

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
of 1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2008 / 2009**

PRESIDENT
Jane Rashed

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

LANDSCAPING
Dan Traczynski

AT LARGE
Jake Jacob
Jason Lin

STRATA MANAGER
Monica Dare

**BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
VANCOUVER, BC V6J 3G7**

Phone: 604-257-0325
Direct Line: 604-714-1538
Direct Fax: 604-592-3689
Email: mdare@baywest.ca

ACCOUNTANT
Vicki Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Randie Jantzen

ASSISTANT MANAGER
Melen Gonzales
Site Office: 604-488-5464
Fax: 604-488-5462
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

PRESENT:

Jane Rashed (by speakerphone)
Alexis Mackintosh
Donnalyne Mackie
Jason Lin
Dan Traczynski
Lan Quan

REGRETS:

Jake Jacob

Monica Dare, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:32 p.m. A quorum was established.

(2) ADOPTION OF THE PREVIOUS MINUTES

The Minutes of the Council meeting of June 25, 2008 were reviewed, and it was noted that an amendment was required in Section 5.2 to reflect that the Bulletin Board Rules were ratified by the Owners at the March, 2007 Annual General Meeting. It was then **Moved/Seconded** to adopt the Minutes of the Council meeting of June 25, 2008, as distributed, with the noted amendment.

MOTION CARRIED

(3) FINANCIAL BUSINESS**3.1 FINANCIAL STATEMENTS**

Donnalyne Mackie advised that she found the Financial Statements to June, 2008, to be in order. Accordingly, it was **Moved/Seconded** to approve the Financial Statements to June 30, 2008, as distributed.

MOTION CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the Owner Accounts Receivable as of July 23, 2008 was \$19,273.07. Council commended the Strata Manager for the success of the follow-up collection actions, and noted additional actions to be taken on delinquent accounts.

3.3 DEFICIT RECOVERY

Council noted that the additional deficit not dealt with in the 2009/10 Operating budget would be added to the Agenda of the Special General Meeting that would eventually be called regarding the P5 sinkhole remediation.

3.4 CONCIERGE INVOICING

The Strata Manager advised that the May and June, 2008 invoices from Concord Security were being held unpaid but accrued, pending receipt of the back-up time sheet reconciliations. Donnalayne Mackie volunteered to call Concord on the Strata's behalf to request urgent attention to the time sheets.

(4) BUSINESS ARISING

4.1 P5 CAVITY – UPDATE

Council noted the most recent updates related to the P5 cavity. A meeting had been held on July 15, 2008, with the following in attendance: Matt Kokan of Geopacific Consultants; Jamie Bleay of Access Law Group; Donnalayne Mackie and Alexis McKenzie of the Council; and Monica Dare, Baywest Strata Manager. The purpose of the meeting was to receive updates from the lawyer and engineer about progress in the additional work required to further remediate the first and only sinkhole on the P5 level, and to devise a plan of action to move the repairs forward. The updates were as follows:

- Matt Kokan of Geopacific Consultants advised of difficulty in finding companies that were both qualified and willing to quote in this construction climate. He is working diligently on locating such companies but to date has only rough estimates of the costs. The other issue continues to be that while Matt Kokan is asking contractors to quote on his proposed method of repair, the RAV line engineers have proposed an alternate repair method. The ultimate repair may be a combination of the two, and this could be determined by a tunneling engineer specialist.
- Jamie Bleay of Access Law Group advised of ongoing conversations that he had held with the RAV engineers, from which in his opinion he has now concluded that RAV may decide to pay at least some of the costs of the additional repairs at some point. Jamie Bleay has requested that RAV provide some form of commitment in this regard but to date this has not been forthcoming. The RAV engineers have also advised that they would use their Right of Way Agreement to stop any repair work that they felt would damage the tunnel. Jamie Bleay continued to urge the Strata Corporation to call a Special General Meeting to raise the funds for the repairs and deal with the responsibility of costs at a later date.

Council concluded that a tunneling engineer would be engaged to determine the best method of repair, and that a Special General Meeting would be called in the early Fall to deal with the costs of repair, of an amount that can not yet be determined.

FOR CLARIFICATION, PLEASE NOTE THAT THERE IS ONLY ONE SINKHOLE IN THE P5 LEVEL. THIS IS THE AREA THAT HAS ALREADY BEEN STABILIZED BUT COUNCIL HAS BEEN ADVISED REQUIRES FURTHER REMEDIATION FOR LONG TERM STABILITY.

4.2 FIRE ALARM JUNCTION BOXES

Council reviewed and approved the quote from ORKA Property Services for the repairs to the fire alarm junction boxes. As previously noted, this subject will be added to a list of original deficiency items for discussion with the Developer.

4.3 ANNUAL FIRE SYSTEM INSPECTION – DEFICIENCIES

The Strata Manager reported that the report from Mountain Fire for the July 7th deficiency visit was pending. When the report is received, the names of units still not accessible for inspection will be noted in the Minutes and letters will be sent to each such unit Owner advising that this is now their responsibility. A report about this visit will be given at the next Council meeting.

4.4 MECHANICAL ROOM LEAK

The Strata Manager reported that the insurance claim had been made for this water damage loss and accepted by the independent adjustor. All invoices have been paid by the Strata Corporation and reimbursement cheques for the amount over the \$25,000.00 deductible will be sent by the various underwriters who are subscribers to the policy.

4.5 WINDOW WASHING

Council noted that Red Lion had been paid for the completed cleaning on one tower and that work was in progress on the other tower, the film centre and the commercial area.

4.6 TOWNHOUSE WINDOW ALTERATIONS

The Strata Manager updated Council on progress with obtaining drawings and other information from the Townhouse Owners who had alterations done to the unit windows. This matter will require additional follow up as the information is not yet complete and the Alteration Agreements are not yet in place.

4.7 PENTHOUSE ALTERATIONS

The Strata Manager reported that the Owner who had made alterations to the penthouse unit (gazebo, hot tub and planters) was unable to attend this Council meeting as he was away for the summer. Accordingly, the hearing will be held at the next Council meeting.

At this time, Council also noted that there was another penthouse unit with an unauthorized hot tub. The Strata Manager was directed to write and advise the Owner that the hot tub must be removed.

4.8 UNIT LEAK

Council reviewed an invoice from DMS Mechanical for additional research into the cause of the leak into a unit near the top floor of Tower A. It was agreed that for now the invoice would be paid by the Strata Corporation subject to an eventual determination of the cause of the leak. A Council member will review the unit using a special infrared thermal imaging camera to see if the leak can be located.

4.9 DEVELOPER ISSUES

Council reviewed a list of deficiency issues to be reviewed with the Developer. The Strata Manager will forward this list to the Developer for discussion.

5. CORRESPONDENCE

5.1 SUMMARY IN MINUTES ABOUT P5 SINKHOLE

A letter was received from Owner expressing concerns about the wording in the Minutes of the last Council meeting which in his opinion may have led some Owners to feel that there is a second sink hole under the building requiring remediation. The Owner will be advised that there is only one sink hole requiring additional repairs which is as stated in section 4.1 of these Minutes.

6. REPORTS

6.1 RESIDENT MANAGER

Council reviewed the Resident Manager's report which highlighted the following:

Parkade:

- MDE Electrical was called to deal with P1 visitor area light outage. After considerable effort a short was discovered and situation rectified
- A resident has been overloading their parking stall #113 with vehicles causing his truck to protrude into the driving area of the parkade. The Resident Manager is presently trying to contact the resident to move the vehicle.
- No further leaking or dripping has been reported in parkade area.

Elevators:

- Elevator #1 in tower A was not allowing access to the 5th floor. Thyssen Krupp was called and located a poor wire connection in the cab.
- Elevator cab emergency dialers were re-connected to proper phone line.

- Elevator call buttons in #1 tower A were lighting up on all floors. It was discovered an override switch was in the wrong position in the elevator mechanical room and was re-set.
- Elevator blanket measurements and another quote were forwarded to the Strata Manager.

Fire Systems:

- Mountain Fire re-attended to access units not inspected during April.
- Smoke detectors will be installed shortly in several units.

Pool:

- Melen has returned from holiday and the pool quality has since improved. The Resident Manager will be taking a refresher course for pool maintenance.
- There may be a problem with the pool heater – this is under investigation.
- A new hot tub cover has been ordered.

Miscellaneous:

- Problems with units on 33rd and 32nd floor of tower A - source of leak not yet determined. DMS has been investigating.
- The enterphone system continues to give us intermittent problems. Two (2) units were sourced for problems. *In the future if it is discovered that something has been done by the current or previous resident that has caused the problem, the unit Owner will be charged back for the cost of the repair.*
- August guest room bookings are very heavy.
- Resident appreciation night was successful and resident response was positive.
- Security has been instructed to step up patrols in the pool area for glass containers.

Vacation:

The Resident Manager requested one week vacation from July 24 to August 1, 2008. (*Approved by Council.*)

At this time, Council noted that they had received the resignation of Melen Gonzales from his position as Assistant Manager, effective July 31, 2008. The Strata Manager advised that Robin Gonzales had submitted his application for this position. There was discussion of the requirements of the position and the possibility of changing the job description and seeking alternate candidates. Following full discussion and review of Robin's application and the salary to be offered, Council directed the Strata Manager to offer the Assistant Manager position, using the existing job description, to Robin Gonzales on a three-month probationary period basis, effective August 1, 2008.

6.2 LANDSCAPING/LOBBY BEAUTIFICATION

Council reviewed the following related to the above subjects:

- No additional quotes have been received for the landscaping at Brava. It was agreed that the landscaping should be either added to the job description of the Assistant Manager.
- The month to month contract with Weedbusters is to be terminated effective July 31, 2008.
- Council reviewed and approved the quote from Palladium for landscaping improvement at the front (Seymour side) of the buildings.
- Each Council member plus the Resident Manager and Strata Manager will make a prioritized list of the maintenance/improvement items that they most want to see dealt with both by staff and a hired contractor.
- Council reviewed and declined a quote for new elevator pads due to the high cost. The Resident Manager will be directed to ensure that the elevator pads are taken down at the end of each and every day.
- A Council member volunteered to donate some photographs to install on the lobby walls.

(7) NEW BUSINESS

7.1 ELECTRICAL BALLASTS

It was noted that MDE Electric was preparing a quote to replace all of the ballasts in the garage.

7.2 NOISE COMPLAINT LETTER

Council reviewed a letter that had been drafted by the concierge to give to residents as a general warning when a noise complaint against the unit had been received. Following review, Council decided that the letter should not be used but rather that all noise incidents should be reported to the Strata Manager for follow up letters.

7.3 GARAGE DOOR MOTOR

Council reviewed and tabled a quote for an industrial duty motor on the interior garage gate.

7.4 BICYCLE ROOM

The Strata Manager will ask Amacon if an area of the garage can be used for a bicycle room.

7.5 GARAGE GATE DAMAGE

The Strata Manager reported that she had started a claim with ICBC for damage to the garage gate caused by a vehicle impact.

(8) TERMINATION

There being no further business, the meeting was adjourned at 9:55 p.m.

Future Discussions:

1. Signing of Amacon waiver

There will be no Council meeting in August.

The next Council Meeting will be held on Wednesday, September 3, 2008 at 6:30 p.m.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

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Lan Quan

REGRETS:

Jake Jacob

Monica Dare, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:32 p.m. A quorum was established.

(2) GUEST BUSINESS

The Strata Manager advised that the Owner who had been expected to attend the meeting for a hearing regarding an unauthorized alteration on common property had indicated that he would not be able to attend this meeting. Following discussion, Council directed the Strata Manager to write a letter to the Owner advising that he must attend the next Council meeting. He will also be advised that a failure to attend the meeting will result in the removal of the alteration from common property by the Council and that a fine would be levied on the strata lot account.

(3) ADOPTION OF THE PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the Minutes of the Council meeting of July 23, 2008, as distributed.

MOTION CARRIED

(4) FINANCIAL BUSINESS**4.1 FINANCIAL STATEMENTS**

Donnalyne Mackie advised that she had some concerns about the level of expenses to date, but that otherwise she found the Financial Statements to July, 2008, to be in order. Accordingly, it was **Moved/Seconded** to approve the Financial Statements to July 31, 2008, as distributed.

MOTION CARRIED

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the Owner Accounts Receivable as of September 3, 2008 was \$22,720.07. Council directed the Strata Manager to have the Strata's lawyer commence legal proceedings for collection on one strata lot account.

(5) BUSINESS ARISING

5.1 P5 CAVITY – UPDATE

The Strata Manager reported that Garry Stevenson, an engineer with tunneling expertise had been engaged to review the proposals for the additional remediation of the sinkhole on the P5 level, and to then determine the best method of repair. It was noted that Mr. Stevenson had advised that his evaluation and report may take 3 to 4 weeks, and that once the repair solution and related costs were determined, a Special General Meeting would be called to deal with the costs of repair.

The Strata Manager also advised that she was keeping Jamie Bleay of Access Law Group apprised of progress towards the repairs.

5.2 FIRE ALARM JUNCTION BOXES

The Strata Manager reported that Mountain Fire Protection Ltd. had inspected the fire alarm junction boxes that had been repaired by ORKA Property Services and had advised that some of the newly installed hatch doors were not acceptable. The Strata Manager also advised that the ORKA invoice had not yet been paid, and that ORKA and Mountain Fire were working together towards resolving the noted issues with some of the doors.

5.3 ANNUAL FIRE SYSTEM INSPECTION – DEFICIENCIES

Council reviewed the report from Mountain Fire from the July 7th deficiency visit and noted units that had still failed to provide access to their units for inspections. Council also reviewed and approved a letter to be sent to the residents and Owners of those units advising that they were now individually required to have these inspections done at their own expense, failing which Bylaw fines of up to \$200.00 would be levied on the strata lot account.

5.4 MECHANICAL ROOM LEAK

The Strata Manager reported that reimbursements were gradually being received from the insurance underwriters for the water damage claim.

5.5 WINDOW WASHING

Council noted that Red Lion had completed the window washing project and that the related invoice had been paid.

5.6 TOWNHOUSE WINDOW ALTERATIONS

The Strata Manager advised that there was one Townhouse Owner who was dealing with the other Townhouse Owners to obtain drawings and other information about the alterations to the unit windows so that Alteration Agreements could be completed. Council directed the Strata Manager to write to each individual Townhouse Owner advising of the requirement for these documents.

5.7 UNIT LEAK

The Strata Manager advised that based on further investigations including a water test by the Resident Manager and a Council member using a thermal imaging camera, it had been determined that the leak in a unit near the top floor was caused by the failure of the balcony membrane on the unit above. Accordingly this is a building envelope issue and will be added to the list of items to be reviewed with the Developer.

5.8 DEVELOPER ISSUES

The Strata Manager provided Council with an updated list of building issues to be reviewed with the Developer, together with related costs where available. Council approved this list to be forwarded to the Developer for discussion.

5.9 ELECTRICAL BALLASTS

Council reviewed a quote from MDE Electric for replacement of all ballasts in the garage. It was agreed that this item should be added to the list of issues to be reviewed with the Developer as these failures may be premature.

5.10 BICYCLE ROOM

The Strata Manager reported that she had made a request to Amacon to use an area of the garage for bicycle storage but that no response had been received to date.

5.11 GARAGE GATE DAMAGE

The Strata Manager reported that she had now been advised by ICBC that a police report needed to be filed in order to proceed with the claim for the damage to the garage gate caused by a vehicle impact.

5.12 GARAGE DOOR MOTOR

Council agreed to add the cost of an industrial duty motor on the interior garage gate to next year's Operating Budget.

6. CORRESPONDENCE

6.1 UNIT ALTERATIONS

A letter was received from Owner in response to Council's letter about an apparent alteration in the unit and a hot tub on the deck of the unit. The Owner advised that the unit had not been altered from the time it was built and that the hot tub would be removed if Council requested it. The Owner will be advised that the as-built drawings have been located and reviewed. Although it is confirmed that the unit is as originally built, Council does require removal of the hot tub since Strata Bylaw 7.1(17) states: *"An owner of a residential strata lot will not place, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to place any indoor-outdoor carpeting on any deck, patio or balcony, or place any items on any deck, patio or the balcony except free-standing, self-contained planter boxes, summer furniture and accessories..."*

6.2 MOTORCYCLE PARKING

A letter was received from an Owner requesting use of a space in the garage to park a motorcycle. The Owner will be advised that as parking is controlled by the Developer, this permission could not be granted at this time but may be considered at a later date.

6.3 BLINDS

A letter was received from Owners of a unit requesting permission to install vertical blinds in the unit. The Owners will be advised that the blinds can be installed as long as they are white in colour.

7. REPORTS

7.1 RESIDENT MANAGER

Council reviewed the Resident Manager's report which highlighted the following:

Parkade:

- Clean-up of the parking stalls and storage rooms is proceeding.
- Pressure washing of the parkade is suggested within the next 2 months

Elevators:

- There have been few elevator incidents or call outs.
- There are still incidents of spitting in elevators of Tower A, but in diminishing frequency.

- The blanket removal policy as directed by Council is being followed, although we are waiting for a response from ThyssenKrupp to fix the glass edges

Fire Systems:

- ORKA contractors finished the fire door access job, however, Mountain Fire attended site on Aug 25th and noted some deficiencies. They have filed a report with the Strata Manager.
- Two (2) smoke detectors have been installed. The Resident Manager is continuing to contact residents of the last 2 units to complete procedure

Pool:

- There have been no further problems with pool water quality. Robin has sufficient training to handle all aspects of the pool maintenance.
- We expect to close the pool between Oct 1st and Oct 15th depending on weather.

Miscellaneous:

- There have been problems with units on 33rd and 32nd floor of Tower A, the source of a water leak has been determined as an apparent rupture in the membrane of a top floor balcony.
- There have been 3 reports of interior leaks in bathroom areas of residents. Such issues are handled between the Owners/residents of the involved units.
- Action Glass was called to repair the hinges on the Tower A front door.
- DMS Mechanical was called to repair a fan failure in the Tower B compactor room.
- Robin has completed touch up painting in both towers.
- On-Site was called to repair a postal access enterphone problem.
- "No Smoking" signs were purchased and located in the Pool area.
- MDE Electric completed replacement of various light fixtures in both towers.
- Smithrite had to repair a hydraulic hose in compactor B room.
- A one time landscape clean-up was done on Friday Aug 28th

Upcoming Projects:

- Cleaning of debris in electrical rooms
- Pressure wash the front of both towers
- Pictures for the lobbies
- Building of package storage unit

Vacation:

The Resident Manager requested additional vacation time from September 26 to October 2, 2008. *(Approved by Council.)*

At this time, Council noted with regret that they had received the resignation of Randie Jantzen from his position as Resident Manager, effective October 31, 2008. After Randie had left the meeting, Council reviewed job requirements and the process that would be followed to find a replacement Resident Manager. The Strata Manager was directed to place an ad soliciting applications for this position.

7.2 LANDSCAPING/LOBBY BEAUTIFICATION

Council reviewed the following related to the above subjects:

- The month to month contract with Weedbusters was terminated effective July 31, 2008.
- A one-time landscaping clean-up was done last Friday by Palladium Services at a cost of \$300.00.
- The landscaping improvement on the Seymour Street side was completed by Palladium Services. Council approved the resulting invoice.

- Two quotes had been received for the landscaping contract at Brava. Council approved the quote from Palladium Services on the basis that it would run from September, 2008 to March, 2009 only. New quotes will be obtained for the fiscal year of April 1, 2009 to March 31, 2010.
- Joanna Ostrowski, a Brava Owner, had spoken to the City about repair of the grassy boulevard and received their commitment to replace one dead tree.
- Council reviewed their lists of prioritized maintenance/improvement items that they most want to see dealt with both by staff and a hired contractor.
- A Council member and the Resident Manager are proceeding with enlargements of photos and pictures to install on the lobby walls.

(8) NEW BUSINESS

There were no items of New Business for Council's attention.

(9) TERMINATION

There being no further business, the meeting was adjourned at 8:25 p.m.

Future Discussions:

- 1. Signing of Amacon waiver**

The next Council Meeting will be held on Thursday, October 9, 2008 at 6:30 p.m.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
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Currently vacant

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PRESENT:

Jane Rashed (by speakerphone)
Alexis Mackintosh
Donnalyne Mackie
Jason Lin
Lan Quan
Jake Jacob (from 7:10 p.m.)

Monica Dare, Baywest Management Corporation

(1) CALL TO ORDER

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

(2) GUEST BUSINESS

An Owner and his lawyer were present for a hearing regarding an unauthorized alteration on common property. The Strata Manager advised that a letter written by the lawyer presenting the Owner's position regarding this matter had been received one day prior to this meeting and accordingly there had not been time to circulate that document for Council's review. Council members agreed that they wished to also be represented by counsel in this matter and so did not wish to proceed with the hearing at this time. The Strata Manager was directed to contact the Strata Corporation's lawyer to ascertain if he would be willing to represent the Strata Corporation in this matter, failing which another lawyer would be engaged. A tentative date for the hearing and next Council meeting was scheduled for November 18, 2008, subject to confirmation of attendance by the Strata's lawyer. It was agreed that pending the hearing no actions would be taken by Council to remove the alteration.

At this time the Owner and his lawyer left the meeting.

(3) COUNCIL MEMBER RESIGNATION

Council noted that Dan Traczynski had resigned from Council as he had sold his unit. Council agreed that they would consider appointing a replacement Council member.

(4) ADOPTION OF THE PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the Minutes of the Council meeting of September 3, 2008, as distributed.

MOTION CARRIED

(5) FINANCIAL BUSINESS

5.1 FINANCIAL STATEMENTS

Donnalayne Mackie noted the year to date expense categories. The Strata Manager will check the items that have been expensed to the General Repairs & Maintenance budget category. Donnalayne advised that she found the Financial Statements to August, 2008, to be in order. Accordingly, it was **Moved/Seconded** to approve the Financial Statements to August 31, 2008, as distributed.

MOTION CARRIED

5.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the Owner Accounts Receivable as of October 9, 2008 was \$23,817.84. Council noted collection actions taken since the last meeting.

(6) BUSINESS ARISING

6.1 P5 CAVITY – UPDATE

The Strata Manager reported that Garry Stevenson was continuing to work on his evaluation of the proposals for additional remediation of the sinkhole on the P5 level, but had not yet been able to advise when his draft report would be available. Council noted that although the evaluation was moving forward, it was not yet possible to set a date for the Special General Meeting of Owners.

