



**The
Wynford
Group**

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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON THURSDAY, APRIL 10th, 2008, AT 5:30 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION	Please have this translated	重要資料	請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS	Prérez de les faire traduire	これはたいせつな資料です。どなたかに日本語に訳してもらってください。	
INFORMACIÓN IMPORTANTE	Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오	
CHỈ DẪN QUAN TRỌNG	Xin nhờ người dịch hộ	গুরুত্বপূর্ণ তথ্যের বিষয়ে জানতে চাইলে অনুগ্রহ করে বাংলায় অনুবাদ করুন	

Council in attendance:	Brian Kiener Hamid Asna Jordan Parente Rachel Wyles Jennifer Thomas	President (left at 6:45 p.m. – returned at 8:15 p.m.)
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	Resident Manager
Regrets:	Chad McCrae Melanie Troyer	Vice-President Treasurer

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2. GUEST BUSINESS

Council and Management visited three upper floor units to view the rooftop garden areas. Various options for maintenance were discussed, with consideration of the fact that the irrigation systems are in, but are not hooked up to a hose bib. In some cases, no hose bib exists in the nearby area. ParaSpace Landscaping will be asked to meet on site with B. Kiener to further discuss options and prepare a quote for removal of weeds and unhealthy plants.

3. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the March 13th, 2008 Council meeting, as circulated. **CARRIED.** (Unanimous)

4. RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's report.

- Owners / Residents are reminded to report any leaks or signs of water to the Resident Manager immediately upon discovery.
- A price will be obtained to install metal mesh above the glass canopy to mitigate any future damage

Due to another commitment, B. Kiener left the meeting at 6:45 p.m.

5. FINANCIAL REPORT

A. Operating Statements

The Treasurer was absent from the Council meeting.

B. Receivables

Council discussed the most recent receivables report. It was noted that the receivables are slowly improving.

6. COMMITTEE REPORTS

A. Security

J. Parente volunteered to arrange a walk-around of the property to be coordinated with a community police officer. This will be arranged shortly.

B. Landscaping

The following points were noted:

- ParaSpace Landscaping will be placing additional soil in the garden beds within the next couple of weeks.
- Rooftop gardens are becoming a maintenance issue. Several Owners have indicated and requested different types of maintenance.
- There are four options for the rooftop gardens, as follows:
 1. Weed clean up and replace dead plants only.
 2. Remove soil in planters, except for small areas around a few minimal plants. The remaining areas would be filled with rocks.
 3. All soil would be removed from the planters. A few potted trees or shrubs would be placed in the planters, to be surrounded by rocks.
 4. Remove all soil from planters, replace with rock garden only.
- It was suggested and agreed that an information meeting be held for all Owners affected by the rooftop gardens. Quotes will be requested for the four options noted. A notice will be posted in the elevator advising when the information meeting will take place.
- Management was instructed to order weeding on the rooftop balconies as an interim measure until a final decision is made regarding the maintenance.

C. Common Area Deficiencies

- The Property Manager has contacted Sean Liaw, of RDH Engineering, regarding outstanding deficiencies. He has been asked to review items in his report to determine which items are still outstanding. He suggested that the developer be asked to provide this information as a starting point.
- Pinnacle's contractors have not been on site in recent weeks. They will be contacted regarding known deficiencies that are still outstanding. In addition, they will be asked to provide information regarding the type of irrigation system on the 24th floor and whether they plan to install timers for the system.
- Sean Liaw will be asked to contact B. Kiener to arrange the walk-around.
- A registered letter will be sent to the Developer regarding the outstanding items.
- Parkade lighting will be included as a deficiency.
- The missing fan system in the parkade will also be included as a deficiency.

D. Social

Nothing to report.

E. 2010 Banner Task Force

- The Task Force has determined not to pursue Tunnel Vision's offers regarding the banners at this time.
- A Task Force member volunteered to obtain information from 3M for Council consideration.
- Rooftop cameras are still being considered

B. Kiener returned to the meeting at 8:15 p.m.

F. Common Area Improvements

Nothing to report.

7. BUSINESS ARISING

A. Double Locking Mailboxes

Management is waiting to hear back from Canada Post on upgrading security of the mailboxes. A Council member offered to pick up some red dots that Residents can use on their mailboxes to designate their mailbox as 'junk mail free' to let Canada Post know that they would prefer no junk mail.

B. Harmony House Insurance Claims

It has been determined that it is not possible to obtain a separate insurance policy for Harmony House, since the Strata Corporation is one legal entity. Management was instructed to ask the Strata lawyer if there are any Bylaws that can be written that would help establish guidelines to ensure responsibility for damages is properly allocated.

