of locker room door.
36. Ordered repair to rooftop make up air unit.
37. Obtained report from Canadian Elevator Quality Assurance.
38. Arranged for relief Caretaker for Resident Manager vacation.
39. Posted information notice for Residents re: filming of "The Eye."
40. Followed up on items in parking stall from July site inspection.

41. Requested quotes to install film on glass canopies to reduce look of dirt. Advised that no film would reduce look of dirt. Suggested installing tinted glass to reduce look of dirt.
42. Received warranty documentation from Travellers.
43. Ordered replacement part for treadmill.

10. TERMINATION

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

The next meeting is scheduled for **Tuesday, October 2nd, 2007, at 6:00 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

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: _____
(09/11/07) (MIN-09.04.1559)



**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 TUESDAY, OCTOBER 2nd, 2007, 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

ଉତ୍ତମ ଗୁଣବତ୍ତା ବିକାଶ କରିବା ପାଇଁ ଆମ ସମସ୍ତେ ଏକାଠି ଯିବାକୁ ଆସୁଛୁ

Council in attendance:	Brian Kiener	President
	Hamid Asna	Vice-President
	Jordan Parente	Treasurer
	Vivien Lai	Secretary
	Jenny Lo	
Property Manager:	Sherry McCuaig	The Wynford Group
Regrets:	Ken Charko	Privacy Officer / Communications
	Chad McCrae	Resident Manager Liaison

1. CALL TO ORDER

The meeting was called to order at 6:10 p.m.

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held September 4th, 2007, as circulated. **CARRIED.**

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

Contractors

September 4 th	Installed steel tubing.
September 5 th	Balancing air circulation.
September 14 th	Overhead Door – cable broken, removed rubber hose.
September 17 th	Fire Pro – testing through to September 21 st .
September 19 th	Mondiale – townhouse awnings.
	Action Lock – 26 th floor lock, townhouse gate strike.
	DMS X-Ray for janitor's sink – caused false alarm on fire panel (concrete dust).
	Acme guy set off a silent alarm. Fire department came.
September 21 st	All-Pro Irrigation – sprinkler main broken.
September 27 th	DMS – Janitor's sink.
	Abell Pest Control – routine.
	Richmond Elevator – troubleshooting.
October 1 st	DMS – Janitor's sink.

Incidents

September 15th Busters – damaged car during towing.

October 1st False fire alarm – technical error.

False fire alarm – DMS damaged sprinkler.

The following points were noted:

- Some of the exterior doors have no awnings. This should be added to the deficiency list.
- There is a fire extinguisher missing in stairwell 5.
- A sprinkler main is broken in one of the planters. Repair will require excavation of soil and plants. This work will be delayed to the spring start up of the system, if possible.
- The janitor's sink has now been installed.
- There have been some incidents with elevator #2 taking passengers to places other than their destination floors.
- Some of the balconies are sloping towards the building instead of away from it. This will be listed as a deficiency.
- There are security issues relating to the 3-second timer on the front door. It was suggested that the door lock should engage immediately when the door closes.
- Council discussed suggestions from the Resident Manager regarding towing. It was agreed to leave the Sun West service in place for the time being.
- Council discussed an incident where several vehicles were towed under the direction of Genesis Security. Management was instructed to contact Genesis to discuss.

4. FINANCIAL REPORT

A. Operating Statements

The Treasurer provided a report on the August 2007 operating statements. The following points were noted:

- The "Concierge" category should be combined with the "Security Guard" category. A journal entry will be done.
- Garbage costs are over budget. This is likely due to the garbage strike.
- Security and alarm costs are over budget. Some of the funds expensed through this category may have been miscoded, since there were security funds available from the previous Operating Budget. Management will check and do a journal entry, if required.
- Repairs and maintenance budget category is over budget. It was agreed that more funds will be required in this budget category in future.
- It was noted that a number of invoices have been paid to DMS Mechanical during the current fiscal year. It is possible that some of these items are deficiencies. If this is the case, a letter will be sent to the developer requesting reimbursement for those invoices.
- A couple of the DMS Mechanical invoices seemed high. J. Parente will send an e-mail to DMS Mechanical for more information.