6.2 FIRE ALARM JUNCTION BOXES

The Strata Manager reported that Mountain Fire Protection Ltd. and ORKA Property Services had been unable to resolve the issues about the newly installed hatch doors. Council directed the Strata Manager to engage a fire code engineer to determine the correct rating for the doors.

6.3 ANNUAL FIRE SYSTEM INSPECTION – DEFICIENCIES

The Strata Manager reported that residents of five (5) units had still failed to provide proof that their fire safety system devices had been inspected. Following discussion, it was **Moved/Seconded** *“That fines of \$200.00 per unit be levied on the following units that had not had their fire system devices tested, and as advised in the letters to the unit Owners and residents - 205A, 306A, 603A, 1605A, 2006A.”*

6.4 MECHANICAL ROOM LEAK

The Strata Manager reported that the remaining reimbursements for this water damage claim were still outstanding from some insurance underwriters.

6.5 TOWNHOUSE WINDOW ALTERATIONS

The Strata Manager advised that as directed by Council, letters had been sent to each individual Townhouse Owner advising that they must obtain drawings and other information about the alterations to the unit windows so that Alteration Agreements could be completed. As no written responses or drawings had been received, the Strata Manager was directed to send reminder letters to each Townhouse Owner giving a 14 day deadline to respond in writing to Council’s requirements.

6.6 UNIT LEAK

The Strata Manager reported that she had forwarded information to the Developer about the leak in a unit caused by the failure of the balcony membrane of the above unit, and that the Developer had not yet responded. The Strata Manager further advised that the Owners of the upper unit had since reported some damage to their unit during the investigation of the leak by DMS Mechanical. Council agreed that the cost of the repairs to the damage caused by the investigation only, should be covered by the Strata Corporation, and eventually charged back to DMS Mechanical.

6.7 DEVELOPER ISSUES

The Strata Manager advised that prior to forwarding the letter listing of building issues to the Developer she had noted some additional items to be added to the list. Council will review the amended letter to the Developer and make comments via email, so that the letter can be finalized before the next meeting

6.8 BICYCLE ROOM

The Strata Manager advised that the Developer had indicated that sufficient bicycle storage had been provided in various rooms in the buildings and that accordingly they did not see the need to use an area of the garage for bicycle storage. As the Developer controls parking, Council will not be able to grant permission for bicycle storage in the garage.

6.9 GARAGE GATE DAMAGE

The Strata Manager advised that as the driver of the vehicle who had impacted the garage gate had not reported the incident to ICBC, no claim was possible and the insurers had closed their files. Accordingly, the cost of the repairs was charged back to the Owner of the strata lot where the driver was resident.

6.10 ELEVATOR BLANKETS – BLANKET HOOKS

The Strata Manager advised that ThyssenKrupp had advised that the glass edges could not be repaired without complete removal of the glass, but that the blanket hooks could be lowered at a cost of \$885.00. Council declined this quote and the staff will continue to use protective gloves to remove the elevator blankets.

7. CORRESPONDENCE

7.1 MOTORCYCLE PARKING

A letter was received from an Owner requesting use of a space in the garage to park a motorcycle. The Owner will be advised that Council regrets that this request could not be granted.

7.2 PETITION REQUEST

A letter was received from an Owner requesting permission to place a petition at the concierge desk regarding an earlier closing time for bars in the neighbourhood. Council noted that discussion of this request had taken place via email prior to the meeting. The Owner will now be formally advised that permission for the petition could not be granted.

7.3 HOT TUB

A letter was received from an Owner giving additional information about a hot tub installation. The Owner will be advised that further research into this matter will be required, after which Council will make a more formal response.

7.4 COMMERCIAL TENANT REMOVATIONS

A letter was received from the Owner of the Commercial strata lot in which La Lotus Nail Salon was located, requesting on behalf of the Tenant permission to do certain renovations to the space. Council noted that the Tenant had already started the renovations prior to requesting this permission, and had attracted a series of complaints from Owners in the Residential Section related to excess noise, work at night and on Sunday, and smoking by the workers. *The Owner of the Residential Section, who is a Council member, left the meeting at this time.*

Following discussion, the Strata Manager was directed to advise the Commercial Section Owner that all renovation work must cease until such time as specific conditions were met by the Tenant, including proof of City permits, agreement to work only during permitted hours and ceasing smoking on the work site. *The Commercial Section Owner then returned to the meeting.*

8. REPORTS

8.1 RESIDENT MANAGER

Council reviewed the Resident Manager's report which highlighted the following:

Parkade:

- Parkade refuse has been removed; so far there is no new build-up.

Elevators:

- There were 2 calls for elevator service.
- An incident of vandalism occurred in Tower A; P4 to the elevator doors.

Fire Systems:

- Mountain Fire will be returning to Winterize sprinkler system and to attend missed units

Pool:

- The pool will be closed on Monday October 6th.

Miscellaneous:

- MDE attended the site for more common area ballast replacements.
- Action Glass was called to repair broken glass in P3 parkade area.
- A vehicle collided with the exposed sprinkler pipe at the Parkade exit.
- Pressure washing was completed in the rear of the property.
- On-Site Communications has repaired the tower A door sensor problem.
- Total Fitness attended the site to repair 2 treadmills.
- Glass windows in the common and high areas have been cleaned.
- A lobby chair in tower B was re-fastened to the floor and the legs repaired.
- One set of lobby pictures has been mounted in Tower B, and the remaining set is being prepared for mounting.

Council noted that this would be the last meeting attended by Randie Jantzen. Randie thanked the Council for their past support and expressed his appreciation for the opportunity of being the Resident Manager of Brava, and he then left the meeting.

Donnalyne Mackie and Alexis Mackintosh, who had done second interviews with the short list of candidates that had arisen from the Strata Manager's first interviews, reported to Council on their interview process and advised that their final recommendation for a replacement Resident Manager was Glen Price.

Following discussion, Council accepted this recommendation and directed the Strata Manager to prepare a Letter of Offer of Employment to Glen Price based on the following particulars:

- Start date – November 27, 2008
- Resident Manager Suite rent - \$800.00 per month
- Offer of fully paid health benefits program after 3 months of employment
- Six-month probationary period
- Days off to be determined

8.2 LANDSCAPING/LOBBY BEAUTIFICATION

Council expressed satisfaction with the landscaping contract work being done by Palladium Services. The Strata Manager advised that Joanna Ostrowski had reported that City Hall had confirmed that nothing would grow in the grass strip in front of the building, and so a quote to pave the area was being prepared.

Council noted that additional pictures would be installed in both lobbies shortly.

(9) NEW BUSINESS

9.1 BYLAW ISSUES/ENFORCEMENT

Council reviewed the process for issuing letters related to Bylaw issues, as well as the recent increase in noise and vandalism complaints.

9.2 RECYCLING BIN

The Strata Manager advised that the Owner who was assigned a parking stall where one recycling bin has been placed now requires the use of the stall. Accordingly, Council agreed that the recycling bin will have to be moved to a Visitor stall.

(10) TERMINATION

There being no further business, the meeting was adjourned at 9:45 p.m.

Future Discussions:

- 1. Signing of Amacon waiver**

The next Council Meeting will be held on Tuesday, November 18, 2008 at 6:30 p.m.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
of 1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2008 / 2009**

PRESIDENT
Jane Rashed

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

LANDSCAPING
Currently vacant

AT LARGE
Jake Jacob
Jason Lin
Hans Schild

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
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Direct Fax: 604-592-367
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ACCOUNTANT
Vicki Chung
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RESIDENT MANAGER
Glenn Price

ASSISTANT MANAGER
Robin Gonzales
Site Office: 604-488-5464
Fax: 604-488-5462
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

PRESENT:

Jane Rashed (by speakerphone)
Alexis Mackintosh
Donnalyne Mackie
Jason Lin
Hans Schild

REGRETS:

Jake Jacob
Lan Quan

Monica Dare, Baywest Management Corporation
David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

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

Monica Dare, the current Strata Manager, advised that she was leaving Baywest effective December 12, 2008. She introduced David Pyper, who will be the new Strata Manager representing Baywest after that date.

(2) GUEST BUSINESS

An Owner and his lawyer were present for a hearing regarding an unauthorized alteration on limited common property (penthouse roof top deck on which items have been placed.) The Strata's lawyer, Jamie Bleay, was also present and conducted the hearing.

The Owner's lawyer made a verbal submission regarding the alteration. The facts and available documents of the situation were reviewed by all present, and some questions were asked and answered by both parties. At this point the Owner and his lawyer left the meeting.

Following full discussion, Council agreed that further research into the following particulars was required before Council could decide whether or not the Alteration would be allowed to remain:

- Pictures of the alteration that were taken at the time of an inspection with the unit Owner, both lawyers, the Strata Manager and a Council member were to be circulated by the Resident Manager to all Council members who had not yet seen the alteration. The purpose of this was to allow Council to determine if in their opinion, the alteration is in keeping with the balance of the development in terms of design, quality, proportion and colour.
- Council was to determine if there were roof anchors in place on the deck that were required for window cleaning, and if those anchors were intact.
- The Strata's lawyer is to review the Strata's Assumption of Liability form to determine if it is sufficient to protect the Strata Corporation, should Council ultimately decide to approve the alteration.

Based on this research, the Council will make a decision at a later date regarding the alteration, and the Strata's lawyer will ultimately draft the response to the Owner for Council's review before it is finalized.

At this time the Strata's lawyer left the meeting.

(3) COUNCIL MEMBER APPOINTMENT

It was **Moved/Seconded** to appoint Hans Schild as a new Council member to fill a vacancy created by resignation of an Owner who had sold his unit.

MOTION CARRIED

(4) RESIDENT MANAGER'S REPORT

Council reviewed the Resident Manager's report which highlighted the following:

Nail Salon Alterations:

The Resident Manager attended the Salon on Friday October 31, 2008 to meet with the commercial tenant and the tenant's contractor to communicate the wishes of the Strata Council as was previously the same day communicated to the commercial strata lot owner by Strata Manager, Monica Dare and then Resident Manager, Randie Jantzen. (The contractor was unavailable due to being stuck in traffic.) The Resident Manager reiterated what had been said earlier, namely that the commercial strata lot owner was responsible to the Council for the commercial tenant's alterations and to satisfy requirements that all work would be, or was, completed to the standards of all applicable building regulations and codes that would apply. It was agreed by the commercial strata lot owner and the commercial tenant that they would obtain written confirmation from the contractor that indeed all work was performed to building code and standards and that the scope of work would be identified clearly and completely so that if presented to the City of Vancouver, Building Inspection Authorities, they would agree that all permits required were obtained and that any other work done was not required to have a permit or inspection

As this confirmation/assurance had not yet been received, the Strata Manager was directed to write a letter to the commercial strata lot owner advising of the deadline by which the Strata required the commercial owner/tenant to contact the City of Vancouver Building Inspector's Department to have the work inspected and assurance made that building codes and standards were applied.

Head Concierge:

David Gu, the longest serving of the original security team, has been given the position of Head Concierge. His schedule will now be Monday to Friday 0700-1500 hours.

Brava Report Card:

As part of the Resident Manager's overall effort to increase systemization for the Manager and Assistant Manager's roles, the Resident Manager has undertaken to create an on-going reporting system that gives ratings to various measurable components of the building. Using a well defined rating scale, each area of the property will be assessed and from this assessment an overall report card will be made to clearly illuminate the health or state of the building. From this initial assessment and routinely scheduled ones, a plan of action to address deficiencies will be possible using the direction of the Council to identify goals and the resources to be used to achieve the goals.

Brava Incident Summary:

The Resident Manager provided Council with a summary of the incidents at Brava for the month of October, 2008 broken into the various types of occurrences. It is hoped that the statistics could be used for guidelines or to help identify possible trends.

Cardboard Recycling Problems – Tower A

As a direct result of the required move of the green recycling bin to its current location, residents largely forego any effort to locate and dispose of cardboard correctly. This has resulted in greatly increasing the work associated with maintaining the garbage and recycling areas. Plugged compactor chute, blue bin misuse, and piles of boxes left all over the area are becoming the norm. The increase in workload for all staff, especially the cleaners is taking its toll.

The Resident Manager recommended that as there appeared to be no particular ideal location for the green bin to service the needs of the residents of Tower A, the best solution would be the acquisition of smaller mobile containers dedicated for this purpose and located close to the current blue bins. A suitable location exists. The ideal commercially available bins are very expensive but the Resident Manager provided an option for a hand-made mobile bin. *Council approved the purchase of materials to build the proposed mobile bin, with thanks for this solution.*

Elevator Entrapment Procedure Plan:

Recently a resident in tower B was entrapped in an elevator and while the resident did all the correct things, the assistance came late and from the wrong source. The monitoring company did not connect on the first call-out but did on the second. Instead of calling out the elevator maintenance company they called 911 which dispatched the Fire Department. The arrival of the FD was the first time the Concierge was alerted to the entrapment.

The Resident Manager recommended a review and investigation of the monitoring arrangement. With full-time Concierge service, external monitoring is of little value. Brava's elevators are equipped with the standard dial-out equipment that could be routed to first the concierge number and second to the Resident Manager number if the first number does not pickup. A routine system check should be performed to ensure communication equipment is working. All elevators are equipped with emergency call bells which sound in the elevator chase to alert those nearby and so the likelihood of a prolonged entrapment going unnoticed is unlikely.

It was noted that this investigation had already been started by the Strata Manager with the previous Resident Manager and would be continued.

Contractor Report:

DMS Mechanical has been out to replace a leaking pump servicing the lower floors (2-10) of Tower A. The repeat of the unidentified source of water leaking into P1 and subsequently P2 has occurred however DMS was not called out. The Resident Manager investigated and strongly suspects the source as coming from Starbucks and being under their raised floor. The Resident Manager discussed this with store manager, Tyler, who called to report the incident to their facilities group.

Mountain Fire has been out to winterize the parkade fire system. They will have to return to trace a ground fault trouble in Tower A but cannot do so until the newly installed fire access door on the 26th floor is reinstalled to allow the internal fire panel door to open which currently is not possible.

Holiday Decorations and Cleaning:

The Resident Manager requested permission to buy some holiday decorations for the lobbies, to be added to the decorations purchased last year. *Council approved an expenditure of \$300.00 for this purpose.*

The Resident Manager advised that special efforts would be made to ensure that all common areas were as clean as possible for the holiday period. Some commercial scrubbing/polishing equipment will be rented for this purpose.

Multi-Purpose Room Rental:

The Resident Manager requested permission for Concord Security to rent the multi-purpose room (set up as a children's play room) for staff training for their guards. *Following discussion, the Council decided that as the Strata Rules do not allow non-residents to rent Strata common areas, this permission could not be granted.*

END OF RESIDENT MANAGER REPORT

The Strata Manager reported that based on a performance review, the Assistant Manager had been advised that the probationary period had been successfully completed and that the employment was now considered as permanent. Based on this completion, the Assistant Manager was offered an optional extended health benefits package.

(5) ADOPTION OF THE PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the Minutes of the Council meeting of October 9, 2008, as distributed.

MOTION CARRIED

(6) FINANCIAL BUSINESS

6.1 FINANCIAL STATEMENTS

Donnalynne Mackie advised that she found the Financial Statements to October, 2008 to be in order. Accordingly, it was **Moved/Seconded** to approve the noted Statements.

MOTION CARRIED

The Strata Manager advised that all items expensed to the General Repairs & Maintenance budget category had been reviewed and that they had been charged correctly. It was suggested that a category be added to next year's Operating Budget to separate the plumbing repairs from general Repair & Maintenance expenses.

6.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the Owner Accounts Receivable as of November 18, 2008 was \$25,008.46. Council noted collection actions taken since the last meeting.

(7) BUSINESS ARISING

7.1 P5 CAVITY – UPDATE

Council reviewed the report from Garry Stevenson which contained his evaluation of the proposals for additional remediation of the sinkhole on the P5 level, and which suggested a proposed method of repair. Following discussion, the Strata Manager was directed to forward this report to Matt Kokan of Geopacific Engineering and ask him to advise within two (2) weeks if he found this proposal acceptable. It was further noted that if Matt Kokan found the proposal satisfactory, it would be sent next to Jamie Bleay (the Strata's lawyer) to forward to SNC-Lavalin (engineers for RAV.)

7.2 FIRE ALARM JUNCTION BOXES

The Strata Manager reported that in discussions with an independent fire code engineer about the issues related to the newly installed hatch doors, the engineer had advised that the Strata should be going back to the original code consultant who may have used an "equivalency" solution that related to the original construction. As hiring the original code consultant would be quite expensive, Council noted that this cost should not be borne by the Strata as they had relied on the contractor to install the hatch doors correctly and to code. Accordingly, Council directed the Strata Manager to advise the contractor that he would be required to provide, at his cost, a letter from a fire code engineer confirming that the fire rating of the hatch doors was acceptable.

7.3 ANNUAL FIRE SYSTEM INSPECTION – DEFICIENCIES

The Strata Manager reported that residents of five (5) units had still failed to provide proof that their fire safety system devices had been inspected. It was agreed that research would be done to

determine if these units had also been missed on last year's inspection and that there would be additional discussion of this subject at the next meeting.

7.4 MECHANICAL ROOM LEAK

The Strata Manager reported that the remaining reimbursements for this water damage claim would be received shortly.

7.5 TOWNHOUSE WINDOW ALTERATIONS

The Strata Manager advised that responses had been received from three of the five townhouse Owners regarding the window alterations, and that one townhouse Owner was working specifically with Progressive Glass to produce the required drawings. This matter will be followed up again at the next meeting.

7.6 UNIT LEAK

The Strata Manager advised that the unit leak issue from a balcony membrane had been added to the letter recently sent to the Developer. In the interim the Owners of the damaged unit have not yet provided quotes for the repairs that the Strata has agreed to pay

7.7 DEVELOPER ISSUES

Council reviewed the letter that had been sent to the Developer listing building issues that the Strata required the Developer's assistance to resolve. It was noted that the Developer still had time within the deadline given in the letter to respond and that this item would be discussed further at the next meeting.

7.8 GARAGE GATE DAMAGE

The Strata Manager reported that the driver of the vehicle that had impacted and damaged the garage gate had now made a report to ICBC, and that accordingly ICBC had agreed to reimburse the Strata for the cost of repairs to the gate. A Council member signed the required ICBC Property Damage Release, and it was noted that when the resulting cheque was received, the amount would be credited back to the account of the Owner of the strata lot where the driver was resident.

7.9 HOT TUB

The Strata Manager advised that research into a hot tub installation had not yet been completed. This item was deferred to the next meeting.

7.10 COMMERCIAL TENANT RENOVATIONS

It was noted that this item had been dealt with at the time of the Resident Manager's Report earlier in the meeting.

8. CORRESPONDENCE

8.1 CHARGEBACK DISPUTE

A letter was received from an Owner disputing Council's decision to charge back two (2) invoices from DMS Mechanical. The Owner will be advised that the chargeback stands as assessed based on the description of the DMS Work Orders that were attached to the invoices.

8.2 REPAIR INVOICE

A letter was received from an Owner requesting payment of an invoice related to repairs that had been required due to a leak from the unit above. The Strata Manager advised that this matter required clarification as to how the invoice occurred. The Owner will be so advised and this matter will be brought forward to the next meeting.

8.3 RENOVATION PERMISSION REQUEST

A letter with supporting documentation was received from an Owner requesting permission for certain in-unit alterations/renovations. The Owner will be advised that permission for the alterations is granted on condition that all required permits are obtained and that the Owner signs the Assumption of Liability.

9. REPORTS

9.1 LANDSCAPING/LOBBY BEAUTIFICATION

Council reviewed a quote that had been provided by the City for paving the grass strip in front of the buildings. Based on the large cost, Council agreed that this may be added to next year's Operating Budget.

Council noted that the lobbies' beautification project would continue with additional pictures and plants.

(10) NEW BUSINESS

10.1 DRYER VENT CLEANING

Council reviewed and deferred a quote for cleaning of all dryer vents in the building. There was also discussion of the preferred way to clean the dryer vents.

10.2 STEAM ROOM

It was noted that a number of Owners and residents had inquired about the expected date that the steam room might be put back in service. Council noted that quotes had been obtained for repairing the steam room based on advice from contractors, and that this item was part of the letter to the Developer. Pending the response to the letter, Council directed the Strata Manager to have a steam room expert, such as Imperial Paddock Pools, do an investigation and advise of their professional opinion about the cause of the leaks from the steam room.

10.3 COMMERCIAL USE OF STRATA LOT

Council discussed commercial use of residential strata lots and common areas of the building which may be occurring, and decided to table this subject for further review at a later meeting. In the interim, the Strata Manager was directed to write a letter to the Owner of one residential strata lot and ask if they had a business license as it appeared that a business was being run from the strata lot. The Council will review the Owner's response at the next meeting.

(11) TERMINATION

There being no further business, the meeting was adjourned at 10:30 p.m.

Future Discussions:

1. Signing of Amacon waiver

The next Council Meeting will be scheduled at the call of the Chairman.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
of 1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2008 / 2009**

PRESIDENT
Jane Rashed

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

LANDSCAPING
Currently vacant

AT LARGE
Jake Jacob
Jason Lin
Hans Schild

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
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ACCOUNTANT
Vicki Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Glenn Price
ASSISTANT MANAGER
Robin Gonzales
Site Office: 604-488-5464
Fax: 604-488-5462
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

PRESENT:
Jane Rashed
Alexis Mackintosh
Donnalyne Mackie
Jason Lin
Hans Schild
Lan Quan

REGRETS:
Jake Jacob

David Pyper, Baywest Management Corporation

(1) CALL TO ORDER

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

(2) RESIDENT MANAGER'S REPORT

The Resident Manager attended the meeting to present his written Resident Manager's report, which included the following items:

Brava Report Card - The site staff have inspected the common areas and recorded the condition of the lighting, painted surfaces, and other components on each floor. A report will be generated and provided to Council members shortly.

Elevator monitoring system – The Resident Manager is working with Webb Communications on having the elevator phone monitoring switched from an external monitoring station to the concierge desk as an effort to reduce response times.

Leaking car – A vehicle is leaking a significant amount of oil in the parkade. The owner and occupant of the suite have not responded to verbal requests for the spill to be cleaned up. Council decided to provide the owner with two weeks to clean up the oil or the car will be towed.