C. Recovery of Costs re: Fire on 23rd Floor

Council discussed the possibility of proceeding with a civil lawsuit against the person who lit the fire in the stairwell of the 23rd floor.

Management was instructed to ask the Strata Corporation's lawyer if there is a process for banning individuals from Strata property.

D. Footlights at Front Entrance

There has been difficulty obtaining quotes to repair the footlights at the front entrance. It was suggested that new fixtures be installed in other areas near the entrance. An electrician will be asked to view the area and provide suggestions and quotes.

E. Carpets for Entrance and Elevators

Council discussed and approved the Resident Manager's suggestion to proceed with the purchase of a new carpet for the main entrance to the Tower and two new carpets for the elevators.

8. NEW BUSINESS

A. Water Under Floor – 10th Floor Unit

Council discussed damage from water under the floor of a 10th floor unit.

B. Odour from Bathroom Fan

A Resident has complained about an odour from their bathroom fan. Since this fan services only their unit, this is an individual Owner issue.

C. Reminder re: Throwing Items from Tower

Owners / Residents

Please do not throw any items from the Tower. Do not allow any items to blow off your balcony and ensure that your visitors know how important it is not to throw or drop anything from the balconies. Some of the lower floor Residents are afraid to use their patios, due to items dropping from floors above. Your cooperation is appreciated.

D. Diagnostic of Gas Detection Control Panel

Council considered a report and quote from Global Gas Detection regarding a diagnostic of a gas detection control panel that is not functioning. Management was instructed to order the work, as quoted.

E. Anonymous Correspondence

Owners / tenants please be advised that anonymous correspondence will not be addressed.

F. Signature of Engagement Letter – Clark Wilson

Council signed the engagement letter for the services of the law firm, Clark Wilson.

G. Yard Waste / Electronic Waste

There are new restrictions regarding yard waste and electronic waste from the GVRD. A bulletin board will be placed on the wall in the garbage room. The new restrictions will be posted on the bulletin board.

H. Tasks for Resident Manager

It was suggested and agreed that a monthly task list be identified at each Council meeting for the Resident Manager to address.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Management was instructed to send letters to Owners regarding various Bylaw infractions and to address maintenance items, as required.

B. Correspondence

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

- A letter was received from an Owner requesting permission to install another cable outlet. The standard permission letter will be sent.
- A letter was received from an Owner regarding Christmas lights on the neighbour's unit. It was **MOVED / SECONDED** to approve the following new Rule:

Christmas lights are permitted on the exterior of an Owner's unit only between November 1st and the last day of February each year. **CARRIED. (Unanimous)**

- A letter and information was received from an Owner requesting reimbursement for towing costs. The Owner's request was denied.
- Letters were received from two Owners requesting reversal of late payment charges for late payment of Strata Fees. Their requests were denied.
- Three letters were received from an Owner regarding various issues, including a neighbour dropping or throwing something from their balcony. Management was instructed on a response.
- A letter was received from an Owner regarding a balance forward from the previous Management Company associated with late payment fees and a \$200 moving fee. Management was instructed on a response.
- A letter was received from an Owner regarding a security issue. This issue has since been addressed.
- A letter was received from an Owner regarding a dog on the loose in the common areas of the building. A letter will be sent to the dog Owner.
- A letter was received from an Owner regarding a Form K and move in fee. Management was instructed to reverse the move in fee, in this instance.

C. In Progress

1. Collecting resumes for Assistant Caretaker position.
2. Reviewing Barel contract re: revision or termination.
3. Obtaining quotes for blinds in gym area.
4. Contacting architect re: lack of water hook-ups for irrigation system.
5. Obtaining quotes for lights at entrance stairs.
6. Security improvements – abacus gate.
7. Stencilling in parkade.
8. Addressing cracked glass in solarium of a 5th floor unit.
9. Request for Maintenance manual from Developer by registered letter cc: Strata Lawyer.

D. Deferred

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

E. Completed Items

1. Obtained quotes for lighting in parkade.
2. Addressed unbooked move into a 7th floor unit.
3. No power in one 7th floor unit – discussed with Resident Manager.
4. Addressed towing issue.
5. Ordered replacement of two glass panels on entrance canopy.
6. Ordered replacement of bearings on transformer room A/C.
7. Clark Wilson sent letters to four Owners re: arrears.
8. Ordered root weevil control.

10. TERMINATION

There being no further business, the meeting was terminated at 9:35 p.m.

The next meeting is scheduled for Wednesday, May 7th, 2008 at 6:15 p.m.