It was **MOVED / SECONDED** to approve the August 2007 financial statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

Management will provide printouts of categories that are over budget for Council review.

B. Receivables

Council discussed the most recent receivables report. It was noted that the receivables are still unacceptably high, but are improving. Lien letters have been sent where required.

Council discussed a request from an Owner for approval of a payment plan for arrears. Management was instructed on a response.

5. COMMITTEE REPORTS

A. Security

Management is awaiting receipt of a quote from Action Lock for various security upgrades, as requested by Council. Options for improving security at the Abacus gate area were discussed. It was suggested and agreed to budget an extra \$5,000 for security upgrades in the next fiscal year.

An issue was raised regarding Tower residents using the Harmony House elevator. Tower residents are reminded that the Harmony House elevator is for the use of Harmony House residents only. Your cooperation is appreciated.

B. Landscaping

Council members will purchase some spring bulbs and plants for the common area gardens. The Committee hopes to plant some prickly shrubs in the springtime for security reasons. It was suggested to add \$2,000-\$3,000 to the next fiscal budget for landscaping improvements. Nematodes will be purchased for the rooftop deck areas.

C. Common Area Deficiency

Council discussed lists prepared by the Common Area Deficiency Committee. These will be sent to the developer, along with a letter from a townhouse Owner regarding concrete patio sloping. The developer has advised they will be addressing the problem with missing insulation, starting next week.

D. Social

There are still no volunteers for the Social Committee.

E. Pet

One Owner has volunteered to serve on the Pet Committee. She will be asked to prepare a notice reminding Residents about the Pet Bylaws and to start a pet registry, as well as provide Council with her own ideas for the Pet Committee.

6. BUSINESS ARISING

A. Security Guard

Council discussed the most efficient use of time for the security guard. It was suggested and agreed that the hours for the security guard should be outside of the hours that the Resident Manager is on duty. Other suggestions were considered. Management was asked to arrange for a representative from Genesis Security to attend the first 15 minutes of the next Council meeting. Issues like handling moves in and out of the building, and directing trades to use the parkade will be discussed.

B. Strata Corporation Website

Council discussed a letter from a volunteer for creating and maintaining the Strata Corporation website. The volunteer's questions were answered. The volunteer will be asked to provide information regarding what the costs of the website would be.

C. Line Painting / Stencilling

Council considered three quotes for line painting and stencilling of numbers in the parkade. The operational issues of completing this work were discussed. It was suggested that stencilling of numbers on the wall is a priority, since the numbers on the concrete floor areas are fading rapidly. Once the numbers have been painted on the wall, there should be no further need for repainting of numbers. It was also suggested and agreed that black dots be applied to the wall areas where the lines extend out onto the floor. This way, if the lines on the floor areas fade, their locations will be marked with dots on the wall.

Council discussed an issue with non-residents of the building, parking in some of the parking spots. This is in contravention of BCS 1559 Bylaws. Management was instructed to send a letter.

Council discussed the possibility of using five visitor parking area spots as rental spots to create revenue for the Strata Corporation. The Resident Manager was asked to e-mail his suggestions on this issue for Council consideration.

D. Resident Manager Job Description

Council discussed suggestions from the Resident Manager on revisions to the Resident Manager's job description. It was suggested that an Assistant Caretaker would be more beneficial than a janitor, since this person could assist the Resident Manager with "two-people" jobs. A weekend janitor would still be required. It was also noted that an Assistant Caretaker could deal with issues like moves and trades people on site on the Resident Manager's days off.

The Resident Manager was asked to prepare proposed job descriptions for his position, as well as an Assistant Caretaker position. These will be discussed further at the next Council meeting.

7. NEW BUSINESS

A. Insurance Appraisal

Council members were provided with a copy of the most recent insurance property appraisal. This was for information only. No action was required.

B. Vancouver Garbage Strike

Council members were provided with information on the Vancouver garbage strike. This was for information only. No action was required.

C. Visitor Parking Passes

Council discussed issues with visitor parking passes, including the following:

- There is to be only one visitor parking pass per unit.
- Visitor parking passes ordered by the previous management company were misprinted.
- It might be beneficial to replace all of the visitor parking passes, since the number of passes currently in use is unknown.
- The unit number should be clearly displayed on the parking passes, which should be placed face up on the dashboard and should be laminated.