Lobby floors – The tile floors in both lobbies have been scrubbed and sealed.

VIFF window leak – There is a leak at the top of the glass curtain wall in the VIFF Theatre facing Seymour Street. Red Lion will be asked to investigate.

Laminate in lobbies – The wood grain laminate panels in the lobbies appear to be separating from the surface underneath. In Tower A, it appears to be a safety hazard. As such, a contractor will be asked to repair it. This issue will also be brought to Amacon's attention.

Steam room leak - The steam room leak was investigated by Leisure Baths subsequent to the last meeting but they were unable to determine the cause of the leak. There are two possible causes: (1) A leak in the water supply pipes under the steam room floor, or (2) water put on the floor by the cleaners dripping through the floor. The Resident Manager suggested that the leak is most likely from hosing down the floor. Council decided to re-seal all the tiles and see if this solves the problem. If not, it will be necessary to investigate the possibility of a leak from the water pipes.

After providing his report and answering questions from Council, the Resident Manager left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the Minutes of the Council meeting of November 18, 2008, subject to noting that it was decided at the November meeting to amend Section 8.1 of the minutes of the meeting of October 9, 2008 meeting by removing certain information for privacy reasons.

CARRIED

(4) FINANCIAL BUSINESS

4.1 FINANCIAL STATEMENTS

Donnalyne Mackie advised that she found the Financial Statements for November 2008 to be in order. It was **Moved/Seconded** to adopt the financial statements for November, as distributed.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the accounts receivable balance as of the date of the meeting was \$23,590.61. Liens have been registered against 5 suites, and are pending against six others.

(5) BUSINESS ARISING

5.1 P5 CAVITY – UPDATE

Subsequent to the last meeting, Matt Kokan of Geopacific Engineering advised that he had some concerns with the method of repair recommended in the report from Garry Stevenson of Klohn Crippen Berger. As a result of the current impasse, Mr. Stevenson has suggested holding a meeting with RAV's engineers and the strata's engineers to try to get all parties to come to an agreement on a suitable method of remediation. Council decided to proceed with this suggestion. The Strata Manager and the strata's lawyer, Jamie Bleay, will also be present.

5.2 FIRE ALARM JUNCTION BOXES

Orka Property Services has not yet responded to Council's request for a letter from a fire code engineer confirming that the fire rating of the hatch doors is acceptable. The invoice from Orka will not be paid until this matter is resolved.

5.3 ANNUAL FIRE INSPECTION – DEFICIENCIES

The Strata Manager reported that of the two of the five suites that were missed during this year's annual fire inspection were also missed last year. Council decided to fine both suites.

5.4 MECHANICAL ROOM LEAK

The remaining insurance reimbursements for the mechanical room water damage claim have not yet been received. The Strata Manager will follow up.

5.5 TOWNHOUSE WINDOW ALTERATIONS

The Strata Manager advised that three of the five townhouse owners who altered their windows had submitted an Assumption of Liability form and drawings related to their window alterations. The Strata Manager will follow up with the other two owners.

5.6 UNIT LEAK

The developer has not responded to the strata's request for repairs to the balcony membrane leak into a suite on the 32nd floor. In addition, the owners of the damaged unit have not yet provided quotes for the repairs that the strata has agreed to pay. Council directed the Strata Manager to investigate having the leak repaired under the third party building envelope warranty.

5.7 DEVELOPER ISSUES

The developer has not responded to Council's letter listing building issues that the Strata required the developer's assistance to resolve. Council decided to have Jamie Bleay, the strata corporation's lawyer, write a follow-up letter.

5.8 PARKING GATE ICBC CLAIM

The Strata Manager reported that a cheque had been received from ICBC to cover the cost of the repairing the damage caused to the parking gate by a resident.

5.9 HOT TUB – TOWER A

Council discussed the hot tub on a balcony in Tower A. The hot tub was installed with the developer's written approval in 2004, prior to the Strata Council coming into existence. The strata corporation's lawyer will be asked for his advice on how to deal with this situation.

5.10 HOT TUB – TOWER B

Further to Section 2 of the minutes of the last meeting, as per Bylaw 7.2, Council decided that the hot tub and gazebo structure were not in keeping with the appearance of the balance. Therefore, the owner will be asked to have the alterations removed. A letter will be sent by the strata corporation's lawyer.

5.11 DRYER VENT CLEANING

Council discussed a quote from Air Vac for \$12,100 plus GST for cleaning the dryer vents from the building exterior. Council decided not to have the work done, as in Council's opinion the main problem with the dryer vents is likely that residents do not regularly clean out their lint traps. It was decided that next year the site staff will inspect and clean out residents' lint traps during the annual fire inspection.

REMINDER TO ALL OWNERS:

THERE ARE TWO LINT TRAPS ASSOCIATED WITH YOUR CLOTHES DRYER: ONE IS IN THE DRYER ITSELF, AND THE OTHER IS ABOVE THE DRYER. PLEASE ENSURE YOU CLEAN BOTH, IN ORDER TO PREVENT PROBLEMS ASSOCIATED WITH THE BUILD-UP OF LINT. THANK YOU.

5.11 NAIL SALON RENOVATIONS

It was reported that the owner/tenant of the commercial unit where the nail salon is located had contacted the City of Vancouver Building Inspector to obtain assurances that the recent renovations by the tenant were done to code. The owner of unit, who is also a Council member, left the meeting while Council discussed this issue. Council discussed an apparent alteration that may be a structural issue. A Council member will inspect the reported alteration, and if necessary, the owner will be

required to obtain a letter from a structural engineer that the alteration will not affect the structural integrity of the building.

5.14 COMMERCIAL USE OF RESIDENTIAL SUITE

Further to Section 10.3 of the minutes of the last meeting, a letter was sent to the owner who appears to be using his strata lot for commercial purposes, but no response had been received as of the date of the meeting. Council reviewed the strata corporation's bylaws to determine the appropriate course of action if an owner is using a residential strata for commercial purposes. The Strata Manager will investigate further and this issue will be revisited at the next meeting.

6. CORRESPONDENCE

6.1 DRYER VENT CLEANING

An email was received from an owner requesting that the dryer vent cleaning be done as soon as possible. The owner will be advised that the dryer vents will not be cleaned this year but the lint trips will be cleaned early next year.

6.2 CELL PHONE CONVERSATIONS

An email was received from an owner requesting that cell phone conversations be banned in the hot tub, gym, sauna, and elevator. The current rules and bylaws do not address disturbances from cell phone conversations. It will be suggested to the owner that she raise the matter for discussion at the next Annual General Meeting.

(7) NEW BUSINESS

7.1 LANDSCAPING ISSUES

Due to concerns with the landscaping services being provided with Palladin Services, quotes will be obtained from other landscape maintenance contractors before the Spring.

Council decided to ask the Resident Manager to remove all dead trees from the planter pots on the swimming pool deck. The trees will not be replaced at this time.

7.2 YEAR-END BONUSES

Council discussed and approved year-end bonuses for the Resident Manager and Assistant Manager.

7.3 RESIDENT MANAGER ATTENDANCE AT MEETING

Council discussed the pros and cons of having the Resident Manager attend Council meetings. It was decided to invite him to attend every meeting for the full length of the meeting, if he is interested. However, he will be present as an observer only, unless Council has any questions or requires any input from him.

7.4 RESIDENT MANAGER DAYS OFF

Currently the Resident Manager is off on Tuesdays and Wednesdays. Council decided it would be more beneficial to have the Resident Manager on duty from Monday to Friday so that he is always available to meet with trades. The Strata Manager will ask the Resident Manager and Assistant Manager if they would be willing to change their days off.

7.5 PRESIDENT'S POSITION

Jane Rashed offered to resign as President if Council felt it would be beneficial to have an on-site President who is available to attend meetings in person instead of by speakerphone. Council expressed their support for Mrs. Rashed and asked her to remain on as President.

(8) TERMINATION OF MEETING

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

(9) NEXT MEETING DATE

The next Council meeting will be held on Thursday, January 15, 2009, at 6:30 pm.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
of 1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2008 / 2009**

PRESIDENT
Jane Rashed

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

LANDSCAPING
Currently vacant

AT LARGE
Jake Jacob
Jason Lin
Hans Schild

STRATA MANAGER

David Pyper
BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
VANCOUVER, BC V6J 3G7
Phone: 604-257-0325
Direct Line: 604-714-1523
Direct Fax: 604-592-3677
Email: dpyper@baywest.ca

ACCOUNTANT
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Glenn Price
ASSISTANT MANAGER
Robin Gonzales
Site Office: 604-488-5464
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

PRESENT:

Jane Rashed (by speaker phone)
Donnalyne Mackie
Jason Lin
Hans Schild
Lan Quan

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

REGRETS:

Jake Jacob
Alexis Mackintosh

(1) CALL TO ORDER

The meeting was called to order at 6:31 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report, which included the following items:

Brava Report Card – Many of the lighting ballasts have failed in the stairwells and require replacement.

Elevator monitoring system – The Resident Manager will be meeting with Webb Communications shortly to discuss having the elevator phone monitoring switched from an external monitoring station to the concierge desk.

Leaking car update – The oil stains from a car on P4 were cleaned by the resident.

Cardboard bin update – A mobile cardboard recycling bin for Tower A has been constructed and is operational. A second bin will be completed in the near future.

VIFF window leak – Red Lion investigated the leak at the top of the glass curtain wall in the VIFF Theatre and recommended cleaning the gutter above this location to see if this stops the leak. Council authorized the work, at a cost of \$400.

Laminate in lobbies – Orka Properties inspected the wood grain laminate that appears to be separating from the ceiling in Tower A and advised that it is not possible to fix easily. Written recommendations from Orka are pending.

Steam room leak update - The steam room tiling has been cleaned. The Resident Manager will obtain quotes on having the tiles re-sealed.

Office computer – The Resident Manager recommended that a new computer be purchased for the office for administrative use. The existing computer's capacity and speed was found to be insufficient. Council will include funds for a new computer in next year's budget.

Commercial leaks – There were reports of leaks into Starbucks and the commercial receiving area. Starbucks management will be investigating with the Resident Manager. If necessary the Strata

Manager will report the leaks to Amacon and file a claim under the building envelope warranty.

Hanging pictures – Council approved a suggestion from the Resident Manager to install a picture hanging rail system in the lobbies. Owners will be asked to temporarily donate digital pictures. Art vendors will also be asked to display art for sale to residents.

(3) ADOPTION OF PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the Minutes of the Council meeting of December 17, 2008, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 P5 CAVITY – UPDATE

It was reported that Garry Stevenson of Klohn Crippen Berger had met with Matt Kokan of Geopacific Engineering, and both engineers will be meeting with RAV's engineers from SNC next week to try to get all parties to come to an agreement on a suitable method of remediation. The Strata Manager will contact Council members by email to advise of the results of the meeting. Council will decide by email on what steps to take next.

4.2 FIRE ALARM JUNCTION BOXES

Orka Property Services has still not responded to Council's request for a letter from a fire code engineer confirming that the fire rating of the hatch doors is acceptable. The invoice from Orka will not be paid until this matter is resolved.

4.3 MECHANICAL ROOM LEAK

The insurance reimbursement cheques for the mechanical room water damage claim have been received in full and the claim has been concluded. The total amount received was \$8,295.

4.4 TOWNHOUSE WINDOW ALTERATIONS

The Strata Manager advised that four of the five townhouse owners who altered their windows had submitted an Assumption of Liability form and drawings related to their window alterations. The fifth owner is refusing to sign an Assumption of Liability form. Council decided to advise the owner that he must either sign the form or change the windows back to their original design or else he will be subject to fines for violating the bylaws.

4.5 UNIT LEAK

A building envelope warranty claim has been filed with Travelers Guarantee for the balcony membrane leak into a 32nd floor suite. Travelers will be notifying Amacon of the claim and asking them to fix the leak.

4.6 DEVELOPER ISSUES

A draft letter from the strata corporation's lawyer to the developer regarding building issues was discussed by Council. The letter will be sent as written.

4.7 HOT TUB – TOWER A

Council revisited the issue of the hot tub on a balcony in Tower A. The hot tub was installed with the developer's written approval in 2004, prior to the Strata Council coming into existence. The strata

corporation's lawyer has given the opinion that the strata corporation is within its legal rights to ask for the hot tub to be removed. Council decided to advise the owner to remove the hot tub.

4.8 NAIL SALON RENOVATIONS

Council revisited the issue of a reported structural alteration in the nail salon. A Council member inspected the alteration after the last meeting and found that it was a small cut in the concrete slab less than 2 feet long, filled with concrete. Council decided not to pursue this issue any further. A letter from a structural engineer certifying that the alteration is acceptable will not be requested.

4.9 COMMERCIAL USE OF RESIDENTIAL SUITE

The owner who appears to be using his strata lot for commercial purposes has still not responded to a letter from Council about this matter. It was decided to contact the City of Vancouver directly to ask if the resident has a business license before pursuing possible violations of the bylaws or rules.

4.10 RESIDENT MANAGER'S DAYS OFF

It was reported that the Resident Manager is willing to switch his days off from Tuesday/Wednesday to Saturday/Sunday; however, the Assistant Manager is not able to switch his days off due to personal reasons. Council discussed whether or not to change the Resident Manager's days off, since it will result in both managers being off on Saturday/Sunday. Council decided it would still be beneficial to make the change. The Resident Manager's days off will be changed to Saturday/Sunday effective immediately. Consequentially, the janitorial schedule will be changed to increase coverage on weekends and decrease coverage during the week.

5. CORRESPONDENCE

5.1 NOISE COMPLAINT

A letter was received from an owner advising that his tenant had been disturbed by partying noises coming from a 17th floor suite. The Strata Manager advised that a letter had been sent to the 17th floor suite to advise of the complaint.

5.2 REQUEST FOR REIMBURSEMENT FOR REPAIR INVOICE

A letter was received from an owner's agent requesting reimbursement for an invoice for \$385 for repairing a hole in the ceiling cut by DMS Mechanical when investigating a leak that turned out to be from the toilet of the suite above. As the leak was the responsibility of the owner of the suite above, and not the strata corporation, the owner will not be reimbursed.

5.3 REQUEST FOR CHARGE REVERSAL

A letter was received from an owner requesting that he not have to pay the \$50 charged to his account as a result of an NSF cheque written by his former tenant to purchase a fob. The owner noted that the tenant should not have been issued the fob because it is the strata's policy to only have 4 active fobs per suite, and this number was exceeded. Council decided to reverse the charge if the records show that the strata corporation had issued 5 active fobs.

Council asked the Resident Manager to start asking for identification from people buying fobs to ensure that the purchaser is a registered tenant or registered owner. The Resident Manager will also be reviewing and cleaning up the strata corporation's fob records.

5.4 HARDWOOD FLOORING REQUEST

A letter was received from an owner requesting permission to install hardwood flooring. The request was approved, subject to Council's standard conditions, in advance of the meeting.

(6) NEW BUSINESS

6.1 MORTGAGE RENEWAL

The strata corporation's mortgage on the Resident Manager's suite is up for renewal on March 1. Council considered Scotiabank's renewal options of a 1 year term at 4% or a 5 year term at 4.79%. Council directed the Strata Manager to check with other banks to try to get a better rate.

6.2 STANDARD OPERATING PROCEDURES

Council discussed a standard operating procedures document proposed by Baywest. As there is only one Council meeting left in the current term, it was decided to establish the procedures with the new Council at the start of the next Council term. Operating procedures for the Resident Manager will also be established.

Note: The Resident Manager left the meeting at this point.

6.3 RESIDENT MANAGER'S PROBATION PERIOD REVIEW

The Resident Manager will be completing his first three month probation period at the end of January. Council noted that the Resident Manager was doing an excellent job so far. Council confirmed that the Resident Manager will be eligible for health plan benefits starting February 1. A performance review will be held with the Resident Manager shortly. The review will be conducted by the Strata Manager and Hans Schild.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

The adoption of the financial statements for December 2008 was tabled for the next meeting.

7.2 ACCOUNTS RECEIVABLE

Council and the Strata Manager reviewed the list of owners in arrears. The accounts receivable balance as of the date of the meeting was \$25,710. Liens are currently registered against nine suites.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:45 p.m.

(9) NEXT MEETING DATE

The next Council meeting will be held on Wednesday, February 25, 2009, at 6:30 pm. The Annual General Meeting will be held on Wednesday, March 25, 2009.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
of 1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2008 / 2009**

PRESIDENT
Jane Rashed

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

LANDSCAPING
Currently vacant

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STRATA MANAGER
David Pyper
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ACCOUNTANT
Vicky Chung
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RESIDENT MANAGER
Glenn Price
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PRESENT:

Jane Rashed (by speaker phone)
Donnalyne Mackie
Jason Lin
Hans Schild
Lan Quan
Alexis Mackintosh

REGRETS:

Jake Jacob

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:35 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report, which included the following items:

Stairwell Lighting Ballasts – Electrician George Dickson has started replacing burnt out ballasts in the stairwells and service corridors. The Resident Manager proposed that George Dickson continue to replace the units, working in conjunction with the Site Managers. It was moved and seconded to approve the ballast replacement plan. **CARRIED**

Locker Room Clean-up – A garbage removal contractor hauled away all the junk that had been left in the corridors of the lockers rooms. The Resident Manager proposed sending residents a bulletin on recycling services, with tear-off coupons that they can use for free removal whenever the strata engages a junk removal service. Council approved the suggestion.

Art for Lobbies – Council considered a quote for leasing art for \$161 per month. Alexis Mackintosh will investigate other options through Emily Carr.

Steam Room Update – A contractor will be re-grouting and sealing the steam room tiles shortly.

Spring Planting – Council approved a suggestion to have a "Residents Spring Planting" event.

Garage Door Remotes – The Resident Manager has started selling garage door remotes. The funds raised by selling the remotes will cover the cost of installing garage door receivers. Once the garage door receivers have been installed, residents will be able to use the remotes for opening the garage doors and the building doors, since the remotes have built-in fobs.

Parkade Cleaning – The Resident Manager proposed a power washing schedule for the parkade and interior stairwells. In addition, it was suggested that residents who wish to have stains in their parking stalls cleaned will be able to pay \$10 to the strata

corporation for this service. Council directed the Resident Manager to power wash P1 for now and the schedule will be revisited at the next meeting.

Cell phones – The Resident Manager suggested that the strata corporation cancel the Resident Manager’s cell phone contract and reimburse him for use of his personal iPhone instead. The reimbursement would be equivalent to the base cost of the cell phone. It was also suggested that the Assistant Manager use a two-way radio instead of a cell phone supplied by the strata corporation. The Strata Manager will check the expiry date for the contract on the two cell phones and the penalties for early termination of the contract.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of January 15, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 P5 CAVITY – UPDATE

It was reported that Garry Stevenson of Klohn Crippen Berger had overseen a meeting between Matt Kokan of Geopacific Engineering and RAV’s engineers from SNC and all parties had come to an agreement in principal on a suitable method of remediation. Matt Kokan is now working with the structural engineers from John Bryson’s office to prepare drawings and a written workplan.

Council decided to ask the strata corporation’s lawyer, Jamie Bleay, to approach RAV once the written workplan is in place, to request that RAV pay for the additional remediation.

4.2 FIRE ALARM JUNCTION BOXES

Orka Property Services has still not responded to Council’s request for a letter from a fire code engineer confirming that the fire rating of the hatch doors is acceptable. The invoice from Orka will not be paid until this matter is resolved.

4.3 TOWNHOUSE WINDOW ALTERATIONS

The Strata Manager advised that all five of the townhouse owners who altered their windows had now submitted Assumption of Liability forms.

4.4 UNIT LEAK

A letter was sent to Amacon by Travelers, the strata corporation’s warranty provider, about a month ago requesting that Amacon contact the strata corporation about the balcony membrane leak into a 32nd floor suite. The Strata Manager will contact Travelers to notify them Amacon has not responded.

4.5 DEVELOPER ISSUES

Amacon has not responded to the letter from the strata corporation’s lawyer regarding building issues. Council decided to have the strata corporation’s lawyer pursue this matter further using whatever means he considers appropriate.

4.6 HOT TUB – TOWER A

The hot tub that had been installed on a balcony in Tower A has been removed by the owner.

4.7 COMMERCIAL USE OF RESIDENTIAL SUITE

After the City of Vancouver was contacted about a resident reportedly operating a business out of his suite, the resident moved out, so no further action will be necessary on this issue.

4.8 MORTGAGE RENEWAL

Subsequent to the last meeting, the Strata Manager obtained mortgage rates from CIBC and Coast Capital. After Scotiabank was advised that the strata corporation was shopping around for a better rate, they provided a new rate. After reviewing all the rates, Council decided by an email poll to renew with Scotiabank for 1 year at a rate of 3.5%.

4.9 LAMINATE IN LOBBIES

Council considered a quote from Orka Properties for removing the laminate wood panels in the two lobbies, re-framing the sub-structure, and installing new wood laminate panels, for \$24,340. Given the high cost, the Resident Manager will obtain other recommendations.

5. CORRESPONDENCE

5.1 HOT TUB IN TOWER B

An email was received by the strata corporation's lawyer from the owner who has a hot tub and gazebo on his deck in Tower B. The owner advised he did not agree with Council's position that the hot tub and gazebo must be removed. Council re-affirmed its previous decision. A response will be sent via the strata corporation's lawyer.

5.2 BIKE THEFT

An email was received from an owner advising that his bike had been stolen from his storage locker.

5.3 CEILING STAIN

An email was received from an owner regarding a water stain on his ceiling. The Resident Manager investigated in advance of the meeting and found no leaks occurring in the unit adjacent or above. Therefore, the leak was likely from a one-time overflow. The owner will be asked to restore his ceiling, monitor the situation, and contact the strata corporation if water comes through again.

5.4 CEILING CRACKS

A letter was received from an owner advising of cracks in his ceiling. Council noted that it is not uncommon for settling cracks to occur in newer buildings. No action will be taken.

5.5 CRACKED WINDOW

An email was received from an owner advising that one of his windows had cracked. The Strata Manager made arrangements for the window to be replaced in advance of the Council meeting.

5.6 TOILET LEAK INVOICE DISPUTE

A letter was received from an owner disputing a portion of an invoice that had been backcharged to his strata lot for investigating a leak from his toilet into the suite below. Council decided that the full invoice charge will remain on the owner's account.