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

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

ATTENTION

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

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

APPROVED _____
BY
COUNCIL: _____

DATE: _____
(04/14/08) (MIN-04.10.1559)



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PROPERTY MANAGEMENT SERVICES

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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいはつをお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	중요한 사항을 알려드립니다. 이것을 번역해 주십시오

Council in attendance:	Brian Kiener Chad McCrae Melanie Troyer Hamid Asna Jordan Parente Rachel Wyles Jennifer Thomas	President Vice-President (arrived at 6:41 p.m., left at 8:18 p.m.) Treasurer
Property Manager:	Geraldine Svisdahl For Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Guests:	Peter Chien David Sau Edward Teng	Harmony House Strata Lot 185 – Owner Strata Lot 185 – Tenant
Regrets:	Sherry McCuaig	The Wynford Group

1. CALL TO ORDER

The meeting was called to order at 5:40p.m.

2. GUEST BUSINESS

Peter Chien, of Harmony House, was present to talk to the Council about the various charge backs relating to damage caused by Harmony House tenants. He stated that he was meeting with Success to discuss liability insurance, vis-à-vis damage caused by Harmony House tenants. Mr. Chien also suggested that two quotations should be obtained for the repair damage. Mr. Chien was informed that for small repairs such as these, contractors are unwilling to provide quotations.

It was agreed that a Purchase Order should be issued for repairs to the ceiling of #402, which are the responsibility of the Strata Corporation, and that the Property Manager will ascertain when work will start on repairs required to four of the Harmony House suites and that Harmony House staff will be advised of a start date as soon as possible.

The Owner and Tenant of Unit #1904 were present to discuss fines assessed against the Strata Lot for Bylaw violations. Council agreed to discuss this matter later in the Agenda.

All three guests left the meeting with the thanks of Council.

3. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the April 10th, 2008 Council meeting, as circulated. **CARRIED.** (Unanimous)

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager's written report was reviewed by Council. Report.

It was agreed to charge back the damage caused to the garage gate in late March 2008 to the Resident responsible.

Discussion took place with respect to the shower cartridges and the Property Manager was directed to ascertain whether or not this issue is on the deficiency list. It was further agreed that a representative of DMS Mechanical be invited to attend the next Council meeting to discuss the failing cartridges.

The Property Manager was directed to provide an updated deficiency list to the Strata Council.

Robert Ganz was directed to compare the various quotes for window cleaning and to make arrangements to have this project completed as soon as possible, using the contractor with the lowest possible quoted price. Robert will also discuss a quote with the dryer vent cleaning company.

Hose bibs on the exterior of the building were discussed at length and it was noted that the developer has agreed to install one hose bib at the front of the building that was shown on the building blueprints. A six-month deadline for this installation has been given and the deadline is the end of August 2008.

The Resident Manager was directed to follow up with the developer with respect to a second hose bib in the courtyard and to obtain quotations to install a diverter valve at the Harmony House hose bib and also to relocate this hose bib.

Tools and equipment were discussed and it was **MOVED / SECONDED** to authorize the purchase of a ladder and a respirator. **CARRIED.** (Unanimous)

The Resident Manager's task list was reviewed and Council was updated by Robert on the projects that have been accomplished in the last month. A DVR was also discussed and Robert is to obtain firm quotes and report back to the Council.

5. **FINANCIAL REPORT**

A. Operating Statements

Following a review of the statement of receipts and disbursements and invoices paid on behalf of the Strata Corporation, it was **MOVED / SECONDED** to approve the operating statement for the month of January 2008, as prepared by The Wynford Group, subject to The Wynford Group arranging to reimburse the Strata Corporation for an invoice that was paid in error by the Strata Corporation. **CARRIED.** (Unanimous)

Following a review of the statement of receipts and disbursements and invoices paid on behalf of the Strata Corporation, it was **MOVED / SECONDED** to approve the operating statement for the month of February 2008, as prepared by The Wynford Group, subject to The Wynford Group arranging to reimburse the Strata Corporation for invoices that were paid in error by the Strata Corporation. **CARRIED.** (Unanimous)

Following a review of the statement of receipts and disbursements and invoices paid on behalf of the Strata Corporation, it was **MOVED / SECONDED** to approve the operating statement for the month of March 2008, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

The receivables list was reviewed. The Council continues to be concerned over the number of Owners who are in arrears. The Property Manager was directed to send demand letters to three Owners who are substantially in arrears.

Council reviewed the fines assessed against Strata Lot 185 and directed the Property Manager to reverse all fines from the end of January 2008 onward, as the dog was removed from the building at the end of January.

Following a review of the extenuating circumstances surrounding a move in, it was **MOVED / SECONDED** to reduce the move in fee for a Strata Lot to \$150.00. **CARRIED.** (Unanimous)

6. COMMITTEE REPORTS

A. Security

The lock has been fixed on the service entry door from Shanghai Alley.