- Sun West would need to be instructed to watch for doubled-up suite numbers.
- Residents requesting visitor parking passes would need to show a piece of ID.
- Tenants requesting visitor parking passes would require a letter from the Owner or Owner's agent.
- New parking passes should have The Taylor logo and have the parking rules on the back.

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

1. Visitor parking passes will be \$50 (no exceptions).
2. The unit number must be clearly displayed on the visitor parking pass.
3. Only one visitor parking pass will be issued per unit.
4. Harmony House passes will be numbered 1 to 5.

CARRIED. (Unanimous)

J. Lo offered to have Harmony House staff design a parking pass with The Taylor logo and laminate the new parking passes. She will provide a price for this work.

D. Parkade Power Washing

Council discussed the problems with the recent power washing project. It was agreed that asking Residents on all levels to remove their vehicles for three days created difficulties for many Residents. The contractor had insisted on doing the work this way, as they have had problems in the past with people driving through their freshly cleaned areas, tracking dirt in through these areas. Often, the contractor then gets blamed for not cleaning the areas properly.

Council suggested that this problem could have been addressed by having no "in / out" privileges for vehicles on levels not being cleaned that day, so that no dirt tracking would occur, but not all Residents would be required to remove their vehicles for all three days. It was also noted that more regular, updated bulletins would have been helpful.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection

Council discussed the most recent site inspection report. Management was instructed on correspondence regarding various Bylaw infractions. The Resident Manager was asked to address the maintenance items.

It was noted that a diverter has not yet been installed to protect plants from the emergency generator gasses. This will be addressed.

B. Correspondence

Council considered 26 items of correspondence. The following items required a response, or Council decision:

- A letter was received from an Owner suggesting that Strata Corporation employees should wear a photo ID badge. J. Lo offered to make one for the Resident Manager.
- A letter was received from an Owner regarding water damages in their unit. It was noted that the Owner's tenant created access problems. Management was instructed on a response.

Owners

Please be aware that it is your responsibility to carry insurance on your unit. It is suggested if you do not have insurance, you contact an insurance company and ask them for a homeowner's insurance package, specifically designed for condominium units. Your insurance should include coverage for your belongings, any improvements in your unit, loss of rental income and / or living expenses in a case where your unit may become unliveable for a period of time, as well as coverage for the Strata Corporation's insurance deductible, which is currently \$10,000 for water loss.

- Council discussed a suggestion from DMS Mechanical regarding checking the sewer lines with cameras on a regular basis. It was suggested and agreed to check the lines now then, based on the results, decide whether further checks will be required.
- A letter was received from an Owner regarding noise from rooftop fan units. The units have been checked by DMS Mechanical and found to be functioning as designed. No action was required.
- A letter was received from an Owner regarding noise from a neighbouring unit. Management was instructed to send a standard noise letter to the Owner's neighbour.
- A letter was received from an Owner regarding Residents throwing cigarette butts from the Tower. This is an ongoing problem.

Where Residents are identified throwing items from balconies, fines will be levied. Owners have been levied as much as \$800 for this offence.

C. In Progress

1. Obtaining quotes to install plumbing to hook up irrigation systems for rooftop garden areas.
2. Insurance claim repairs re: sewer back up.
3. Requested shower cartridge reports from DMS Mechanical.
4. Creating a website.
5. Requested recommendations and quotes for options to improve security at Abacus gate / fence.
6. Assisting Action Lock in coordinating lock changes for Owners' suite doors (costs are responsibility of Owners).
7. Investigation of problems with front door motion sensor.
8. Investigation of problems with enterphone.
9. Improvement of lighting at Abacus entrance.
10. Repairs to irrigation line in planter in front of TH 37.

D. Completed Items

1. Updated Strata Corporation Rules to include those added at last meeting.
2. Forwarded deficiency report to Pinnacle Restoration.
3. Obtained electronic copy of RDH report – forwarded copy to Pinnacle Restoration.
4. Ordered changing of locks on mechanical and telephone room doors.
5. Ordered repair of damaged tile in elevator.
6. Obtained quotes for line painting and stencilling in parkade.
7. Requested quote to replace window at one unit.
8. Requested quote to change lights in parkade to a light that can be on 24/7.