(6) NEW BUSINESS

6.1 INSURANCE RENEWAL

Council approved the renewal of the strata corporation's insurance policy with BFL for a one year term starting March 4, 2009. The annual premium will be \$180,831. The increase in the premium is strictly due to an increase in the appraised value of the building. However, the strata corporation is still paying a higher premium than usual due to the ongoing issue with the P5 cavity. Council will be asking RAV to reimburse the strata corporation for the difference in the premium.

6.2 AGM AGENDA

Council discussed agenda items for the Annual General Meeting. There will be a resolution to ratify the past expenditure of funds from CRF for expenses related to the P5 cavity.

6.3 PHONE LINE

It was determined that one of the strata corporation's phone lines is no longer required. Council authorized the Strata Manager to cancel the phone line.

Note: The Resident Manager left the meeting at this point.

6.4 JOB SCHEDULE FOR SITE MANAGEMENT

Council asked the Strata Manager to ensure a suitable schedule for routine daily/monthly/annual duties is in place for the Resident Manager and Assistant Manager.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

Donnalynne Mackie provided a review of the most recent financial statements and accounts receivable list. It was moved and seconded to adopt the financial statements for the months of December and January, as distributed.

CARRIED

7.2 OPERATING BUDGET

Council reviewed budget proposals prepared by the Strata Manager for the commercial and residential sections for the upcoming year. After making a number of changes, the budgets were approved for presentation to the owners at the upcoming Annual General Meeting.

(8) TERMINATION OF MEETING

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

(9) NEXT MEETING DATE

The date of the next Council meeting will be determined by the new Strata Council after the upcoming Annual General Meeting. The AGM will be held on Wednesday, March 25, 2009, at 7:00 pm at the Holiday Inn at 1110 Howe Street. Registration starts at 6:30 pm.

BRAVA - STRATA PLAN BCS1172**TIME & LOCATION:**

7:00 pm
in the Columbia Ballroom at the
Holiday Inn
1110 Howe Street, Vancouver, B.C.

STRATA COUNCIL 2008/09**PRESIDENT**

Jane Rashed

VICE-PRESIDENT

Alexis Mackintosh

TREASURER

Donnalyne Mackie

COMMERCIAL

Dr. Quan

AT LARGE

Jake Jacob

Jason Lin

Hans Schild

STRATA MANAGER

David Pyper

BAYWEST MANAGEMENT

300 – 1770 BURRARD ST.

VANCOUVER, BC V6J 3G7

Phone: 604-257-0325

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Email: dpyper@baywest.ca**ACCOUNTANT**

Vicky Chung

Direct line: (604) 714-1526

Email: vchung@baywest.ca**RESIDENT MANAGER**

Glenn Price

Site Office: 604-488-5464

Email: manager@bravatowers.ca4th Floor-1155 Seymour St.**CONCIERGE / SECURITY**

604-684-4821

Email: concierge@bravatowers.caBrava Website: bravatowers.ca**ATTENDANCE:**

46 strata lots represented - 42 in person and 4 by proxy

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager**(1) CALL TO ORDER**

At 7:00 p.m. a quorum was not present. Accordingly as provided by Strata Bylaw 12.1, the meeting stood adjourned until 7:30 p.m., at which time those present constituted a quorum, and the meeting was then called to order. At that time, there were 46 strata lots represented; 42 in person and 4 by proxy.

(2) QUORUM REPORT

There are 424 strata lots at Brava. As a quorum requires representation by one third of all strata lots, a quorum required representation by 142 strata lots. As noted above, this quorum was not met; however, those in attendance at 7:30 p.m. constituted a quorum.

(3) ELECTION OF CHAIR OF MEETING

It was **Moved/Seconded** that the Strata Manager, David Pyper, chair the meeting.

CARRIED**(4) NOTICE OF MEETING VERIFICATION**

It was moved and seconded that proper notice of the meeting had been provided in accordance with the requirements of the Strata Property Act.

CARRIED**(5) APPROVAL OF AGENDA**

It was **Moved/Seconded** to approve the agenda as distributed with the AGM notice.

CARRIED**(6) APPROVAL OF PREVIOUS AGM MINUTES**

It was **Moved/Seconded** to approve the Minutes of the Annual General Meeting of March 13, 2008, as distributed.

CARRIED

(7) PRESIDENT'S REPORT

Jane Rashed summarized the activities of the past year, highlighting the following items:

- The strata corporation has a new Strata Manager, Resident Manager, Assistant Manager, and Head Concierge. Ms. Rashed thanked the new team for their contributions during the past year.
- Much of Council's focus during the past year has been on the P5 cavity issue and a resolution is expected shortly. Another major focus has been the list of construction issues sent to the developer for rectification. The strata corporation's lawyer has been instructed to follow up with Amacon on this matter. Council has also dealt with various owner issues such as late payment of strata fees, noise, and pets.
- Going forward into the new year Council intends to place greater focus on the beautification of the building, and funds have been allocated accordingly in the proposed budget.
- In terms of a fiscal update, there is good news in that a surplus is expected at the end of the current year. There is no increase in strata fees in the new year, and the annual contribution to the Contingency Reserve Fund has been increased significantly.

(8) ANNUAL REPORT ON INSURANCE

The Strata Corporation's insurance agent is BFL. The current policy runs from March 4, 2009 to March 4, 2010. The policy includes the following coverage:

- Property coverage for \$113,090,000
- Liability coverage at \$10,000,000
- Directors and Officers liability for \$2 million

The strata corporation is paying a higher-than-normal premium due to the P5 situation. The strata corporation's lawyer has been asked to try to obtain compensation from RAV for this extra cost.

It is strongly recommended that all owners purchase homeowner's insurance for any in-suite upgrades they make, their personal effects, and any strata corporation insurance deductibles that get backcharged to their suites.

(9) 2009/2010 OPERATING BUDGETS

9.1 RESIDENTIAL BUDGET

It was **Moved/Seconded** to adopt the 2009/2010 Residential Operating Budget as presented.

It was **Moved/Seconded** to amend the budget by splitting up the Enterphone category into two separate categories: \$46,500 for the enterphone lease, and \$6,500 for repairs and the purchase of fobs, remotes, and access cards.

CARRIED

It was **Moved/Seconded** to amend the budget by increasing Landscape Improvements by \$5,000 and making a corresponding increase of \$5,000 to Owners Contributions.

DEFEATED

It was **Moved/Seconded** to amend the budget by increasing Landscape Improvements by \$5,000 and making a corresponding decrease of \$5,000 to the annual CRF contribution.

CARRIED

Owners then voted on the budget as amended and the motion was

CARRIED

9.2 COMMERCIAL BUDGET

It was **Moved/Seconded** by the owner of all four commercial strata lots to approve the 2009/10 Commercial Operating Budget as presented. Only the Commercial Section Owner voted on this budget.

CARRIED

Please refer to the attached approved budgets and strata fee schedules for the 2009/10 year. For residential owners there is no change in strata fees.

Owners who pay by automatic withdrawals from their bank accounts need not take any action, as Baywest will continue to make the required withdrawals. If you are not already on the pre-authorized payment plan and would like to have your fees deducted automatically, please contact David Pyper at Baywest (604) 714-1523 to have a form sent to you. For Owners who provide post-dated cheques, please forward a series of twelve (12) cheques beginning April 1, 2009. Cheques are to be made payable to "Strata Plan BCS 1172" and forwarded to Baywest at the address on the front page of these Minutes.

(10) RESOLUTION "A" – USE OF CRF FUNDS FOR P5 EXPENSES

It was moved and seconded to adopt Resolution "A" as presented:

Be it resolved by a 3/4 Vote of the Owners, Strata Plan BCS 1172, that the strata corporation be authorized to spend up to \$60,000 from the Contingency Reserve Fund for consulting fees, legal fees, and other expenses related to the P5 cavity. It is further resolved that any reimbursements related to the P5 cavity that get received by the strata corporation in the future will be placed in the Contingency Reserve Fund.

Explanation for Resolution A: During the past year the strata corporation has been borrowing money from the Contingency Reserve Fund to pay for expenses related to the P5 cavity. Under the Strata Property Act, any money borrowed from the CRF must be paid back by the end of the fiscal year. (The Brava's fiscal year ends on March 31, 2009). To date, the strata corporation has borrowed \$33,603.86 from the CRF, and there are still a number of consulting fees and legal fees to be paid. If Resolution A passes, the loan will become an authorized expenditure.

CARRIED

(11) GENERAL DISCUSSION

Owners raised the following general discussion issues at the meeting:

- Two 27th floor owners did not have their windows cleaned to due to access problems. Red Lion will be asked to return to clean these windows.
- An owner asked if the stairwell doors could be locked. The Strata Council previously asked Amacon to lock the doors but the request was denied. Council had also obtained a quote but the cost was very high.
- Two ten pound dumbbells have gone missing from the exercise room and need replacing.
- A number of owners requested a greater security presence in Tower A.
- An owner asked about the closure of the steam room. The steam room will be re-opening shortly.
- Council may consider putting forward a bylaw amendment to reduce the strata corporation's quorum requirement since the strata corporation has never had a quorum at an AGM
- The Strata Manager and Council provided a brief update on the P5 issue. It was noted that the strata corporation's engineers and the RAV engineers had agreed on a suitable method of additional remediation for the P5 cavity. The strata corporation's lawyer is following up with

RAV to request that they pay for the remediation, plus all other P5-related expenses paid by the strata corporation. If RAV does not agree, it will be necessary to hold an SGM to vote on a special assessment.

- The doors on the amenities floor need painting.
- There is no sealant on the concrete exterior walls of the building. An owner asked if this was a concern. The Strata Manager will check if this matter was addressed in the report done by Bemco.
- An owner asked why the dryer ducts are not being cleaned. Council noted that the secondary lint traps will be inspected and cleaned instead of having the ducts cleaned. Owners were reminded to clean their lint traps regularly and ensure their bathroom fan timers are on to prevent in-suite condensation and mold problems.

(12) ELECTION OF 2009/10 STRATA COUNCIL

As per the Bylaws, a maximum of seven owners are permitted on Council. As the Commercial Section must be represented on the Strata Council, the owner of the commercial units, Dr. Lan Quan, takes one seat. Owners were invited to volunteer or make nominations for the remaining six seats, and the following Owners agreed to stand for office:

Jake Jacob	A207
Jason Lin	A303
Donnalyne Mackie	B1006
Alexis Mackintosh	B1904
Jane Rashed	A2302
Hans Schild	B2603
Andrew Francis	A2301
Joanna Ostrowski	B603

As no further nominations or volunteers were received, the above noted owners were requested to introduce themselves to the ownership prior to an election being held by way of secret ballot. The ballots were tallied and the following owners were elected as the 2009/10 Strata Council:

Jake Jacob	A207
Donnalyne Mackie	B1006
Alexis Mackintosh	B1904
Jane Rashed	A2302
Hans Schild	B2603
Andrew Francis	A2301
Lan Quan	Commercial

(13) TERMINATION OF MEETING

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



COUNCIL MEETING

Following the AGM, the new Council met briefly and discussed the following issues:

Council Positions

Council members decided to hold the following positions for the new term:

- President: Jane Rashed
- Vice President: Alexis Mackintosh
- Treasurer: Donnalyne Mackie

Additional positions and/or committees will be considered at the first regular Council meeting.

Slovak House Proposal

During the Olympics the VIFF will be used as the Slovakian Olympic pavilion. A representative from Slovak House has asked to park a catering truck behind the building in return for a rental fee. In advance of the AGM, informal discussions were held between Council members, the Strata Manager, and the Resident Manager on this issue. At the present meeting, Council formally decided it was in favour of the idea and instructed the Strata Manager to ask the representative from Slovak House to make an offer in terms of compensation. Once the offer is received, Council will make a decision on this matter by email.

Next Council Meeting

The first regular Strata Council Meeting will be held on Wednesday, April 15, 2008 at 6:30 p.m. in the Social Room.

Please keep these minutes with your strata lot records. You will need to give them to your realtor when you sell your strata lot. There will be a charge for copies.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
of 1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Jane Rashed

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

AT LARGE
Jake Jacob
Hans Schild
Andrew Francis

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
VANCOUVER, BC V6J 3G7
Phone: 604-257-0325
Direct Line: 604-714-1523
Direct Fax: 604-592-3677
Email: dpyper@baywest.ca

ACCOUNTANT
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Glenn Price
ASSISTANT MANAGER
Robin Gonzales
Site Office: 604-488-5464
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

BRAVA WEBSITE
Bravatowers.ca

PRESENT:

Jane Rashed (by speaker phone)
Hans Schild
Lan Quan
Alexis Mackintosh

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:34 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report, which included the following items:

Lighting Ballast update – Electrician George Dickson has finished replacing about 50 ballasts in the stairwells and parkade. Council approved a recommendation to have George Dickson return to investigate the timers/sensors that are not working at the pool deck and in some locker rooms.

Annual Fire Inspection – Mountain Fire carried out the annual fire inspection. Council decided that all owners who failed to provide access to their suites will be subject to a \$50 fine. In addition, the owners will be responsible for the cost of having Mountain Fire return for a second access attempt. Owners who do not provide access for the second attempt will be subject to a \$200 fine.

Dryer ducts / Fan timers – During the annual inspection the On-Site Managers went suite to suite with Mountain, to clean out all secondary dryer lint traps and check that residents have their bathroom fan timers on. Many lint traps were plugged, and many timers were off. Information on proper maintenance of these items will be posted on the website for residents. In addition, next year the Resident Manager will place stickers on the dryers reminding residents to clean out their secondary lint traps.

Lobby ceiling – Mountain Fire reported that a sprinkler head in the Tower A lobby is being blocked by the laminate ceiling. Given the potential safety risk, Council decided to remove the ceiling without delay. The Site Managers will do the removal. The Resident Manager will obtain a quote on drywalling the ceiling.

Steam Room Update – The steam room has been re-grouted. Sealing will now take place. The total cost will be approximately \$3,100. After testing for leaks, the room will be re-opened.

Newsletter – The Resident Manager offered to prepare a monthly electronic newsletter. Council approved the suggestion.

Parkade Cleaning – The pressure washing of P1 was completed. Council authorized the Resident Manager to hire casual labour and

rent a second pressure washer to assist with the remainder of the job.

Bylaw/Rule Violations – It was decided to create a standard bylaw/rule violation notice that can be given out by the concierge when violations occur.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of February 25, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 OPERATING PROCEDURES

Council decided to table the discussion of operating procedures for the next meeting, to ensure that all Council members have an opportunity to participate.

4.2 P5 CAVITY – UPDATE

The strata corporation's lawyer, Jamie Bleay, has been in contact with the strata corporation's engineers regarding the P5 issue and is currently awaiting final drawings before approaching RAV about paying for the work.

4.3 32ND FLOOR BALCONY LEAK

Subsequent to the last meeting, Travelers Warranty was advised that Amacon had not contacted the strata corporation about the balcony membrane leak into a 32nd floor suite. Amacon has now agreed to investigate. In addition, a letter was received from the owners of the suite requesting reimbursement for the cost of repairing water damage to the suite. Council approved the payment, in the amount of \$1,648. Amacon will be asked to reimburse the strata corporation for this invoice.

4.4 DEVELOPER ISSUES

A letter was received from Amacon responding to the strata corporation's list of construction issues. The letter advises that in Amacon's opinion a final settlement was reached with the strata corporation in November 2006, with payment made by Amacon to the strata corporation, as "full and final settlement of any alleged common area construction deficiencies." The only exception to the settlement was any future claim by the strata corporation made under a third party warranty. Given the foregoing, Amacon advised that all of the strata corporation's issues were denied, except for the following:

- Cracks in the parapet walls of Tower A
- Issues raised the Bemco report that are covered under the envelope warranty
- Concrete spalling at A1107
- The 32nd floor balcony membrane leak
- Several leaks in the parkade
- A gap in the exterior metal panels on the 26th floor

Jamie Bleay will be asked for his opinion on continuing to pursue this matter with Amacon.

4.5 HOT TUB – TOWER A

It was reported in the minutes of February 25 that the hot tub that had been installed on a balcony in Tower A had been removed by the owner. It turned out that the hot tub has not in fact yet been

removed; however, the owner is cooperating and has promised to remove it once some logistical issues are resolved.

4.6 HOT TUB – TOWER B

The owner who installed a hot tub and gazebo in Tower B has not removed them. It was decided to fine the owner \$200 per month until they are removed.

4.7 CELL PHONE CONTRACT

Telus Mobility has advised that the contract expiry date for the strata corporation's two cell phones is April 2011, and the early termination penalty is \$480 per phone. Council decided not to terminate the contract. Instead, the Assistant Manager's cell phone coverage will be reduced to the least expensive plan.

4.8 GENERAL DISCUSSION ISSUES FROM AGM

Council reviewed the general discussion issues brought up at the recent AGM. Council made the following decisions:

- The Resident Manager will replace the dumbbells that went missing from the exercise room
- An amendment to the quorum bylaw will be proposed at the next general meeting
- The Resident Manager will be inspecting the common area doors, including the doors on the amenities level, to determine which ones need painting. The doors will be painted by site staff as required and as time permits.
- The Strata Manager will review the Bemco building envelope report to see if there is mention of sealant being required on the exterior walls.

4.9 SLOVAK HOUSE

As not all Council members were at the meeting, it was decided to hold an email vote on whether or not to allow the Slovakian Olympic contingent to park a large catering/dishwashing facility outside the back entrance during the Olympics in return for \$7,000.

4.10 LANDSCAPING IMPROVEMENTS

Council discussed the following issues with respect to landscaping improvements:

- The strata corporation had the option of paying \$1,532 to have 8 hanging baskets installed on the street poles outside the building this year, but a decision was made not to participate. The VIFF did not participate either. At the present meeting Council ratified the decision and agreed that the baskets will not be done in the future.
- The white rock in front of the building will be retained. It will be topped up with additional white rock.
- The City of Vancouver Engineering Department has advised that it would be acceptable for the strata corporation to pave the grass boulevard in front of the building. The Resident Manager will obtain a price on artificial grass and clarify the cost of paving with the City. This issue will be revisited at the next meeting.
- There are still a number of dead trees remaining in the planter pots on the pool deck. The trees will be removed and the residents who have volunteered to help with landscaping improvements will be asked to plant annuals in the planter pots.
- The City's plant watering truck has been observed filling up their water tank with the Brava's water. The Resident Manager will take measures to ensure this no longer happens.
- The Assistant Manager will be asked to pay closer attention to cleaning up dog excrement, cigarette butts, and litter from the ground in front of the complex.

4.11 LANDSCAPE MAINTENANCE CONTRACT

It was decided to enter into a 12 month landscape maintenance contract with Paraspace Landscaping starting May 1, 2009, at a cost of \$11,856 plus GST.

4.12 TELECONFERENCING DEVICE

In advance of the meeting, it was decided by an email vote to purchase a teleconferencing device for strata council meetings, at a cost of \$250 - \$500. Part of this cost will be recovered by renting it out to residents who wish to teleconference in the meeting room.

5. CORRESPONDENCE

5.1 LIBERAL PARTY CAMPAIGNING REQUEST

A request was received from an owner for a "coffee party" to be held in the lobby to allow residents to meet the Liberal candidate for MLA for the riding. The owner also requested permission to go door-to-door in the building and put up campaign material on the bulletin boards. Council noted that there were legal issues related to denying access to political parties during a campaign.* Therefore, Council approved the first two requests; however, the bulletin board request was denied. The same permission will be granted to the NDP if they make a similar request.

*Note: Both Federal legislation and the B.C. Residential Tenancy Act have provisions requiring that access be provided.

5.2 ELECTRIC FIREPLACES

A letter was received from an owner advising that the supplier of the electric fireplaces at the Brava had gone out of business, but he had found a contractor who can provide a replacement fireplace if owners' fireplaces break down. The contractor is as follows:

Mac Parlee
Cell: 604-690-0750
Email: mmparlee@shaw.ca

Note: Fireplace replacement is an in-suite issue. This information is being provided as a courtesy only. The strata corporation, strata council, and management do not necessarily recommend this contractor and are not responsible in any way for any issues that may arise from using his services or products.

5.3 REQUEST TO OBSERVE MEETINGS

A request was received from an owner to attend some Council meetings as an observer. The request was approved.

5.4 FLOORING REPLACEMENT REQUESTS

Flooring replacement requests were received from four owners. The requests were approved in advance of the meeting, subject to Council's standard conditions.

(6) NEW BUSINESS

6.1 DOG BITE INCIDENT

Council discussed a report of a resident being bitten by an owner's dog in the elevator. The owner has two dogs that look the same. As there is a record of one of the owner's dogs biting another resident last year, Council decided to advise the owner that the dogs must be removed from the building within 30 days. In the meantime, the dogs will have to be muzzled at all times when on common property.

6.2 MEETING ROOM INCIDENT

Council discussed a report of an underage drinking party in the meeting room. The owner will be advised of a pending fine of \$200, and a pending decision to revoke access to the amenities area.

6.3 CRACKED WINDOWS

Two owners recently reported cracked windows. There was no known cause. The windows were replaced by the strata corporation.

6.4 EXCESSIVE CONDENSATION

Two owners recently reported water accumulating at their windows. The Resident Manager investigated and determined that in both cases the water was most likely excessive condensation. The two residents were advised of possible remedies involving their dryer vents and bathroom exhaust fans.

6.5 ELECTRICAL VAULT MAINTENANCE

B.C. Hydro has sent the strata corporation a notice that servicing is required for the electrical vault. As servicing was just done in 2007 by Houle Electric, the Strata Manager is in process of clarifying this matter with Houle Electric and B.C. Hydro.

6.6 PROFESSIONAL DEVELOPMENT

Council approved the idea of the Resident Manager and Assistant Manager taking a professional development course this year. The Resident Manager is currently looking into the various courses that are available. Council also decided to have both on-site managers take a refresher WHIMIS course this year.

6.7 ASSISTANT MANAGER'S NEW HOURS

Assistant Manager Robin Gonzales has been working a reduced 35 hour week at his request since he was hired. He started working a full 40 hour week effective April 1, 2009, and his salary has been adjusted accordingly, as per his employment contract.

Note: The Resident Manager left the meeting at this time.