The quotations for various signs were reviewed and it was **MOVED / SECONDED** to purchase three signs for the exterior of the building concerning security and two signs for the elevators concerning moves. **CARRIED.** (Unanimous)

B. Landscaping

New shrubbery has been planted and the irrigation system is up and running.

Council wishes to thank all those volunteers who participated in the "Good Earth Landscaping Day" on April 27th, 2008. Your efforts to improve the landscaping at The Taylor are much appreciated.

The Strata Council encourages all Residents to participate in the Landscaping Committee.

C. Common Area Deficiencies

See above under the Resident Manager's Report. The Property Manager was directed to ensure that RDH does a follow up to the initial report.

Council seeks Owners to serve on this Committee. If you are interested, please drop a note in the Council mailbox.

D. Social

Nothing to report.

E. 2010 Banner Task Force

The Council is actively seeking a revenue stream for the building during the Olympic period.

F. Common Area Improvements

The plan is to eventually paint all of the lobbies.

7. BUSINESS ARISING

A. Mesh Over the Glass Canopy

It was agreed that no action will be taken on this matter.

B. Mailbox Security

We are awaiting a response from Canada Post.

C. Banning Individuals from the Building

We are awaiting an opinion from the Strata Corporation's lawyer.

D. Front Entrance Footlights

Robert Ganz is to coordinate quotations and lighting options.

E. Assistant Caretaker

The resumes for this position were provided to Council member, Jordan Parente. Council will review the resumes and set up interviews.

F. 5th Floor Solarium

It was agreed that as the glass company has indicated the cause of the broken window is unknown, the Strata Corporation will pay for the glass replacement.

G. Bar-El Janitorial Contract

It was agreed to refer this contract to the Assistant Caretaker Hiring Committee.

8. NEW BUSINESS

A. Smoking

Members of the Council were provided with information with respect to the new Tobacco Control Act.

B. Office Computer

The old computer crashed and a "new" computer has been donated to the building.

C. False Creek Residents Association

Council is kept up to date with respect to this Association and information on future meetings will be posted in the building.

D. Charge Back

The Property Manager was directed to pay an invoice with respect to a suite on the 5th floor and not to charge back the related amount.

E. Window Glass – Unit #1808

The Resident manager will be asked to ascertain from the window cleaners whether or not the mark on this window can be polished out.

9. **PROPERTY MANAGER'S REPORT**

A. Correspondence

Thirty-six items of correspondence were reviewed, including welcome letters to three Owners.

- A request from one of the townhouses to install cedar panels was reviewed and the Property Manager was directed to ask the Owner for more information and a sketch of the proposed work.
- A request from an Owner to reduce the move in fee because of conflicting information, vis-à-vis the Bylaws and the Rules, was reviewed and the Property Manager was directed to reduce the move in fee to \$125.00.
- A request for hardwood floors was approved, subject to the usual conditions.
- A request for hard floors and kitchen renovations was approved, subject to the usual conditions.
- A request for in-suite changes, vis-à-vis a closet, was approved, subject to the usual conditions.
- A request from an Owner to take down some walls was reviewed and the Property Manager was directed to ask the Owner for more information and a sketch.
- Another request for hardwood floors was approved, subject to the usual conditions.
- A complaint with respect to front door security was reviewed.

Security is everyone's responsibility. Please make sure that the exterior doors are not left propped open during moves. If you note a door is insecure, please contact security or the Resident Manager.

- A request to reverse a fine was reviewed and the Property Manager was given direction.
- A letter from an Owner with respect to deficiencies was reviewed and the Property Manager was given directions as to a response.

B. In Progress

1. Entrance / elevator mats on order.
2. Gas detection control panel repairs.
3. Quotes for blinds in the gym.
4. Contact architect re: irrigation hook up.
5. Security improvements.
6. Stencil parkade.
7. Maintenance Manual requested.
8. Dryer vent cleaning – scheduled for May 14-22, 2008.
9. Repairs to damage caused by flood in a 3rd floor unit and two 2nd floor units – charge back to 3rd floor unit.
10. FOBs / cards / clickers on order.
11. Repair glass in an 18th floor unit.
12. Repairs to a 6th floor unit.

C. Completed Items

1. DHW cross over problems resolved.
2. Topsoil delivered and spread.
3. Repair PRV for fire system.
4. Replace motor on P1 gate.
5. Replace glass panels in canopy.

10. **TERMINATION**

There being no further business, the meeting was terminated at 8:55 p.m.

The next Council meeting date will be arranged in conjunction with the Property Manager and the Strata Council.

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BY
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DATE: _____
(05/08/08) (MIN-05.07.1559)