9. Followed up with Richmond Elevator re: changing rest floor on one elevator to 16th floor.
10. Requested quote from Action Lock re: security upgrades identified by Council.
11. Diarized to include \$5,000 in next year's budget for financial review.
12. Diarized to include money in next year's budget for security upgrades.
13. Forwarded job description to Resident Manager for comments and input.
14. Approved generator maintenance proposal for load testing in December.
15. Ordered installation of motion lights.
16. Requested sample of window film for gym glass.
17. Forwarded quotes for automatic door opener to Harmony House.
18. Directed Resident Manager to determine high priority security upgrades for this year.
19. Requested quote from security company to change contract to include 8 hours of security a day, from 10:00 p.m. to 6:00 a.m.
20. Forwarded site inspection to Resident Manager for action.
21. Forwarded approval of garage door maintenance program to Creative Door.
22. Annual fire safety inspection.
23. Fob audit.
24. Ordered replacement of roller on treadmill.
25. Forwarded renewal information to insurance company.
26. Completed final proof of loss for insurance claim for one unit.
27. Follow up on outstanding balance from previous management company.

9. **TERMINATION**

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

The next meeting is scheduled for **Tuesday, November 6th, 2007 (Budget)**.

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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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

(10/10/07) (MIN-10.02.1559)

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, NOVEMBER 6th, 2007, AT 6:00 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

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알려드립니다 이것을 번역해 주십시오

सुखी जानकारी बिना करने बिने मत दिना का सुखी करवादि

Council in attendance:	Hamid Asna	Vice-President
	Jordan Parente	Treasurer
	Ken Charko	Privacy Officer / Communications (left at 7:27 p.m.)
	Chad McCrae	Resident Manager Liaison
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	Resident Manager
Regrets:	Brian Kiener	President
	Vivien Lai	Secretary
	Jenny Lo	

1. CALL TO ORDER

The meeting was called to order at 6:02 p.m.

2. GUEST BUSINESS

C. Taibinger, from Genesis Security, attended the first 20 minutes of the Council meeting to discuss security items with Council. It was suggested and agreed that the security guards should take a more active role in dealing with contractors and moves in and out of the building. The moving schedule will be available in the site office / telephone room.

Timing of any incidents will be carefully documented to help identify trends, so that shift rounds can be rotated to be proactive in addressing any potential problems. Guards will be instructed to check their voicemail on a regular basis.

C. Taibinger was thanked for attending the Council meeting. He then left.

3. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held October 2nd, 2007, as circulated. **CARRIED.** (Unanimous)

4. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

Trades on Site

October 3 rd	DMS – rooftop pump and parkade carbon monoxide detectors. Action Lock – front door, townhouse gate, 24 th floor, etc. Pinnacle Restoration – 2 nd to 6 th floors.
October 4 th	Action Lock – miscellaneous doors.
October 10 th	Fire Pro – fix and clean fire panel in lobby.
October 12 th	Richmond Elevator – examine hydraulic oil on floor. Creative Door – P1 gate repair.
October 15 th	Onsite for Horizon front door timing and suite buzzers.
October 17 th	Protec Electrical – install motion sensor lights.
October 19 th	DMS – camera inspection of sewer main, which had blocked six months ago.
October 23 rd	Cleaning Connection – clean common carpets.
October 26 th	DMS – 21 st floor unit defective cartridge.
October 30 th	Metagenics – repair of gym equipment.
October 31 st	Pinnacle – townhouse soffits
November 1 st	Creative Door – P1 gate repair. DMS – repair of check valve.
November 2 nd	Pinnacle – townhouse soffits.
November 5 th	Richmond Elevator – routine maintenance.

Incidents

October 14 th	Altercation between two people in P1 lobby who knew each other.
--------------------------	---

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

- An incident occurred on the common property with one of the tenants. The police attended. No charges were laid.
- There is a concern regarding the potential for water overflows from the unit above the main electrical room. It was suggested that fixtures in this unit should be made more user friendly, with automatic drainage for tubs, etc. and that a shroud should be installed above the electrical equipment to redirect any water that might come through from the unit above. Management was given instructions.
- There was a break in to two cars in the townhouse parking area on October 11th, 2007, at approximately 6:30 a.m. to 7:30 a.m. There was no evidence of forced entry to the townhouse parking area.