6.8 SURVEY OF OTHER RESIDENT MANAGERS' SALARIES

When Council hired Resident Manager Glenn Price it was agreed that at some point a survey would be conducted of other Resident Managers' salaries to confirm that his salary is in the appropriate range. The Strata Manager will conduct a survey through Baywest and report back to Council.

6.9 CONCORD SECURITY CONTRACT

The contract with Concord Security for concierge/security services expired March 1. Concord is proposing a 3% increase for the new year. Council noted that there are no funds for such an increase in the budget. The Strata Manager will discuss a smaller increase with Concord.

6.10 FITNESS EQUIPMENT

In preparation for the expiry of the fitness equipment lease, the Strata Manager will obtain quotes on new fitness equipment.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

The adoption of the financial statements for February was tabled for the next meeting.

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$28,521.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:20 p.m.

(9) NEXT MEETING DATE

The date of the next meeting will be determined by email.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
the 4th floor Sitting Room,
of 1155 Seymour St.
Vancouver, BC

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Jane Rashed

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

AT LARGE
Jake Jacob
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PRESENT:

Jane Rashed (by speaker phone)
Hans Schild
Donnalyne Mackie
Lan Quan
Alexis Mackintosh
Jake Jacob
Andrew Francis

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

Guest observer: Sergey Chelsky (owner)

(1) CALL TO ORDER

The meeting was called to order at 6:32 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

The Resident Manager provided a verbal report, dealing with the following issues:

Pool Course - The Resident Manager and Assistant Manager completed the Vancouver Coastal Health Authority's swimming pool and hot tub operators course.

Steam Room Update – The new grout in the steam room started dripping when the steam was turned on. The grout was found to be defective. The contractor is in the process of re-grouting the room at her cost.

Pressure Washing – The parkade pressure washing was completed. The pool deck was also done.

Lobby improvements - The laminate ceiling in the Tower A lobby started to fall down. For safety reasons, the laminate was immediately removed. The drywall underneath will now be restored. To improve the lobby appearance, the concierge desk was also removed. Council asked the Resident Manager to look into options for new ceiling lighting. In the Tower B lobby, the glass rod artwork in the seating area was also removed.

Mechanical issues - One of the booster pumps for the main water supply failed and is being repaired by DMS. One of the sump pumps on P5 is overheating and another has failed. Repairs/replacement are being carried out by DMS. The Resident Manager will check if the pumps are covered under warranty. The spa pump also failed and was replaced by DMS.

VIFF leak - When the spa pump was replaced, water leaked through the pump room floor into the VIFF. A number of ceiling tiles fell down. Due to the height of the ceiling, a lift will be brought in to replace the tiles.

Parkade ceiling - A parkade ceiling leak on P5 has started to re-occur directly above a vehicle that was damaged by the same problem last year. Injecting epoxy into the ceiling would be cost prohibitive because there is some piping blocking access to the ceiling above the stall. Therefore, a drip pan will be installed by DMS to keep water and efflorescence off the car.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of April 15, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 OPERATING PROCEDURES

Council decided to table the discussion of operating procedures for the next meeting, to give all Council members the opportunity to review the procedures in advance of the meeting.

4.2 P5 CAVITY – UPDATE

The drawings for the remaining work related to the P5 cavity have been completed. Jamie Bleay, the strata corporation's lawyer, has initiated discussions with RAV about paying for the work.

The Strata Manager will prepare a summary of all RAV legal costs to date for Council's review.

4.3 32ND FLOOR BALCONY LEAK

An inspection of the balcony membrane leak at the 32nd floor by Travelers Warranty is in the process of being scheduled.

4.4 DEVELOPER ISSUES

A written opinion was received from Jamie Bleay on the whether or not it is worthwhile to continue to pursue the construction issues with the developer. Council decided to have Mr. Bleay write to Amacon regarding a possible settlement.

4.5 HOT TUB – TOWER A

The owner in Tower A who has not removed his hot tub will be sent a reminder letter that the hot tub must be removed soon.

4.6 SLOVAK HOUSE

Subsequent to the last meeting, Council decided through an email vote to allow the Slovakian Olympic contingent to park a catering facility outside the back entrance during the Olympics in return for \$7,000. A contract will be signed once the logistical details have been sorted out.

Council decided to accept an offer from Slovak House for an additional \$1,500 for use of the Tower A billiards room as a break room for catering staff from February 10 to February 28, 2010.

4.7 LANDSCAPING IMPROVEMENTS

Council considered a detailed list of suggested landscape improvements from Paraspace. Jake Jacob and Andrew Francis volunteered to conduct a landscape inspection with Paraspace to review their suggestions.

4.8 ELECTRICAL VAULT MAINTENANCE

The Strata Manager is the process of clarifying this issue with Houle Electric.

4.9 CONCORD SECURITY CONTRACT

Concord Security has agreed to renew their annual contract with no price increase.

4.10 CONCRETE SEALANT ON WALLS

Further to the discussion at the AGM, the Strata Manager reported that there is no mention in the Bemco building envelope report that sealant needs to be added to the building's bare concrete walls.

(5) CORRESPONDENCE

5.1 REIMBURSEMENT FOR DAMAGE TO CAR

Council reviewed a receipt from an owner submitted in support of his claim for reimbursement for damage to his vehicle. Council accepted the receipt. The Strata Manager will issue a cheque for \$100, as per the decision made by Council last year.

(6) NEW BUSINESS

6.1 SECURITY

Council discussed whose responsibility it should be to call the police if there is illegal activity observed near the building but outside of the Brava's property line. Council agreed that it is not the concierge's role to deal with such issues.

REMINDER TO OWNERS

IF YOU OBSERVE ILLEGAL ACTIVITY IN THE LANE OR ANYWHERE NEAR THE BUILDING PLEASE DO NOT HESITATE TO CALL THE POLICE.

FOR SECURITY REASONS, DO NOT LET STRANGERS INTO THE BUILDING AT THE PARKING GATE OR ANY OTHER ENTRANCE.

THANK YOU.

6.2 FIRE INSPECTION DEFICIENCIES

Council approved a quote from Mountain Fire for \$1,699 plus GST for addressing all the deficiencies found during the annual fire inspection.

Note: The Resident Manager left the meeting at this point.

6.3 RESIDENT MANAGER'S SALARY

Council considered the Resident Manager's salary in view of the Brava's budget and a survey of Resident Managers' salaries at other large buildings. Council decided to increase the manager's salary retroactive to April 1, 2009. An additional salary review will be conducted before the start of the next fiscal year on April 1, 2010.

(7) **FINANCIAL BUSINESS**

7.1 **FINANCIAL STATEMENTS**

It was moved and seconded to adopt the financial statements for the month of February, as distributed.

CARRIED

7.2 **ACCOUNTS RECEIVABLE**

The accounts receivable balance as of the date of the meeting was \$25,534. The Strata Manager advised Council of the action being taken with each owner in serious arrears. Liens are being filed as required.

7.3 **CREDIT CARD**

Donnalynne Mackie reported that a credit card had been arranged for use by the Resident Manager in purchasing items for the Brava.

(8) **TERMINATION OF MEETING**

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

(9) **NEXT MEETING DATE**

The next Council meeting will be held on **Wednesday, June 3, 2009**, at 6:30 pm in the meeting room.

BRAVA - STRATA PLAN BCS 1172

6:30 pm at
207 – 1199 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
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VICE-PRESIDENT
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CONCIERGE / SECURITY
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BRAVA WEBSITE
Bravatowers.ca

PRESENT:

Jane Rashed
Hans Schild
Donnalyne Mackie
Lan Quan
Alexis Mackintosh
Jake Jacob

REGRETS:

Andrew Francis

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:38 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report, which included the following items:

- There were approximately eight lockers broken into in two locker rooms on P1. There were no signs of forced entry. A trades fob issued several years ago was used to enter both rooms. The fob has now been deactivated. An investigation is ongoing. Council discussed whether to replace the damaged locker hasps or provide the owners with bicycle locks that bypass the hasps. The Resident Manager will obtain costs on both options and proceed with bicycle locks if they cost the same or less, since they provide better security than a padlock and hasp.
- Council approved a recommendation from the Resident Manager to repaint the yellow traffic lines on the building exterior.
- The Resident Manager is currently obtaining quotes on replacing a broken horizontal glass panel above Starbucks and the window glass in a number of suites.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of May 13, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING**4.1 OPERATING PROCEDURES**

Council and the Strata Manager reviewed the standard operating procedures document provided by Baywest and customized the document to suit the Brava. The Strata Manager will email the updated document to Council members for their review and approval.

4.2 P5 CAVITY – UPDATE

Jamie Bleay, the strata corporation's lawyer, is currently in discussions with RAV about paying for the remaining work required on the P5 cavity.

To date, the strata corporation has incurred legal and engineering costs of \$37,823 since the first round of RAV repairs were completed. It is anticipated that these costs will be recovered from RAV.

4.3 32ND FLOOR BALCONY LEAK

Travelers Warranty attended the building with representatives from Amacon on May 22 to inspect the 32nd floor balcony leak. The balcony where the water is believed to have originated was not viewed. Only the suite below, where damage was sustained, was inspected. Travelers has denied the claim because the leak is not currently active. Council will revisit this issue if the leak returns.

4.4 DEVELOPER ISSUES

It was decided to have the strata corporation's lawyer write to Amacon to ask for \$30,000 as final settlement on all remaining deficiencies, with the exception of those items covered under warranty.

4.5 SLOVAK HOUSE

Subsequent to the last meeting, Slovak House submitted plans showing that their catering truck would protrude a considerable distance into the driveway above the parking entrance. A site meeting was held, and this issue was resolved. The strata corporation is now awaiting the draft contract from Slovak House.

4.6 LANDSCAPING IMPROVEMENTS

Council reviewed a list of suggested landscaping improvements from Paraspace based on a site inspection conducted by Paraspace and Council members Jake Jacob and Andrew Francis. Council authorized the following work on the condition that Paraspace is willing to reduce their price to \$11,300 plus tax or less:

1. Seymour Street: Remove and dispose of all brick edging and white rock. Supply and install retaining blocks surrounding these beds. Supply and install 20 Rhododendrons, 20 broadleaf evergreens, 35 Black Eyed Susan, and 15 Red Rose bushes. This option offered the best floral coverage all year round.
2. In front of the theatre: Remove and replace the dead boxwood plants. The Resident Manager will review and align the current irrigation to ensure maintenance for the replacements.
3. Fourth Floor Amenity Area: Spruce up the 34 pots. Clean up the dead plants in the pots and provide some summer seasonal flower colour.

Subsequent to the meeting, Jake Jacobs was able to negotiate a discount on the above work. The total cost including taxes will be \$11,000. This is significant savings over the original price.

4.7 CONCORD SECURITY CONTRACT

Council reviewed the contract proposal from Concord Security for the period of March 1, 2009 to February 28, 2010. There is no price increase over last year. Council approved the contract, subject to two minor amendments to the wording.

(5) CORRESPONDENCE

5.1 FIRE INSPECTION FINES

Council considered letters from eleven owners disputing a pending fine for not providing access for the annual fire inspection. Council decided not to fine any of the owners who missed this year's inspection, except for repeat offenders. Those owners who missed the inspection in both 2009 and 2008 will be fined \$50.

5.2 REQUEST FOR REIMBURSEMENT

Council considered a request from an owner to be reimbursed for repair work she had a contractor do in her bathroom as a result of a leak that happened several years ago. As the resident refused to allow access to the strata's contractor for repairs shortly after the leak, and the repairs that were eventually done were not authorized by the strata corporation, the request was denied.

(6) NEW BUSINESS

6.1 OFFER TO ATTEND MEETINGS

KP Cleaning has offered to attend some Council meetings so that Council can provide some direct feedback on their cleaning services. Council decided to invite them to the next meeting.

6.2 USE OF AMENITIES FOR COMMERCIAL PURPOSES

Two residents may have been observed using the common facilities for personal training and Pilates classes. Letters will be sent to the residents to advise that they may be in violation of the bylaws and must stop these activities.

6.3 OLYMPICS 2010

For the period of the Olympics, Council will discuss issues such as security and parking matters as well as possible temporary amendments to rentals of guests suites and party rooms.

6.4 REVIEW OF RULES

At the next meeting Council will review the damage deposit rules for the rental of amenities, and several other rules, to determine if any amendments are required.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the months of March and April, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$28,732. Council decided to apply to the courts for a forced sale of two suites in serious arrears to collect the balance outstanding.

(8) TERMINATION OF MEETING

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

(9) NEXT MEETING DATE

The next Council meeting will be held on **Wednesday, September 16, 2009**, at 6:30 pm in the meeting room.

WITH THE ARRIVAL OF THE SUNNY WEATHER AND CERTAIN CONCERNS BEING RAISED BY RESIDENTS, COUNCIL WOULD LIKE TO REMIND EVERYONE OF THE FOLLOWING RULES AND BYLAWS:

Smoking and alcohol consumption

- Smoking is not allowed in any common property areas of the buildings.
- Alcoholic consumption is not allowed in any common property areas of the buildings except it is allowed for exclusive functions in the multipurpose room and the meeting room.

Roller blades, roller skates, skate boards

Roller blades, roller skates, and skate boards shall not be used in the common areas of the buildings

Swimming Pool, Hot Tub, and Picnic Area

- Children (under the age of 18) shall be accompanied by adults. No lifeguard is provided.
- Users of the hot tub/pool shall take a shower before use.
- Young children and infants are not permitted in the hot tub.
- Pets are not permitted in the picnic area, on the pool deck or in the pool/hot tub.
- No beverages except water permitted on pool/hot tub deck.

Pets

- An owner of a pet shall not permit the pet to urinate or defecate on any part of the common property, and if any pet does accidentally urinate or defecate on the common property, the owner shall immediately and completely remove all of the pet's waste from the common property and dispose of it in a waste container or by some other sanitary means.
- No owner, tenant or occupant shall permit its pet to disturb any other owner, tenant or occupant with uncontrolled barking or howling.
- Pets are not permitted on interior or exterior common property unless controlled on a leash.

Residents or owners who violate the rules and bylaws are subject to fines ranging from \$50 to \$200.

Thank you for your cooperation.

BRAVA – STRATA PLAN BCS 1172

6:30 pm in the
4th Floor Meeting Room
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010****PRESIDENT**
Vacant**VICE-PRESIDENT**
Alexis Mackintosh**TREASURER**
Donnalyne Mackie**COMMERCIAL**
Dr. Quan**AT LARGE**
Jake Jacob
Hans Schild
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Site Office: 604-488-5464
4th Floor-1155 Seymour St.**CONCIERGE / SECURITY**
604-684-4821**BRAVA WEBSITE**
Bravatowers.ca**PRESENT:**

Hans Schild
Donnalyne Mackie
Alexis Mackintosh

REGRETS:

Andrew Francis
Lan Quan
Jake Jacob

David Pyper, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:42 p.m. A quorum was established.

(2) SPECIAL BUSINESS**2.1 RESIGNATION FROM COUNCIL**

An email was received from Council President Jane Rashed on August 5 advising that she was stepping down from Council.

Acting President Alexis Mackintosh advised that she would prefer to remain as Vice President, and nominated Hans Schild for the President's position. After some discussion, Mr. Schild accepted the nomination, and Council decided unanimously in favour of Mr. Schild becoming President for the remainder of the term.

Given the vacancy on Council, it was decided to ask former Council member Jason Lin if would be interested in returning to Council.

2.2 VACATION REQUEST

Council considered a special request from Assistant Manager Robin Gonzales take off 5 consecutive weeks starting in late November. Council noted that the Assistant Manager is only entitled to 2 weeks off each year, and an extended absence would place a strain on the strata corporation's resources. After some discussion and the consideration of a number of factors, Council decided to deny the request.

(3) TERMINATION OF MEETING

The meeting was terminated at 7:10 p.m.

(4) NEXT MEETING DATE

The next Council meeting will be held on **Wednesday, September 16, 2009**, at 6:30 pm in the meeting room.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Hans Schild

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

AT LARGE
Jake Jacob
Andrew Francis
Jason Lin

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
VANCOUVER, BC V6J 3G7
Phone: 604-257-0325
Direct Line: 604-714-1523
Direct Fax: 604-592-3677
Email: dpyper@baywest.ca

ACCOUNTANT
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Glenn Price
ASSISTANT MANAGER
Robin Gonzales
Site Office: 604-488-5464
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

BRAVA WEBSITE
Bravatowers.ca

PRESENT:

Hans Schild
Donnalyne Mackie
Lan Quan
Jake Jacob
Jason Lin

REGRETS:

Andrew Francis
Alexis Mackintosh

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:32 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report.

- The walls and ceilings in the lobbies that were once covered in laminate have been painted, and the floors have been stripped, sealed, and finished.

- Council approved the purchase of eight door mats, at a total cost of approximately \$1,464. A mat will be placed inside and outside each of the four lobby entrances.

- Council approved the purchase of a roll of carpet to protect the lobby floors during moves, at a cost of approximately \$700.

- Council approved the purchase of a storage cabinet from Ikea to be placed in the billiards room in Tower B. The cabinet will replace the existing fireplace, which has been removed and put in storage. The cabinet will be used for storage of large delivery items left with the concierge.

- Items are starting to accumulate again in the storage locker rooms and parking stalls. The items will be removed and taken away by a junk removal contractor.

- An additional 50 failed lighting ballasts were replaced by George Dickson Electric.

- There was a recent party held by a renter that caused a significant disturbance to residents. Given the history of issues with this tenant, the landlord will be sent a letter asking her to evict him.

- There is some damage to the exterior concrete finish at the 26th floor in Building B. Council decided to have the area inspected and restored.

- Council authorized the Resident Manager to act as a paid representative of some individual residents who will be renting out their suites during the Olympics. The Resident Manager assured Council that this arrangement will not affect his regular duties.

- An owner allowed her tenant to move in without proper notice and without providing a Form K, as required by the Bylaws. Council decided to fine the owner \$100 for each offense.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meetings of June 3 and August 12, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 NEW COUNCIL MEMBER

It was moved and seconded to approve Jason Lin as a new Council member.

CARRIED

4.2 KP CLEANING

Augustin Tretinik of KP Cleaning attended the meeting to obtain feedback from Council on his company's cleaning services. After he left the meeting, Council approved the addition of another six hours a week of cleaning time to the contract.

4.3 P5 CAVITY

The strata corporation's lawyer, Jamie Bleay, recently met on a "without prejudice" basis with SNC Lavalin and their lawyer to discuss the remaining work required at P5. After discussing the meeting, Council decided on the instructions to provide to Mr. Bleay.

4.4 OPERATING PROCEDURES

The Strata Manager gave each Council member a copy of the revised standard operating procedures for their review in advance of the next meeting.

4.5 DEVELOPER ISSUES

A letter was sent to Amacon by the strata corporation's lawyer on July 15 asking for \$35,000 as final settlement on all remaining deficiencies. A response was not received. Council directed the Strata Manager to send a follow-up letter.

4.6 SLOVAK HOUSE

Council reviewed a draft rental contact from the Slovak House and made a number of changes. The contract will now be sent to Jamie Bleay for his review.

4.7 STEAM ROOM

After the steam room was re-grouted with new product, the grout failed a second time. The steam room has been shut down. The contractor that did the work will not be paid the extra \$910 she billed after re-grouting the room. Council decided to have a different contractor re-grout the room. Two quotes will be obtained.

(5) CORRESPONDENCE

5.1 LAMINATE FLOORING REQUESTS

Five requests were received from owners for permission to install laminate flooring. The requests were approved, subject to the standard conditions, by the Strata Manager in advance of the meeting.

5.2 REQUEST TO INSTALL PAVERS ON DECK

A request was received from an owner to install either pavers or tiles on his deck. The request was denied.

5.3 MOVE-IN/MOVE-OUT FEES

Letters were received from two owners objecting the move-in/move-out fees charged to their accounts since their moves did not involve furniture. The strata corporation rules stipulate that a fee will be charged "upon each change in occupancy." Given the current rules, Council decided that the fees will not be reversed.

5.4 LIEN FEE

A letter was received from an owner requesting the reversal of the lien registration fee charged to his account. Council decided that the fee will not be reversed.

5.5 DAMAGE TO VEHICLE

A letter was received from an owner requesting reimbursement in the amount of \$250 for repairing damage to his vehicle caused by a leak above his parking stall. Council approved the request.

5.6 USE OF PARKING BY NON-RESIDENTS

An email was received from an owner reporting that she saw an ad on Craigslist for the rental of a parking stall at the Brava.

<p>OWNERS ARE REMINDED THAT IT IS A VIOLATION OF BYLAW 7.4 TO RENT A PARKING STALL TO A NON-RESIDENT. VIOLATORS OF THIS BYLAW ARE SUBJECT TO FINES.</p>
--

5.7 CEILING REPAIR INVOICE

A letter was received from an owner requesting reimbursement for an invoice for \$500.50 for having the ceiling repaired in her suite. The damage was caused by the sauna, which is located above the owner's suite. Council approved the request.

5.8 POOL LIGHTS

A letter was received from a 5th floor owner advising that the pool lights shine directly into his apartment. The owner requested that the lights be turned off after 11:00 when the pool closes. Council decided that for safety reasons, the lights will be kept on.

5.9 PERSONAL TRAINING

A letter was received from an owner whose tenant had been asked by Council to stop conducting personal training sessions in the gym. The owner advised that his tenant only uses the facilities when working out with her friends. However, Council was advised that the tenant is still regularly conducting personal training sessions in the gym. The tenant will be fined \$50 per infraction until she stops.

5.10 PILATES CLASSES

A letter was received from a tenant who had been asked by Council to stop teaching Pilates classes in the children's playroom. The tenant advised that her use of the room "should not be seen as a

commercial business.” The tenant is continuing to teach classes. The tenant will be fined \$50 per infraction until she stops.

5.11 HARDWOOD FLOOR INSTALLATION

A letter was received from an owner regarding noise from the suite above. The owner suggested that the owner above had installed hardwood floors without proper sound insulation and without permission from the strata corporation. A letter will be sent to the owner of the suite above regarding this matter.

5.12 ANTS / STEAM ROOM / POOL

An email was received from an owner regarding carpenter ants coming from the wooden planters on the deck next door, the extended closure of the steam room, and people smoking and drinking on the pool deck. The owner will be advised that Omni Pest Control has treated the planters and the steam room will be re-grouted shortly.

Council discussed the ongoing problems with people’s behaviour on the pool deck. For the remainder of this year, Concord Security will be asked again to be more assertive in enforcing the pool rules. For next year, Council may consider other measures such as having a security guard stationed at the pool on weekends, or a pool pass system.

5.13 REQUEST FOR INVOICE REVERSAL

A letter was received from an owner requesting the reversal of a plumbing repair invoice charged to his account by the strata corporation. Given the circumstances, the invoice will be reversed. However, as the owner carried out significant renovations in his suite without permission, he will be fined \$200.

(6) NEW BUSINESS

6.1 SLOVAK CONSULATE USE OF BILLIARDS ROOM

Council considered a proposal from the Slovak Consulate in Ottawa to use the Building B billiards room as a temporary consulate during the Olympics, for \$2,000. Council approved the request.

6.2 REQUEST TO RENT PARTY ROOM

Council considered an inquiry from a representative of a group looking to rent the party room during the Olympics. Council decided it was open to the idea. Additional information will be requested.

6.3 HEAVY DUTY PARKING GATE OPERATOR

Two quotes were obtained for a heavy duty parking gate operator:
Precision Door: \$2,995 plus tax
Ideal Door: \$3,200 plus tax

Council decided to upgrade to a heavy duty operator, but not until one of the existing operators breaks down.

6.4 FALL WINDOW CLEANING

As there are insufficient funds in this year’s budget for two window cleanings, it was decided not to have the windows cleaned this Fall.

6.5 FITNESS EQUIPMENT LEASE

The strata corporation's lease on the fitness equipment in the gym expires on December 1, 2009. There is an option to buy the equipment at the end of the lease for \$10,252.92. Another option is to allow the lease to roll over for another 12 months, at a cost of \$2,133.24 per month. Council also considered a quote from Fitness Depot for all new equipment for \$99,876, with an option to lease at \$2,695 per month plus tax.

It was decided to purchase the existing equipment at the end of the lease, and then consider replacing a select number of items that are obsolete or worn out.

Note: The Resident Manager left the meeting at this time.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the months of May, June, and July, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$23,984. At the last meeting Council decided to apply to the courts for a forced sale of two suites in serious arrears to collect the balance outstanding. The Strata Manager reported that a court action had not been required in either case, since one of the suites brought his account up to date, and the other is being foreclosed on by the bank. It was noted there is now another suite in serious arrears. Council decided to apply to the courts for a forced sale of this suite.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:45 p.m.

(9) NEXT MEETING DATE

The next Council meeting will be held on **Tuesday, October 6, 2009**, at 6:30 pm in the meeting room.

COUNCIL MEETING MINUTES**TUESDAY, OCTOBER 6, 2009****BRAVA - STRATA PLAN BCS 1172**

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010****PRESIDENT**
Hans Schild**VICE-PRESIDENT**
Alexis Mackintosh**TREASURER**
Donnalyne Mackie**COMMERCIAL**
Dr. Quan**AT LARGE**
Jake Jacob
Andrew Francis
Jason Lin**STRATA MANAGER**
David Pyper
BAYWEST MANAGEMENT
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Email: dpyper@baywest.ca**ACCOUNTANT**
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca**RESIDENT MANAGER**
Glenn Price
ASSISTANT MANAGER
Robin Gonzales
Site Office: 604-488-5464
4th Floor-1155 Seymour St.**CONCIERGE / SECURITY**
604-684-4821**BRAVA WEBSITE**
Bravatowers.ca**PRESENT:**

Hans Schild
Donnalyne Mackie
Alexis Mackintosh
Lan Quan
Jason Lin

REGRETS:

Andrew Francis
Jake Jacob

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:31 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- There was a leak through the ceiling of the VIFF from the pipes in the mechanical room above the theatre. The pipes supply the pool and spa. Upon investigation it was found that the leak is an old recurring leak that someone attempted to fix through epoxy injection and placing a bucket under the pipes. A letter will be sent to Amacon to request that they return to properly repair the leak.
- The Resident Manager proposed allowing residents to pay for amenity room bookings through the strata's website using Paypal. Council approved the idea in principal and directed the Strata Manager and Resident Manager investigate further.
- A resident removed the flooring protection in the lobby that had been placed there to protect against moving damage. A letter will be sent to the owner to advise that his actions were inappropriate.
- The owner in Tower B who had installed a hot tub and gazebo on his balcony without permission finally removed them after being given a final warning from Council.
- There have been a number of complaints from residents about cigarette butts and smoke. Notices were placed in the elevators and delivered under the doors of possible offenders.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of September 1, 2009, as distributed.

CARRIED**(4) BUSINESS ARISING****4.1 GUEST PRESENTATION – PILATES CLASSES**

The tenant of Strata Lot 13 attended the meeting to dispute the fines charged against her for using the amenities area to teach

Pilates classes. The tenant advised that she had stopped holding the classes. In consideration of the circumstances, Council agreed to reduce the tenant's accumulated fines to \$250.

4.2 GUEST PRESENTATION – GYM EQUIPMENT

The owner of Strata Lot 390 attended the meeting to give his input on gym equipment that needs to be repaired or replaced. The owner also provided a letter on the same topic. The owner's input will be taken into consideration.

4.3 P5 CAVITY

The Strata Manager provided Council members with figures on the additional engineering costs, legal fees, and insurance premiums incurred since the November 2007 RAV settlement. These figures will be forwarded to Jamie Bleay for use in his negotiations with RAV.

4.4 OPERATING PROCEDURES

Council approved the standard operating procedures document handed out and the last meeting.

4.5 DEVELOPER ISSUES

A follow-up letter was sent to Amacon by the Strata Manager requesting a response to the letter from the strata corporation's lawyer that was sent on July 15 asking for \$35,000 as final settlement on all remaining deficiencies. A response was not received. Council directed the Strata Manager to send another follow-up letter.

4.6 SLOVAK HOUSE

Council reviewed a revised version of the Slovak House rental contract containing changes made by the strata corporation's lawyer Jamie Bleay. Council discussed whether or not a \$5,000 refundable deposit was adequate, since the landscaping work that will be required in the back lane will cost over \$11,000. Council decided the amount was reasonable, as long as Slovak House agrees to pay \$6,000 to the landscaper in advance of the rental start date.

4.7 STEAM ROOM

Council considered the following quotes for the steam room:

Rite Handyman: \$4,450 plus GST to re-grout

Euro-Reno Services: \$3,200 plus GST to install new tiles on floor and seating area

Euro-Reno Services: \$6,900 plus GST to install new tiles on floor, seating area, and walls

After considering the warranties and different solutions being offered, Council approved the quote from Euro-Reno for \$6,900 plus GST.

4.8 GUEST SUITE RENTALS DURING OLYMPICS

It was moved and second to add the following rule to the Guest Suite Rules: "For the period of February 1 to February 28, 2010, each strata lot will be permitted no more than one rental of a guest suite, and each rental shall be restricted to a maximum of 3 consecutive days."

CARRIED

4.9 TREADMILL

It was reported that two treadmills are in need of immediate repairs or replacement. Council considered two replacement quotes:

Total Fitness: Cybex Pro3 treadmill - \$6,410 each
Fitness Depot: Precor 956i treadmill - \$6,995 each

As there are no funds in the budget for the purchase of new treadmills, lease rates will be obtained. Council authorized Donnalynne Mackie and Hans Schild to make a decision on this matter in advance of the next Council meeting.

4.10 REPLACEMENT OF COUNCIL MEMBER

As Council member Andrew Francis has missed most of the Council meetings this year, Council decided, in accordance with Bylaw 3.5, to replace him with another owner. Replacement candidates will be contacted by Council and a decision on the replacement will be made at the next meeting.

(5) CORRESPONDENCE

5.1 LAMINATE FLOORING REQUESTS

Three requests were received from owners for permission to install laminate flooring. The requests were approved, subject to the standard conditions, by the Strata Manager in advance of the meeting.

5.2 DISPUTE OF FINE FOR MOVING VIOLATIONS

A letter was received from an owner in response to a letter from the strata corporation advising that she had violated the moving bylaws by not providing proper notice of a move and not providing a Form K. The owner requested that she not be fined. After considering the owner's letter, Council decided that the owner will be fined.

5.3 MOVE-IN FEES

Letters were received from three owners objecting to the move-in/move-out fees charged to their accounts, since their moves did not involve furniture. The strata corporation rules stipulate that a fee will be charged "upon each change in occupancy." Given the current rules, Council decided that the fees will not be reversed.

5.4 HARDWOOD FLOOR NOISE COMPLAINT

An email was received from an owner in response to a complaint from the owner of the suite below about footsteps and other sounds related to the hardwood floors above. The writer advised that hardwood floors had been installed but there is no unreasonable noise coming from the suite. Council decided to advise the complainant to call the concierge to listen to the noise the next time it occurs.

5.5 WINDOW WASHING

An email was received from an owner advising of his opinion that the windows should be washed this Fall. Council re-affirmed the decision made at the last meeting not to do a second window washing this year.

(6) NEW BUSINESS

6.1 SLOVAK HOUSE STREET ACTIVITIES

A request was received from the Slovak House to carry out promotional activities on the exterior common area in front of the VIFF during the Olympics. Council approved the request, on the condition that Slovak House provide proof of liability insurance. The strata corporation's insurance broker, BFL, will also be asked for their opinion.

6.2 SIGNAGE IN GYM

The signage in the gym will be reviewed and updated if necessary.

Note: The Resident Manager left the meeting at this time.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

Donnalyne Mackie provided a review of the most recent financial statements. It was moved and seconded to adopt the financial statements for the months of August, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$30,853. The Strata Manager reviewed the action being taken with respect to the large balances. There are five suites with a balance owing of more than \$1,000.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:30 p.m.

(9) NEXT MEETING DATE

The next Council meeting will be held on **Monday, November 9**, at 6:30 pm in the meeting room.

REMINDER TO ALL OWNERS AND RESIDENTS:

IF YOU SEE A PROTECTIVE COVERING ON THE LOBBY FLOORS, DO NOT REMOVE IT. IT IS THERE TO PROTECT THE LOBBY FLOOR, WHICH TAKES TIME, EFFORT, AND MONEY TO MAINTAIN. INDIVIDUAL OWNERS AND TENANTS ARE NOT PERMITTED TO MAKE CHANGES TO THE COMMON PROPERTY ON THEIR OWN. IF YOU DO, YOU WILL BE SUBJECT TO FINES. THANK YOU.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Hans Schild

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
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COMMERCIAL
Dr. Quan

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Jake Jacob
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RESIDENT MANAGER
Glenn Price
Site Office: 604-488-5464
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CONCIERGE / SECURITY
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PRESENT:

Hans Schild
Donnalyne Mackie
Alexis Mackintosh
Jason Lin

REGRETS:

Lan Quan
Jake Jacob

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:32 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- Council approved a budget of \$300 for Holiday decorations for the lobbies. Donations will also be requested from residents.
- A number of concerns have arisen with the service being provided by DMS Mechanical. Quotes on a mechanical contract are being obtained from other contractors.
- A leak from the P1 boiler room through the parkade ceiling caused damage to a resident's vehicle. The resident has requested compensation. Council approved the request.
- It was suggested that the common area carpets be cleaned. Council approved the work.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of October 6, 2009, as distributed.

CARRIED**(4) BUSINESS ARISING****4.1 P5 CAVITY**

A settlement proposal letter has been sent to SNC Lavalin by the strata corporation's lawyer. Negotiations are continuing.

4.2 DEVELOPER ISSUES

A second follow-up letter was sent to Amacon by the Strata Manager requesting a response to the letter from the strata corporation's lawyer that was sent on July 15 asking for \$35,000 as final settlement on all remaining deficiencies. A response has not been received. Council decided to set aside this issue for now but may revisit it in the future.

4.3 LEAK FROM POOL PIPING

Further to Section 2 of the minutes of the last meeting, Amacon has not responded to the letter regarding the old recurring leak from the pool piping above the VIFF. It was decided to obtain a quote on repairs and send it to Amacon for their consideration.

4.4 SLOVAK HOUSE CONTRACT

The revised Slovak House contract has been sent to Slovak House to be signed.

4.5 ASSISTANT MANAGER

At the last Council meeting, it was decided to eliminate the Assistant Manager's position and terminate the employment of Robin Gonzales. The Assistant Manager's employment was terminated on October 27. The Brava will now operate without an Assistant Manager.

4.6 TREADMILL

Subsequent to the last meeting, lease rates were obtained from Fitness Depot and Total Fitness on two new treadmills. As the rates were very high, it was decided to repair the existing treadmills instead, at a cost of approximately \$2,000. Consideration will be given to buying new treadmills in the future when the strata corporation has funds to buy them outright.

4.7 PAYPAL

The Resident Manager and Baywest are investigating the possibility of allowing residents to pay for booking amenities on line through Paypal.

4.8 REPLACEMENT OF COUNCIL MEMBER

A replacement candidate to fill the vacant Council position has not yet been found.

(5) CORRESPONDENCE

5.1 LAMINATE FLOORING REQUESTS

A request was received from an owner for permission to install laminate flooring. The request was approved, subject to the standard conditions, by the Strata Manager in advance of the meeting.

5.2 SECURITY ISSUE

An email was received from an owner regarding a security concern. The owner will be thanked for her input.

(6) NEW BUSINESS

6.1 INSURANCE APPRAISAL

An updated insurance appraisal has been received from Suncorp Valuations. The new value of the complex, in terms of reconstruction cost, as of September 16, 2009, is \$101.14 million. The previous year's value was \$113.09 million. The insurance coverage will be adjusted accordingly and a partial refund on the premium will be received.

6.2 DAMAGE TO PARKING GATE

A resident hit the inner parking gate on September 1. A quote from Precision Door on replacing the bottom panel of the gate is pending. Council decided to hold the resident responsible for the damage.

6.3 PERSONAL TRAINER

Council considered a proposal from a resident to be the Brava In-house Personal Trainer and Fitness Centre Manager. The proposal was from the same resident who was previously fined for conducting personal training sessions in the gym. The proposal was not accepted.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

Donnalayne Mackie provided a review of the most recent financial statements. It was moved and seconded to adopt the financial statements for the month of September, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$26,897. The Strata Manager reviewed the action being taken with respect to the large balances. There are five suites with a balance owing of more than \$1,000. Liens have been registered accordingly.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:00 p.m.

(9) NEXT MEETING DATE

The next Council meeting will be held on **Tuesday, December 15**, at 6:30 pm in the meeting room.

<p>NOTICE TO OWNERS: THE FIRST EDITION OF THE BRAVA NEWSLETTER WILL BE PUBLISHED SHORTLY. IF YOU WOULD LIKE TO RECEIVE THE NEWSLETTER, PLEASE SEND YOUR EMAIL ADDRESS TO newsletter@bravatowers.ca.</p>

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Hans Schild

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
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PRESENT:

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Donnalyne Mackie
Alexis Mackintosh
Jason Lin
Lan Quan
Jake Jacob

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

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

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- There were four leaks reported during heavy rains. Bemco will be investigating the leaks as soon as possible.
- Lathams inspected the leak from the pool piping under the pool and advised that permanent repairs would be extremely expensive. The suggested installing a drip pan to catch the water and direct it into a drainpipe. Council decided to have Lathams do the work, at a cost of \$2,355 plus GST. Amacon will be asked to provide reimbursement.
- The Resident Manager conducted a visual inspection of the building and provided a condition report on the various components such as the lighting, painting, cleanliness, carpet, and elevator. Council decided to start to plan for painting of the elevator doors, parkade lobbies, and frequently used common area doors. The parkade is in need of cleaning again but will not be done at this time as the winter season is just starting.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of November 9, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING**4.1 P5 CAVITY**

A letter was received from the strata corporation's lawyer providing an update on the negotiations with SNC's legal counsel. Council decided to plan for a Special General Meeting early in the new year to address the outstanding repairs. The Strata Manager will speak to GeoPacific Consultants in preparation for the meeting.

4.4 SLOVAK HOUSE CONTRACT

The Slovak House contract, already signed by Slovak House, was signed by Council at the meeting.

(5) CORRESPONDENCE

5.1 GYM / HOT TUB / LOBBY DECORATIONS

An email was received from an owner regarding the gym equipment, hot tub maintenance, and the Christmas decorations in the lobby. Imperial Paddock will be asked to inspect all the hot tub and pool equipment to ensure it is all working properly.

Owners with feedback on the gym equipment are asked to send their comments to fitness@bravatowers.ca. Jason Lin will compile the feedback and make recommendations to Council on equipment repairs, upgrades, or purchases that are required.

5.2 LAMINATE FLOORING REQUESTS

Requests were received from four owners for permission to install laminate flooring. The requests were approved, subject to the standard conditions, by the Strata Manager in advance of the meeting.

5.3 COMMUNICATION WITH RESIDENT MANAGER

An email was received from an owner regarding some email communications he had with the Resident Manager.

5.4 DAMAGE TO GATE

Further to Section 6.2 of the minutes of the last meeting, an email was received from the resident whose vehicle hit the inner parking gate. The resident denied any responsibility. Council decided to proceed with the replacement of the bottom panel of the gate, and charge the cost to the owner's account.

5.5 PARTY ROOM HOURS

An email was received from an owner requesting that the hours be extended for a function she is holding in the party room on December 25. Council decided that the regular party room hours will remain in place.

(6) NEW BUSINESS

6.1 CHRISTMAS BONUSES

Council discussed and decided on Christmas bonuses/gifts for the various members of the Brava team.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

Donnalynne Mackie provided a review of the most recent financial statements. It was moved and seconded to adopt the financial statements for the month of October, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$28,121. Liens have been registered accordingly.

(8) TERMINATION OF MEETING

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

(9) NEXT MEETING DATE

The next Council meeting will be held on **Thursday, January 14, 2010**, at 6:30 pm in the meeting room.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Hans Schild

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

AT LARGE
Jake Jacob
Jason Lin

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
VANCOUVER, BC V6J 3G7
Phone: 604-257-0325
Direct Line: 604-714-1523
Direct Fax: 604-592-3677
Email: dpyper@baywest.ca

ACCOUNTANT
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Glenn Price
Site Office: 604-488-5464
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

BRAVA WEBSITE
Bravatowers.ca

PRESENT:

Hans Schild
Donnalyne Mackie
Alexis Mackintosh
Jason Lin
Lan Quan
Jake Jacob

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

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

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- There were four leaks reported during heavy rains. Bemco will be investigating the leaks as soon as possible.
- Lathams inspected the leak from the pool piping under the pool and advised that permanent repairs would be extremely expensive. The suggested installing a drip pan to catch the water and direct it into a drainpipe. Council decided to have Lathams do the work, at a cost of \$2,355 plus GST. Amacon will be asked to provide reimbursement.
- The Resident Manager conducted a visual inspection of the building and provided a condition report on the various components such as the lighting, painting, cleanliness, carpet, and elevator. Council decided to start to plan for painting of the elevator doors, parkade lobbies, and frequently used common area doors. The parkade is in need of cleaning again but will not be done at this time as the winter season is just starting.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of November 9, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING**4.1 P5 CAVITY**

A letter was received from the strata corporation's lawyer providing an update on the negotiations with SNC's legal counsel. Council decided to plan for a Special General Meeting early in the new year to address the outstanding repairs. The Strata Manager will speak to GeoPacific Consultants in preparation for the meeting.

4.4 SLOVAK HOUSE CONTRACT

The Slovak House contract, already signed by Slovak House, was signed by Council at the meeting.

(5) CORRESPONDENCE

5.1 GYM / HOT TUB / LOBBY DECORATIONS

An email was received from an owner regarding the gym equipment, hot tub maintenance, and the Christmas decorations in the lobby. Imperial Paddock will be asked to inspect all the hot tub and pool equipment to ensure it is all working properly.

Owners with feedback on the gym equipment are asked to send their comments to fitness@bravatowers.ca. Jason Lin will compile the feedback and make recommendations to Council on equipment repairs, upgrades, or purchases that are required.

5.2 LAMINATE FLOORING REQUESTS

Requests were received from four owners for permission to install laminate flooring. The requests were approved, subject to the standard conditions, by the Strata Manager in advance of the meeting.

5.3 COMMUNICATION WITH RESIDENT MANAGER

An email was received from an owner regarding some email communications he had with the Resident Manager.

5.4 DAMAGE TO GATE

Further to Section 6.2 of the minutes of the last meeting, an email was received from the resident whose vehicle hit the inner parking gate. The resident denied any responsibility. Council decided to proceed with the replacement of the bottom panel of the gate, and charge the cost to the owner's account.

5.5 PARTY ROOM HOURS

An email was received from an owner requesting that the hours be extended for a function she is holding in the party room on December 25. Council decided that the regular party room hours will remain in place.

(6) NEW BUSINESS

6.1 CHRISTMAS BONUSES

Council discussed and decided on Christmas bonuses/gifts for the various members of the Brava team.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

Donnalynne Mackie provided a review of the most recent financial statements. It was moved and seconded to adopt the financial statements for the month of October, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$28,121. Liens have been registered accordingly.

(8) TERMINATION OF MEETING

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

(9) NEXT MEETING DATE

The next Council meeting will be held on **Thursday, January 14, 2010**, at 6:30 pm in the meeting room.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Hans Schild

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

AT LARGE
Jake Jacob
Jason Lin

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
300 – 1770 BURRARD ST.
VANCOUVER, BC V6J 3G7
Phone: 604-257-0325
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Direct Fax: 604-592-3677
Email: dpyper@baywest.ca

ACCOUNTANT
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Glenn Price
Site Office: 604-488-5464
Email: manager@bravatowers.ca
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

BRAVA WEBSITE
Bravatowers.ca

PRESENT:

Hans Schild
Donnalyne Mackie
Jason Lin

ABSENT:

Jake Jacob
Alexis Mackintosh
Lan Quan

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:41 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- A proposal was received from Imperial Paddock for servicing the pool and hot tub three times a week, at an annual cost of \$5,900 plus tax. Council was in favour of contracting out this service. A second quote will be obtained for comparison.
- A quote was received from Vanguard for painting all the elevator doors and frames for \$55 each. Council may consider having this work done next year. Council decided that painting the 10 parkade elevator lobbies was a priority and should be done before the end of the current fiscal year if possible. Two quotes will be obtained. It was moved, seconded, and carried to authorize Hans Schild and Donnalyne Mackie to make a decision on this work in advance of the next Council meeting.
- There have been numerous elevator breakdowns in Tower A in the past month. The Resident Manager has been dealing with Thyssen's account representative on this matter.
- A quote was received from Thyssen for \$5,448 plus tax for replacing the broken elevator mirror in Tower B. The cost is significant because of the testing required by the government after the mirror is installed. Given the high cost, another quote will be obtained.
- A request was received from an owner for a refund of the \$60 she paid for renting out the guest suite. The owner cancelled at the last minute after the guests saw the room. Given the circumstances, Council decided to provide an adjustment to the owner.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of December 15, 2009, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 P5 CAVITY

GeoPacific Consultants has advised that they are prepared to oversee the tendering of the outstanding P5 repairs, and provide project management. They also advised that it is possible for the tendering to take place before a general meeting without committing the strata corporation to the work, to ensure that an accurate cost figure is known before the owners vote. Council decided to have the work tendered immediately.