5. FINANCIAL REPORT

A. Operating Statements

The Treasurer provided a report on the September 2007 operating statements. Window washing was discussed.

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

B. Receivables

Council discussed the most recent receivables report. It was noted that the receivables are improving. It was suggested and agreed to include a Resolution at the next Annual General Meeting to increase the late payment fee to \$50.00.

C. Proposed 2008 / 2009 Operating Budget

Council discussed the Proposed 2008 Operating Budget. Several suggestions were made. Council members will discuss these suggestions by e-mail, with a view to finalizing the budget at the next Council meeting.

6. NEW BUSINESS

A. Management Contract Amendment

The new Real Estate Services Act requires that all Strata Management Agreements be amended. Council was provided with copies of the contract amendment for their consideration. Any questions on the amendment will be handled by e-mail.

Due to time constraints, K. Charko left the meeting at 7:27 p.m. As there was no longer a Quorum, the meeting was terminated.

The next meeting is scheduled for Monday, December 10th, 2007, at 6:00 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?
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ATTENTION

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PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

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

Friday, December 21 st	At 12:00 Noon (Staff Function)
Monday, December 24 th	At 2:00 p.m.
Tuesday, December 25 th	All Day (Statutory Holiday)
Wednesday, December 26 th	All Day (Statutory Holiday)
Monday, December 31 st	At 2:00 p.m.
Tuesday, January 1 st , 2008	All Day (Statutory Holiday)

Our "On Call" Property Manager will be available for emergencies.

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 _____

DATE: _____

BY

COUNCIL: _____

(11/19/07)

(MIN-19.06.1559)



**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 MONDAY, DECEMBER 10th, 2007, AT 6:00 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated

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重要資料 請找人為你翻譯

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알려드립니다 이것을 번역해 주십시오

ਗੁਰਮਤਿ ਸਤਿਨਾਮੁ ॥ ਜਿਸੁ ਭਾਸੇ ਜਿਸੇ ਭੋਲੇ ਹਿਸ ਚਾ ਭੁੱਲੇ ਚਰਕਾਰੇ ॥

Council in attendance:	Brian Kiener	President
	Hamid Asna	Vice-President
	Jordan Parente	Treasurer
	Chad McCrae	Resident Manager Liaison
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	Resident Manager
Regrets:	Ken Charko	Privacy Officer / Communications
	Vivien Lai	Secretary
	Jenny Lo	
Guest:	Winnie Chung	(for Jenny Lo)

1. CALL TO ORDER

The meeting was called to order at 6:10 p.m.

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held November 6th, 2007, as circulated. **CARRIED.** (Unanimous)

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

November 7 th	Rooftop check valve. #508 cartridge replaced.
November 9 th	DMS rooftop pump.
November 20 th	Fire Pro – close panels / deliver supplies / order parts for gauge.
November 22 nd	Abell Pest Control monthly maintenance.
November 23 rd	DMS #806 / #807 dishwasher leak/ adjust hallway temperature / replace make up air filters. #1901 replace cartridge. Pinnacle Restoration – fire on 23 rd floor. Fire Pro reset lobby fire panel.

November 26th DMS rooftop fan belts.
November 28th Fire Department inspection.
December 3rd Creative Door – ramp gate new roller / TH gate lubricate / P1 gate replace electrical cord.
December 5th Dean / Pinnacle – insulation of soffits.
DMS #2004 / #1904 leak in ceiling.
December 8th Pinnacle Restoration - #2004 / #1904 drying.

Incidents

November 18th Fire on the 23rd floor.

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

- Council has information on the person who lit a fire in the stairwell. It was **MOVED / SECONDED** to try to resolve the issue, by giving this person 30 days to pay the costs of the repairs. If payment is not received, the person who let this person into the building will be charged the Strata Corporation's insurance deductible and criminal charges will be pursued. **CARRIED.** (Unanimous)
- Council discussed issues regarding the security guard on the night of the fire. His employment has since been terminated.
- Council discussed a written complaint from an Owner regarding his move into the building. The Caretaker provided information on the sequence of events during the move. Management was instructed on a response.
- Council discussed the problems with lighting in the parkade area. This will be added to the deficiency list. Quotes will be obtained for new fluorescent light fixtures.