4.2 FITNESS EQUIPMENT

Jason Lin reported that a number of owners had responded to the request in the minutes for feedback on the gym equipment. As it will not be necessary to budget for fitness equipment lease payments in the upcoming year, Mr. Lin recommended that these funds be kept in the budget to be used for new fitness equipment.

Owners with feedback on the gym equipment are asked to send their comments to fitness@bravatowers.ca. Jason Lin will compile the feedback and make recommendations to Council on equipment repairs, upgrades, or purchases that are required.

4.3 GUEST HEARING – PARKING GATE

Further to Section 5.4 of the minutes of the last meeting, the tenant of Strata Lot 86 attended the meeting to advise that in his opinion he was not responsible for the damage caused when his vehicle hit the inner parking gate. After the resident left the meeting, Council discussed the matter and re-affirmed its position that the resident was responsible. The strata corporation has filed a claim with ICBC and their decision is pending.

(5) CORRESPONDENCE

5.1 OFFER TO JOIN COUNCIL

An offer was received from Neena Rahemtulla of Suite A1404 to join Council. Council accepted the offer.

5.2 LAMINATE FLOORING REQUESTS

Requests were received from three owners for permission to install laminate flooring. The requests were approved, subject to the standard conditions, by the Strata Manager in advance of the meeting.

5.3 ELECTRICAL OUTLET REQUEST

A request was received from an owner to install a new electrical outlet in his suite. The request was approved in advance of the meeting, on the condition that the owner sign an assumption of liability agreement and use a licensed electrician.

(6) NEW BUSINESS

6.1 MORTGAGE RENEWAL

The strata corporation's mortgage on the Resident Manager's suite matures on January 28, 2010. Council reviewed the renewal terms from Scotiabank. It was decided to investigate a mortgage with the strata corporation's bank, HSBC, and check on rates through a mortgage broker. If a decision is

not made before the renewal date, the mortgage will automatically renew for a 6 month flexible term at 4.65%.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

The adoption of the November financial statements was tabled for the next meeting.

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was approximately \$29,600. Liens have been registered accordingly.

7.3 PAC BYLAW

Council discussed proposing a bylaw at the upcoming Annual General Meeting that will make it a requirement for all owners to pay their strata fees by pre-authorized withdrawal. The Strata Manager will check how many owners currently pay by PAC and this issue will be revisited at the next meeting.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:10 p.m.

(9) NEXT MEETING DATE

The next Council meeting will be held on **Thursday, February 25, 2010**, at 6:30 pm in the meeting room. The Annual General Meeting will be in late March.

COUNCIL MEETING MINUTES**THURSDAY, FEBRUARY 25, 2010****BRAVA - STRATA PLAN BCS 1172**

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010****PRESIDENT**
Hans Schild**VICE-PRESIDENT**
Alexis Mackintosh**TREASURER**
Donnalyne Mackie**COMMERCIAL**
Dr. Quan**AT LARGE**
Jake Jacob
Jason Lin**STRATA MANAGER**
David Pyper
BAYWEST MANAGEMENT
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Direct Fax: 604-592-3677
Email: dpyper@baywest.ca**ACCOUNTANT**
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca**RESIDENT MANAGER**
Glenn Price
Site Office: 604-488-5464
Email: manager@bravatowers.ca
4th Floor-1155 Seymour St.**CONCIERGE / SECURITY**
604-684-4821**BRAVA WEBSITE**
Bravatowers.ca**PRESENT:**

Hans Schild
Jake Jacob
Donnalyne Mackie
Alexis Mackintosh
Lan Quan

ABSENT:

Jason Lin

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:31 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- Quotes were obtained from Imperial Paddock and Bright Pools for servicing the pool and hot tub. Council decided to enter into a contract with Imperial Paddock for service three times a week, at an annual cost of \$5,900 plus tax.
- Quotes were obtained on painting the 10 parkade elevator lobbies. The quotes were forwarded to Council members in advance of the meeting and the decision was made to award the job to Remdal. The cost was \$3,495 plus tax.
- The steam room re-tiling was completed by EuroHome Renovations. A second membrane was installed under the floor tiles with a tighter fitting drain to prevent leaking. The steam room is now operational.
- The Resident Manager purchased some light fixtures to replace the fixtures that have been subject to ballast failure. Some of the fixtures have now been replaced. Council authorized the Resident Manager to continue with his recommended program of replacement.
- Quotes were obtained from Lathams and Trotter & Morton on a mechanical maintenance contract. Council decided to terminate the existing contractor, DMS, and enter into a contract with Lathams, at a cost of \$7,480 plus tax per year.
- It was suggested that that an area in the parkade be converted to a fenced-in storage area for use by the strata corporation. Council decided to propose this idea at the Annual General Meeting.
- The benches on the pool level are rusting. The Resident Manager will be repainting the undersides with rust inhibiting paint.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of January 14, 2010, as distributed. **CARRIED**

(4) BUSINESS ARISING

4.1 P5 CAVITY

Council reviewed a letter from SNC Lavalin rejecting the strata corporation's latest settlement proposal. There are ongoing efforts by the strata corporation's lawyer to reach a settlement on responsibility for the outstanding P5 issues.

GeoPacific Consultants has advised that the bids for the outstanding P5 repairs have not been received yet. A cost figure is expected shortly. This project will be voted on at the upcoming Annual General Meeting. The work will be funded through a special assessment.

4.2 FITNESS EQUIPMENT

Tabled for next meeting.

Owners with feedback on the gym equipment are asked to send their comments to fitness@bravatowers.ca. Council member Jason Lin will compile the feedback and make recommendations to Council on equipment repairs, upgrades, or purchases that are required.

4.3 MORTGAGE RENEWAL

The mortgage on the strata corporation's suite was renewed in advance of the meeting with Scotiabank, for a one year term at 2.49%.

4.4 FIRE ALARM ACCESS PANELS

Orka Property Services recently hired an engineer, at Council's request, to assess the fire ratings on the access panels that Orka installed in 2008. Ten panels were found to be deficient and were replaced. Orka has now requested payment for their outstanding invoice from 2008, in the amount of \$7,560. Council decided to pay the invoice if Mountain Fire confirms during the upcoming annual fire inspection that the new panels are acceptable.

(5) CORRESPONDENCE

5.1 PERSONAL TRAINING FINES

A letter was received from a tenant who was fined for conducting personal training sessions in the gym. The tenant advised that she was not in agreement with her fines. Given the circumstances, Council decided to reverse some, but not all, of the fines.

5.2 BALLASTS

An email was received from an owner regarding the potential safety hazard of lighting being out in certain common areas. It was noted that the lighting was out due to problems with scheduling an electrician to replace the ballasts. The Resident Manager has now replaced the light fixtures in the areas of concern.

5.3 ROOFTOP GARDENING

A letter was received from an owner proposing that a large portion of the exterior area on the fourth floor be converted to a community garden. Council decided that the area would not be an appropriate place for a community garden.

(6) NEW BUSINESS

6.1 ENTERPHONE LEASE

Council decided to exercise the purchase option on the lease for the enterphone system and access control system, at a cost of \$17,989.10 plus tax. The option is available in April, at the 60th Month of the 66 month lease.

6.2 INSURANCE RENEWAL

It was decided to renew the strata corporation's insurance policy through BFL, effective March 4, 2010. The annual premium will be \$178,144.

6.3 ANNUAL GENERAL MEETING

The AGM will be held in the atrium of the Vancouver International Film Centre at 6:30 pm on Monday, March 22, 2010. The Film Centre has offered their space at no charge.

Council discussed the agenda items for the AGM. It was decided not to have a vote on any painting projects. Instead, funds will be set aside for painting in the budget. It was also decided not to have a vote on making it a bylaw requirement for owners to pay strata fees by pre-authorized withdrawal, since 374 owners already pay by this method. However, a letter will be sent to all owners who pay by cheque encouraging them to sign up for PAC.

In addition to the election of Council and approval of the budget, the following items will be on the agenda:

- Bylaw amendment to reduce the general meeting quorum to 15%
- Bylaw amendment to have only a move-in fee instead of a move-in fee and a move-out fee
- Bylaw amendment to prohibit rental periods of less than one month
- Special levy for carrying out the additional remediation work on P5
- Relocation of the pool table from the Building B lobby to the 4th floor amenities area
- Conversion of a parking area to a storage area

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for November, December, and January, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$30,926. Liens have been registered accordingly.

7.3 2010/2011 OPERATING BUDGET

Council reviewed draft operating budgets for the residential and commercial sections and made a number of changes. The budgets were then approved for presentation to the owners at the upcoming AGM.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:58 p.m.

(9) **NEXT MEETING DATE**

The date of the next Council meeting will be determined by the new Council after upcoming AGM.

NOTICE – ANNUAL FIRE INSPECTION

The in-suite portion of the annual fire inspection will take place as follows:

Tower A

April 13 – 0900 to 1500 Floors 33 to 16

April 14 – 0900 to 1500 Floors 15 to Lobby

Tower B and Townhouses

April 15 – 0900 to 1500 Floors 27 to 14

April 16 – 0900 to 1500 Floors 12 to Lobby AND Townhouses

Owners who do not provide access will be subject to fines. If you are not available or do not wish to wait in your suites, you may leave your key with the concierge. The key will be kept in a key vault. The cost of the Key Vault program is \$10. Please sign up early with the Concierge.

March 25, 2010

TO THE OWNERS OF
STRATA PLAN BCS 1172

Dear Owners:

**RE: STRATA PLAN BCS 1172 - BRAVA
ONE TIME SPECIAL LEVY DUE MAY 1, 2010**

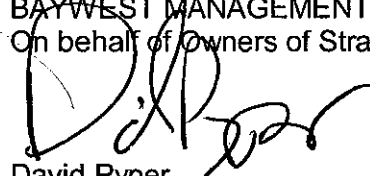
Please find attached the Minutes of the Annual General Meeting held on March 22, 2010. As a result of the approval of Resolution F, dealing with the P5 remediation, there is a one time Special Levy due on May 1, 2010. The levy for your suite is shown on the attached schedule. A cheque is required for the Special Levy even if you are on a pre-authorized payment plan. Please make your cheque payable to Strata Plan BCS 1172 and send it to the centralized Baywest accounting office, at the following address:

Baywest
13520 78th Avenue
Surrey, B.C. V3W 8J6

Thank you. Should you have any questions regarding the special levy, please do not hesitate to contact the undersigned.

Yours truly,

BAYWEST MANAGEMENT CORPORATION
On behalf of Owners of Strata Plan BCS 1172



David Pyper
Strata Manager
Direct line: 604-714-1523
Email: dpyper@baywest.ca

PAID APR 9/2010
CK 015 - 356.78

BRAVA - STRATA PLAN BCS 1172**TIME & LOCATION:**

6:30 pm at the Vancouver
International Film Centre
1181 Seymour Street, Vancouver

STRATA COUNCIL**PRESIDENT**

Hans Schild

VICE-PRESIDENT

Alexis Mackintosh

TREASURER

Donnalyne Mackie

COMMERCIAL

Dr. Quan

AT LARGE

Jake Jacob

Jason Lin

Neena Rahemtulla

STRATA MANAGER

David Pyper

BAYWEST MANAGEMENT

300 – 1770 BURRARD ST.

VANCOUVER, BC V6J 3G7

Phone: 604-257-0325

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Email: dpyper@baywest.ca

ACCOUNTANT

Vicky Chung

Direct line: (604) 714-1526

Email: vchung@baywest.ca

RESIDENT MANAGER

Glenn Price

Site Office: 604-488-5464

Email: manager@bravatowers.ca

4th Floor-1155 Seymour St.

CONCIERGE / SECURITY

604-684-4821

Email: concierge@bravatowers.ca

Brava Website: bravatowers.ca

ATTENDANCE:

82 strata lots represented - 57 in person and 25 by proxy

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

At 6:30 p.m. a quorum was not present. In accordance with Strata Bylaw 12.1, the meeting stood adjourned until 7:00 p.m., at which time those present constituted a quorum, and the meeting was then called to order. At that time, there were 82 strata lots represented - 57 in person and 25 by proxy.

(2) QUORUM REPORT

There are 424 strata lots at Brava. As a quorum requires representation by one third of all strata lots, a quorum required representation by 142 strata lots. As noted above, this quorum was not met; however, those in attendance at 7:00 p.m. constituted a quorum.

(3) ELECTION OF CHAIR OF MEETING

It was **Moved/Seconded** that the Strata Manager, David Pyper, chair the meeting.

CARRIED

(4) NOTICE OF MEETING VERIFICATION

It was **Moved/Seconded** that proper notice of the meeting had been provided in accordance with the requirements of the Strata Property Act.

CARRIED

(5) APPROVAL OF AGENDA

It was **Moved/Seconded** to approve the agenda as distributed with the AGM notice.

CARRIED

(6) APPROVAL OF PREVIOUS AGM MINUTES

It was **Moved/Seconded** to approve the Minutes of the Annual General Meeting of March 25, 2009, as distributed.

CARRIED

(7) PRESIDENT'S REPORT

Hans Schild provided a year-end President's report. The report included the following items:

- Mr. Schild thanked the Strata Council, the Resident Manager and the rest of the on-site team, and Baywest, for their contributions during the past year.
- Much of Council's focus this year has been on the P5 cavity issue, and a resolution to move forward with the remaining repairs is on the agenda.
- In the past few months the parkade elevator lobbies were painted and the steam room was repaired. The steam room is now running again.
- The strata corporation is expecting a small surplus at the end of the current year, and there is no increase in strata fees for the new year.

(8) ANNUAL REPORT ON INSURANCE

The Strata Manager provided an insurance report. The Strata Corporation's insurance agent is BFL. The current policy runs from March 4, 2010 to March 4, 2011. The policy includes the following coverage:

- Property coverage for \$101,140,000
- Liability coverage at \$10,000,000
- Directors and Officers liability for \$2 million

Note: It is strongly recommended that all owners purchase homeowner's insurance for any in-suite upgrades they make, their personal belongings, and any strata corporation insurance deductibles that get backcharged to their suites.

(9) 2010/2011 OPERATING BUDGETS

9.1 RESIDENTIAL BUDGET

It was **Moved/Seconded** to adopt the 2010/2011 Residential Operating Budget as presented.

CARRIED

9.2 COMMERCIAL BUDGET

It was **Moved/Seconded** by the owner of all four commercial strata lots to approve the 2010/11 Commercial Operating Budget as presented. Only the Commercial Section Owner voted on this budget.

CARRIED

The approved budgets for 2010/11 are attached. There is no change in strata fees. Owners who pay by automatic withdrawal need not take any action, as Baywest will continue to make the required withdrawals. If you are not already on the pre-authorized payment plan and would like to have your fees deducted automatically, please contact David Pyper at Baywest (604) 714-1523 to have a form sent to you. For Owners who provide post-dated cheques, please forward a series of 12 cheques beginning April 1, 2010. Cheques are to be made payable to "Strata Plan BCS 1172" and sent to Baywest.

(10) RESOLUTION "A" – QUORUM BYLAW

It was moved and seconded to adopt Resolution "A" as presented:

Be it resolved by a 3/4 Vote of the Owners, Strata Plan BCS 1172, that the following bylaw be added to the bylaws of the strata corporation:

12.2 A quorum for an Annual General Meeting or Special General Meeting is eligible voters holding 15% of the strata corporation's votes, present in person or by proxy.

It was moved and seconded to amend the resolution by changing "15%" to "10%"

DEFEATED

Owners then voted on the Resolution as originally presented and the motion was

CARRIED

(11) RESOLUTION "B" – MOVE-IN FEE BYLAW

It was moved and seconded to adopt Resolution "B" as presented:

Be it resolved by a 3/4 vote of the Owners, Strata Plan BCS 1172, that the following bylaw be added to the bylaws of the strata corporation:

7.5(3) An owner must pay a \$200 move-in fee upon each change in occupancy of his or her strata lot. There is no move-out fee. A refundable damage deposit of \$200 is also required for each move.

RENTER TO PAY

It was moved and seconded to amend the resolution to the following:

7.5(3) An owner must pay a \$200 move-in fee upon each change in occupancy of his or her strata lot, except for fully furnished suites. For fully furnished suites, the move in fee is \$50. There is no move-out fee. A refundable damage deposit of \$200 is also required for each move.

DEFEATED

Owners then voted on the resolution as originally presented, and the motion was

CARRIED

(12) RESOLUTION "C" – RENTAL BYLAW

It was moved and seconded to adopt Resolution "C" as presented:

Be it resolved by a 3/4 vote of the Owners, Strata Plan BCS 1172, that the following bylaw be added to the bylaws of the strata corporation:

7.6(3) Rental periods of less than one month are not permitted.

CARRIED

(13) RESOLUTION "D" – STORAGE AREA

It was moved and seconded to adopt Resolution "D" as presented:

Be it resolved by a 3/4 Vote of the Owners, Strata Plan BCS 1172, in accordance with Section 71 of the Strata Property Act, that Council be authorized, at its discretion and upon approval from the municipal authority if necessary, to change the parking area beside the ramp on P1, as outlined in bold on the attached drawing, into a fenced-in storage area for use by the strata corporation.

CARRIED

(14) **RESOLUTION "E" – POOL TABLE**

It was moved and seconded to adopt Resolution "E" as presented:

Be it resolved by a 3/4 Vote of the Owners, Strata Plan BCS 1172, that the pool table be moved from the Game Room on the lobby level of Tower B to the Theatre Room on Level 4.

CARRIED

(15) **RESOLUTION "F" – P5 REMEDIATION**

It was moved and seconded to adopt Resolution "F" as presented:

Be it resolved by a 3/4 Vote of the Owners of Strata Plan BCS 1172, that the amount of \$170,000 be raised as a one-time Special Levy to the Owners for the purpose of carrying out additional remediation on the P5 level. Costs will include, but may not be limited to: consulting fees, contractor fees, Baywest administration fees, and legal fees.

This Special Levy is to be charged upon the Owners in proportion to the unit entitlement of their respective strata lots (see attached Special Levy Fee Schedule "A") and is due and payable on May 1, 2010 by the Owners of record on that date. If an owner is late in paying his or her levy, the owner must pay interest in the amount of 10% per year compounded annually. If the amount collected exceeds that required, subject to Section 108(6) of the Strata Property Act (as amended), any surplus will be refunded to the owners of record at the time the refund is made.

Rationale: After the sink hole occurred on P5 in early 2007, remediation work was carried out. However, there is still some additional remediation required. The strata corporation's engineers and the RAV line engineers agreed on a suitable method of additional remediation about one year ago. Since then, the strata corporation's lawyer has been in discussions with RAV's lawyers to request that they pay for the additional remediation, plus all other recent P5-related expenses paid by the strata corporation. To date an agreement has not been reached. The strata corporation's lawyer has now recommended that the strata corporation raise funds to pay for the required repairs and have the work done without further delay. In the meantime, the Strata Council will continue to have the strata's lawyer pursue a settlement with RAV.

CARRIED

(16) **GENERAL DISCUSSION**

Owners raised the following general discussion issues at the meeting:

- There is sometimes illegal activity around the building. Owners are reminded to call the Police if they notice illegal activity.
- An owner suggested that Council look into solar heating for the swimming pool. Grants may be available.
- Owners expressed their appreciation for the Resident Manager, concierges, and cleaners.
- A few brick pavers at the front need repair
- An owner suggested that the strata corporation look into metal recycling
- The janitors sometimes keep cans and bottles in the locker rooms, creating clutter and odours
- Owners should be encouraged to install protective covers on fire sprinklers inside suites
- An owner advised that there is still some building envelope repair work needing to be done outside his suite, as per the Bemco report.
- The dryer ducts are not being cleaned this year. Owners are reminded to clean their lint traps

TO REMINDER

CK ON FIRE DRILL?

regularly (there are two in each suite) and ensure their bathroom fan timers are on to prevent in-suite condensation and mold problems.

- There are burnt out lighting ballasts in the stairwells. The dark areas are a safety hazard.
- Some residents are storing items in their parking stalls.
- An owner requested that better notice be provided next time the parkade is power washed
- Bike storage is needed
- An owner suggested that motorcycle parking areas be created to generate revenue for the strata corporation.
- Balconies should be cleaned with a bristle brush and a bucket of water to prevent water flowing off the edge onto other suites.

(17) ELECTION OF 2010/11 STRATA COUNCIL

As per the Bylaws, a maximum of seven owners are permitted on Council. As the Commercial Section must be represented on the Strata Council, the owner of the commercial units, Dr. Lan Quan, takes one seat. Owners were invited to volunteer or make nominations for the remaining six seats, and the following Owners agreed to stand for office:

Hans Schild	B2603
Donnalyne Mackie	B1006
Alexis Mackintosh	B1904
Jake Jacob	A207
Jason Lin	A303
Neena Rahemtulla	A1404

No further nominations or volunteers were received. it was moved and seconded to approve the six candidates as the new Residential Section Strata Council members.

CARRIED

(18) TERMINATION OF MEETING

There being no other business, the meeting was terminated at 8:59 p.m.

.....
COUNCIL MEETING

Following the AGM, the new Council met briefly and decided to hold the following positions for the new term:

- President: Hans Schild
- Vice President: Alexis Mackintosh
- Treasurer: Donnalyne Mackie

Additional positions and/or committees will be considered at the first regular Council meeting. The first regular Strata Council Meeting will be held on Monday, April 26, 2010, at 6:30 p.m. in the Social Room.