4. FINANCIAL REPORT

A. Operating Statements

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

B. Receivables

Council discussed the most recent receivables report. No action was requested.

C. Proposed 2008 Operating Budget

Council discussed options regarding security for the proposed 2008 Operating Budget. It was agreed not to change the security budget category from the previous year. Council approved the proposed budget for presentation to the Owners at the upcoming Annual General Meeting.

Winnie Chung left the meeting at 7:05 p.m.

Management requested and received instructions on a Christmas bonus for the Resident Manager.

5. COMMITTEE REPORTS

A. Security Upgrades

Council considered quotes for various security upgrades. A couple of revisions to the scope of work were suggested. Management was instructed to order work from Action Lock, as per the revised scope of work.

B. Landscaping

Council discussed the state of the rooftop garden areas. It was noted that on a couple of the rooftop gardens, all the plants have died due to the fact that the irrigation system was never hooked up at construction. Management was asked to check to ensure this item is on the deficiency list.

C. Common Area Deficiencies

The developer has been on site installing the townhouse awnings. There was a problem with one of the awnings, which has been pointed out to the developer.

The developer has also been on site installing insulation on the underside of balconies. The contractor returned to spray a second layer of insulation, which should bring the thickness of the insulation up to the required building code.

There are still areas of concrete that are sloped incorrectly. Management was given instructions on discussing this issue with the developer and the warranty provider.

Management was instructed to send a letter to the developer regarding all of the outstanding deficiencies, a copy of which will be sent to the warranty provider. The letter will give the developer six months to rectify all deficiencies, after which the Strata Corporation will be making a claim with the warranty provider.

D. Pet Committee

Nothing to report.

6. BUSINESS ARISING

A. Developer Deficiencies

This item was discussed under Committee Reports.

B. Garage Gate Repairs

Council reviewed a quote from Creative Door for garage gate repairs. Management was given instructions regarding questions on the quote and awarding the work.

C. Parkade CO Sensors

Council considered a quote from DMS Mechanical for work required to the parkade CO sensors. Another quote will be obtained.

7. NEW BUSINESS

A. Annual Fire Safety Inspection

Quite a number of units were missed when the fire control contractor was on site to check in-suite devices during the annual fire safety inspection. Council discussed a quote from the contractor for follow up work determined to be required by the contractor when the annual inspection was completed. Two other fire control contractors will be asked to assess whether the work is required and provide quotes.

B. Miscellaneous Repairs

Council discussed a number of quotes from Pinnacle Restorations for various repairs throughout the building. It was noted that a number of these items are likely to be related to ongoing insurance claims. Management was given instructions.

C. Security Upgrades

This item was discussed under 5A Committee Reports.

D. Preventing Insurable Losses

Management provided information from the Strata Corporation's insurance company regarding ways to prevent insurable losses. A Council member volunteered to review this information and provide recommendations to Council.

E. Resolutions for Annual General Meeting

Council discussed possible Resolutions for consideration at the Annual General Meeting. It was suggested and agreed that a Bylaw change be presented to change late payment charges. Management will arrange.

F. Website

Council discussed information provided by an Owner who has offered to create and maintain a website for The Taylor.

It was **MOVED / SECONDED** to approve the Owner's offer and a small cost associated with same. **CARRIED.** (Unanimous)

Due to time constraints, Chad advised he would have to leave the meeting.

Council quickly discussed a renovation request by one of the Owners. Management was given instructions.

8. TERMINATION

As there was no longer a Quorum, the meeting was terminated at 8:30 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

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 21 st	At 12:00 Noon (Staff Function)
Monday, December 24 th	At 2:00 p.m.
Tuesday, December 25 th	All Day (Statutory Holiday)
Wednesday, December 26 th	All Day (Statutory Holiday)
Monday, December 31 st	At 2:00 p.m.
Tuesday, January 1 st , 2008	All Day (Statutory Holiday)

Our "On Call" Property Manager will be available for emergencies.

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: _____

(12/18/07) (MIN-12.10.1559)