Please keep these minutes with your strata lot records. You will need to give them to your realtor when you sell your strata lot. There will be a charge for copies.

Brava (bcs1172) - Residential

Approved Budget - April 1, 2010 To March 31, 2011

Account	Account Name	2010-2011 Approved Budget
RECEIPTS / REVENUE		
5035-0000	Bylaw Penalties	0.00
5265-0000	Guest Suite	16,000.00
5285-0000	Interest Income	515.00
5290-0000	Fobs/Keys/Remotes	3,000.00
5300-0000	Late Payment Interest	0.00
5320-0000	Laundry Income	0.00
5385-0000	MoveIn/Out Fee	21,400.00
5410-0000	Other Income	0.00
5500-0000	Owners' Contributions	1,407,447.00
5740-0000	Strata Unit Rental	9,600.00
	TOTAL RECEIPTS / REVENUE	\$ 1,457,962.00
EXPENSES & RESERVES		
ADMINISTRATIVE EXPENSES		
6004-0000	Statutory Review of Books	555.00
6008-0000	Additional Services	265.00
6028-0000	Bank Charges	275.00
6068-0000	Miscellaneous	2,000.00
6078-0000	Insurance Deductibles / Claims	25,000.00
6080-0000	Insurance Premium	176,185.00
6088-0000	Legal Fees	2,000.00
6098-0000	Management Fees	77,805.00
6112-0000	Office Expense	0.00
6128-0000	Postage/Copies/Office Exp.	10,465.00
6146-0000	Telephone	2,700.00
	TOTAL ADMINISTRATIVE EXPENSES	297,250.00
EMPLOYEE EXPENSES		
6202-0000	Benefits Employee / Caretaker	1,730.00
6210-0000	EI/CPP Employer Share	3,115.00
6232-0000	Wages Asst. Caretaker	0.00
6248-0000	Wages Caretaker	48,955.00
6258-0000	Workers' Compensation	495.00
	TOTAL EMPLOYEE EXPENSES	54,295.00
UTILITIES		
6308-0000	Electricity	75,000.00
6316-0000	Gas	110,000.00
6336-0000	Water & Sewer	57,000.00
	TOTAL UTILITIES	242,000.00
CONTRACT / BLDG EXPENSES		
7002-0000	Alarm Monitoring	1,240.00
7048-0000	Elevator & License	74,400.00
7054-0000	Emergency Generator	4,500.00
7058-0000	Enterphone	25,740.00
7069-0000	Fire Protection	11,000.00
7076-0000	Garage Door	850.00
7080-0000	Garbage Collection	40,000.00
7096-0000	Janitorial	105,300.00
7100-0000	Landscaping	13,500.00
7126-0000	Mechanical	8,000.00
7144-0000	Pest Control	2,500.00

Brava (bcs1172) - Residential

Approved Budget - April 1, 2010 To March 31, 2011

		2010-2011 Approved Budget
Account	Account Name	
7182-0000	Security	247,715.00
	TOTAL CONTRACT / BLDG EXPENSES	534,745.00
	REPAIRS & MAINTENANCE EXPENSES	
7501-0000	Access Card Purchase	6,500.00
7550-0000	Carpet Cleaning	5,000.00
7601-0000	Elevator	2,000.00
7648-0000	Fire Protection	9,000.00
7656-0000	Garage Door	3,000.00
7660-0000	Repairs & Maintenance	30,000.00
7706-0000	Lamp Replacement	15,000.00
7710-0000	Landscaping Improvement	8,000.00
7725-0000	Lobby	10,000.00
7728-0000	Locks/Keys	1,500.00
7738-0000	Mechanical	25,000.00
7750-0000	Painting	15,000.00
7760-0000	Parking Lot Cleaning	4,400.00
7816-0000	Roof Repairs	1,000.00
7882-0000	Supplies	7,000.00
7912-0000	Window Cleaning	23,910.00
	TOTAL REPAIRS & MAINTENANCE EXPENSE	166,310.00
	STRATA OWNED UNIT EXPENSES	
8302-0000	1st Mortgage	13,000.00
8316-0000	Maintenance Fees	4,980.00
8326-0000	Property Taxes	2,000.00
	TOTAL STRATA OWNED UNIT EXPENSES	19,980.00
	RECREATION FACILITIES EXPENSES	
8514-0000	Fitness Centre	29,000.00
8528-0000	Pool / Spa Chemicals	2,500.00
8529-0000	Pool/Spa Maintenance	8,600.00
8540-0000	Recreational/Pro Facility	1,000.00
	TOTAL RECREATION FACILITIES EXPENSES	41,100.00
	TOTAL OPERATING EXPENSES	1,355,680.00
	CRF & OTHER BUDGETED RESERVE FUNDS	
8920-0000	Contingency Reserve Fund	102,282.00
	TOTAL RESERVE FUNDS	102,282.00
	TOTAL EXPENSES & RESERVES	1,457,962.00
	SURPLUS / (DEFICIT)	-

Suite	Strata Lot	Unit Entitlement	Payment
A1503	91	41	270.89
A1504	92	78	515.35
A1505	93	53	350.17
A1506	94	60	396.42
A1507	95	73	482.32
A1508	96	59	389.82
A1601	97	54	356.78
A1602	98	54	356.78
A1603	99	41	270.89
A1604	100	78	515.35
A1605	101	53	350.17
A1606	102	60	396.42
A1607	103	73	482.32
A1608	104	59	389.82
A1701	105	54	356.78
A1702	106	54	356.78
A1703	107	41	270.89
A1704	108	78	515.35
A1705	109	53	350.17
A1706	110	60	396.42
A1707	111	73	482.32
A1708	112	59	389.82
A1801	113	54	356.78
A1802	114	54	356.78
A1803	115	41	270.89
A1804	116	78	515.35
A1805	117	53	350.17
A1806	118	60	396.42
A1807	119	73	482.32
A1808	120	59	389.82
A1901	121	54	356.78
A1902	122	54	356.78
A1903	123	41	270.89
A1904	124	78	515.35
A1905	125	53	350.17
A1906	126	60	396.42
A1907	127	73	482.32
A1908	128	59	389.82
A2001	129	54	356.78
A2002	130	54	356.78
A2003	131	41	270.89
A2004	132	78	515.35
A2005	133	53	350.17
A2006	134	60	396.42
A2007	135	73	482.32
A2008	136	59	389.82
A2101	137	54	356.78
A2102	138	54	356.78
A2103	139	41	270.89
A2104	140	78	515.35

Suite	Strata Lot	Unit Entitlement	Payment
A2105	141	53	350.17
A2106	142	60	396.42
A2107	143	73	482.32
A2108	144	59	389.82
A2201	145	54	356.78
A2202	146	54	356.78
A2203	147	41	270.89
A2204	148	78	515.35
A2205	149	53	350.17
A2206	150	60	396.42
A2207	151	73	482.32
A2208	152	59	389.82
A2301	153	54	356.78
A2302	154	54	356.78
A2303	155	41	270.89
A2304	156	78	515.35
A2305	157	53	350.17
A2306	158	60	396.42
A2307	159	73	482.32
A2308	160	59	389.82
A2401	161	54	356.78
A2402	162	54	356.78
A2403	163	41	270.89
A2404	164	78	515.35
A2405	165	53	350.17
A2406	166	60	396.42
A2407	167	73	482.32
A2408	168	59	389.82
A2501	169	54	356.78
A2502	170	54	356.78
A2503	171	41	270.89
A2504	172	78	515.35
A2505	173	53	350.17
A2506	174	60	396.42
A2507	175	73	482.32
A2508	176	59	389.82
A2601	177	54	356.78
A2602	178	54	356.78
A2603	179	41	270.89
A2604	180	78	515.35
A2605	181	53	350.17
A2606	182	60	396.42
A2607	183	73	482.32
A2608	184	59	389.82
A2701	185	54	356.78
A2702	186	54	356.78
A2703	187	41	270.89
A2704	188	78	515.35
A2705	189	53	350.17
A2706	190	60	396.42

Suite	Strata Lot	Unit Entitlement	Payment
A2707	191	73	482.32
A2708	192	59	389.82
A2801	193	54	356.78
A2802	194	54	356.78
A2803	195	41	270.89
A2804	196	78	515.35
A2805	197	53	350.17
A2806	198	60	396.42
A2807	199	73	482.32
A2808	200	59	389.82
A2901	201	54	356.78
A2902	202	54	356.78
A2903	203	41	270.89
A2904	204	78	515.35
A2905	205	53	350.17
A2906	206	60	396.42
A2907	207	73	482.32
A2908	208	59	389.82
A3001	209	49	323.75
A3002	210	49	323.75
A3003	211	41	270.89
A3004	212	78	515.35
A3005	213	53	350.17
A3006	214	60	396.42
A3007	215	73	482.32
A3008	216	56	370.00
A3101	224	52	343.57
A3102	218	49	323.75
A3103	219	41	270.89
A3104	220	78	515.35
A3105	221	53	350.17
A3106	222	60	396.42
A3107	223	73	482.32
A3108	217	52	343.57
A3201	225	104	687.13
A3202	226	120	792.85
A3203	227	68	449.28
A3204	228	48	317.14
A3301	229	114	753.21
A3302	230	91	601.24
A3303	231	85	561.60
A3304	232	100	660.71
B0201	238	50	330.35
B0202	239	53	350.17
B0203	240	50	330.35
B0204	241	83	548.39
B0205	242	90	594.64
B0301	243	49	323.75
B0302	244	53	350.17
B0303	245	40	264.28

6:30 pm in
The 4th floor meeting room at
1155 Seymour St.
Vancouver, B.C.

**STRATA COUNCIL
2009 / 2010**

PRESIDENT
Hans Schild

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

AT LARGE
Jake Jacob
Jason Lin
Neena Rahemtulla

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
300 - 1770 BURRARD ST.
VANCOUVER, BC V6J 3G7
Phone: 604-257-0325
Direct Line: 604-714-1523
Direct Fax: 604-592-3677
Email: dpyper@baywest.ca

ACCOUNTANT
Vicky Chung
Direct line: (604) 714-1526
Email: vchung@baywest.ca

RESIDENT MANAGER
Glenn Price
Site Office: 604-488-5464
Email: manager@bravatowers.ca
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

BRAVA WEBSITE
Bravatowers.ca

PRESENT:

Hans Schild
Alexis Mackintosh
Donnalyne Mackie
Jason Lin
Jake Jacob
Lan Quan
Neena Rahemtulla

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

The meeting was called to order at 6:31 p.m. A quorum was established.

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- Imperial Paddock repaired one of the two jet pumps for the hot tub. The pump had been out of order for some time. The jet strength is now significantly stronger.
- The fan used to help keep steam out of the hall outside the steam room failed and was replaced with a similar unit. As the fan is undersized, a better solution may be required in the future. A new timer was also installed for the sauna.
- An electrician repaired an electrical fault that was preventing a timer from controlling the exterior lights on the ground floor and fourth floor. The timer is now operational, which will result in a considerable savings in electricity.
- The Resident Manager placed an ad on Craigslist for an electrician to replace failed ballasts. Many responses were received. Council discussed whether to replace the ballasts only or the entire fixtures. It was decided to conduct full replacement of about 30 fixtures in the most critical areas as soon as possible.
- Leaks in Starbucks and the commercial loading bay require repairs.
- There was a fire in an 8th floor suite in Tower A caused by the stove being on while the resident was out. Something that was not supposed to be on the stove caught on fire. The sprinkler head in the suite discharged and caused water damage to about 10 suites plus the fitness room. A claim was filed under the strata corporation's insurance policy.
- The annual fire inspection was conducted by Mountain Fire. 54 of 420 units did not provide in-suite access. Council decided to send fine warning letters to all 54 suites. The owners will also be charged for the cost of the return visit by Mountain Fire.
- Council discussed the problems arising from parties on the pool

deck in past years. Council approved a suggestion from the Resident Manager to hire extra security coverage on the May long weekend to enforce the pool rules. It was also moved and seconded to adopt the following new rules for the pool deck:

- Headphones must be used for listening to music. Speakers are not permitted.
- Barbequing is not permitted.

CARRIED

New signs will be installed at pool deck summarizing the rules for this area. Council will consider options for allowing barbequing in the future.

After reviewing his report with Council, the Resident Manager left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of February 25, 2010, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 DETERMINATION OF COUNCIL POSITIONS

Immediately following the AGM, Council filled the positions of President, Vice President, and Treasurer. At the current meeting, the following positions were determined:

Lobby Upgrades:	Neena Rahemtulla
Landscaping:	Jake Jacob
Fitness Room:	Jason Lin

4.2 P5 CAVITY

The strata corporation is currently awaiting contract documents from GeoPacific Consultants and the contractor who will be doing the remediation work on P5.

Council decided to hold off on any further legal discussions with SNC Lavlin until all the cost figures related to the additional P5 remediation are known.

4.3 FITNESS EQUIPMENT

Jason Lin reported that the repair history of the three treadmills had been sorted out with Total Fitness Repairs. Further repairs were done, and all three are now running properly.

Mr. Lin recommended that mirrors be installed in between the windows of the fitness room. Council approved the suggestion.

Council authorized Mr. Lin to purchase additional fitness equipment at his discretion during the year as long as total spending does not exceed the budget figure of \$29,000.

Owners with feedback on the gym equipment are asked to send their comments to fitness@bravatowers.ca.
--

4.4 LOBBY UPGRADES

Neena Rahemtulla made some recommendations to Council on improving the lobbies with artwork, planters, lighting, new paint colours, and a number of other items. Council approved the recommendations.

4.5 BYLAW AMENDMENTS

Two Council members signed the bylaw amendments approved at the recent AGM. The amendments will be registered at the Land Title Office.

4.6 GENERAL DISCUSSION ISSUES FROM AGM

Council reviewed the issues raised by owners at the recent Annual General Meeting:

- An owner suggested that Council look into solar heating for the swimming pool - *Alexis Mackintosh is investigating.*
- A few brick pavers at the front need repair – *Done*
- An owner suggested that the strata corporation look into metal recycling – *This issue will not be pursued.*
- The janitors sometimes keep cans and bottles in the locker rooms, creating clutter and odours – *Has been addressed with the janitors by the Resident Manager.*
- Owners should be encouraged to install protective covers on fire sprinklers inside suites – *The Resident Manager has been advised that the covers may be considered an obstruction and may not be permitted. The Strata Manager will investigate.*
- An owner advised that there is still some building envelope repair work needing to be done outside his suite, as per the Bemco report – *There is spalling concrete on the balcony above. This will be repaired by Bemco.*
- There are burnt out lighting ballasts in the stairwells. The dark areas are a safety hazard. *Addressed as per Building Manager's report.*
- Some residents are storing items in their parking stalls – *Council decided to have an inspection conducted of the entire parkade to compile a list of the offending stalls. Notices will be sent to residents advising them to remove the items.*
- An owner requested that better notice be provided next time the parkade is power washed
- Bike storage is needed- *tabled for future meeting.*
- An owner suggested that motorcycle parking areas be created to generate revenue for the strata corporation. – *The Resident Manager will be asked to locate suitable locations and this issue will be revisited at the next meeting.*
- The dryer ducts are not being cleaned this year – *In the future Council may consider replacing the existing dryer duct grilles with ones that have larger holes to help prevent lint blockage.*

OWNERS ARE REMINDED TO CLEAN THEIR LINT TRAPS REGULARLY (THERE ARE TWO IN EACH SUITE) AND ENSURE THEIR BATHROOM FAN TIMERS ARE ON TO PREVENT IN-SUITE CONDENSATION AND MOLD PROBLEMS.

4.7 STRATA MANAGEMENT CONTRACT

Council approved a 2% increase for Baywest effective April 1, 2010.

4.8 CONCIERGE CONTRACT

Council decided to renew the Concord Security contract for another year, with a 3% increase.

4.8 RESIDENT MANAGER'S SALARY

Council voted 6 in favour, 1 against, to approve a 6% increase in the Resident Manager's salary. The Council member who voted against the 6% increase was in favour of a larger increase.

4.9 LANDSCAPING

Council discussed a landscaping proposal from Paraspace. Based on the recommendations of Landscape Council member Jake Jacob, Council approved the following items:

1. Contract Renewal, effective May 1 - \$12,096 plus tax
2. Container Painting \$3,546 plus tax
3. Irrigation Upgrades to Front Beds -\$670 plus tax
4. Spring Flower Bulbs \$680 plus tax
5. Major Pot Upgrading on 4th Floor -\$6,804 plus tax

Council will consider the issue of the front boulevard and the rear paving stone fix at a future date. Jake Jacob will obtain quotes on the improving the front boulevard for the next meeting.

It was decided to place signs on the front boulevard grass reminding residents not to let their dogs urinate here since it destroys the lawn.

(5) CORRESPONDENCE

5.1 LAMINATE FLOORING REQUESTS

Request were received from seven owners to install laminate flooring. The requests were approved, subject to the standard conditions, in advance of the meeting.

5.2 MEDICINE CABINET ACCIDENT

An email was received from a resident about their medicine cabinet falling off the wall. As this is an in-suite matter, no action will be taken.

5.3 LIEN FEE

A letter was received from an owner requesting that the lien fee charged to his account be reversed. The request was denied.

(6) NEW BUSINESS

6.1 OUTSTANDING INSURANCE DEDUCTIBLE

Belfor Restoration has advised that the strata corporation still owes a portion of its \$25,000 insurance deductible from a 2007 water damage claim. The amount owing is about \$4,800. The Strata Manager has confirmed that the amount is in fact outstanding. Council decided to backdate the expense to 2007; therefore, the amount will be paid from retained earnings.

6.2 ANCHOR TESTING

The Strata Manager will investigate the anchor testing history for the window cleaning anchors.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for February, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$26,264. There are four suites with a balance of over \$1,000. Liens have been registered accordingly.

7.3 CREDIT CARD FOR RESIDENT MANAGER

Some time ago a credit card was set up in a Council member's name for the Resident Manager to use for strata corporation purchases. Due to the difficulties with paying the statement on time, Council decided to terminate this arrangement and obtain a \$500 prepaid Visa card for the Resident Manager instead.

(8) TERMINATION OF MEETING

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

(9) NEXT MEETING DATE

The next meeting will be held on Tuesday, May 25, 2010, at 6:30 pm in the meeting room.

COUNCIL MEETING MINUTES

TUESDAY, MAY 25, 2010

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour, Vancouver, B.C.

STRATA COUNCIL**PRESIDENT**

Hans Schild

VICE-PRESIDENT

Alexis Mackintosh

TREASURER

Donnalyne Mackie

COMMERCIAL

Dr. Quan

LANDSCAPING

Jake Jacob

EXERCISE ROOM

Jason Lin

LOBBIES

Neena Rahemtulla

STRATA MANAGER

David Pyper

BAYWEST MANAGEMENT
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Email: dpyper@baywest.ca**ACCOUNTANT**

Vicky Chung

Direct line: (604) 714-1526

Email: vchung@baywest.ca**RESIDENT MANAGER**

Glenn Price

Site Office: 604-488-5464

Email: manager@bravatowers.ca4th Floor-1155 Seymour St.**CONCIERGE / SECURITY**

604-684-4821

BRAVA WEBSITE

Bravatowers.ca

PRESENT:

Hans Schild
Alexis Mackintosh
Donnalyne Mackie
Jason Lin
Jake Jacob
Lan Quan
Neena Rahemtulla

David Pyper, Baywest Management Corporation
Storm Coleman, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

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

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- The pool deck and picnic area were pressured washed. Parkade pressure washing and window washing are ongoing.
- The pool was opened on the May Long weekend
- All of the burnt out ballasts in the stairwells were replaced by MDE Electric.
- The Resident Manager is obtaining a second quote on repairing the leak into Starbucks as the first quote from Lathams was quite high.
- There are a number of settling cracks in the parkade. A contractor will be asked to investigate and Council may budget for sealing the cracks in the next fiscal year.
- There are up to 30 areas in the parkade that the strata corporation could potentially rent out as motorcycle parking spots. Council decided to make the areas available for \$50 per month.
- Council revisited the issue of creating a parking area for bicycle stalls. The Resident Manager will conduct a survey of owners to help determine demand.
- After the rainy season ends the leak into the film centre, which was fixed temporarily, will need to be permanently repaired. Quotes will be obtained.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of April 26, 2010, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 P5 CAVITY

Council discussed the contract with Kani Foundation Technologies for the upcoming P5 remediation work. The contract was provided to all Council members in advance of the meeting. It was moved and seconded to approve the contract, subject to approval by the strata corporation's lawyer.

CARRIED UNANIMOUSLY

The strata corporation is still awaiting a contract from GeoPacific Consultants. The contract will be sent to the strata corporation's lawyer for review before signing as well.

4.2 FITNESS EQUIPMENT

Jason Lin reported that three quotes had been obtained on some new equipment. The new items will be installed soon, along with new mirrors. Mr. Lin is also investigating switching maintenance contractors.

4.3 LOBBY UPGRADES

Neena Rahemtulla reported that the lobby upgrades were substantially complete. A number of extra expenditures were approved by Council by email in advance of the meeting. Council noted that the appearance of the lobbies had improved significantly.

Ms. Rahemtulla will be arranging for a new box for returned mail, and will be investigating the red dot program for residents who do not want junk mail.

Council discussed the issue of paint being scratched off the baseboards throughout the lobby. Council discussed having quarterly touch-ups done in the lobbies.

It was moved and seconded to provide \$500 to an owner for the time he spent helping out with the lobby renovations.

CARRIED

4.4 LANDSCAPING

Jake Jacob reported that the landscape upgrades had been carried out by Paraspace. A number of changes were approved by Council by email in advance of the meeting. Council noted that the landscaping is looking very good.

The issue of the front boulevard was tabled for the next meeting.

4.5 RESIDENT MANAGER'S PERFORMANCE REVIEW

The Strata Manager reported that he had conducted a performance review with the Resident Manager. Council considered the following requests from the Resident Manager:

- An increase in his annual vacation time from 2 weeks to 3 weeks
- Replacement of the carpet in his suite with laminate flooring
- Payment for an upcoming professional development course in San Diego
- Payment for his monthly iPhone bill, as he currently has all phone calls on the strata's cell phone redirected to his iPhone.

The increase in vacation time was approved effective this year. The flooring replacement was also approved. The professional development course was declined. The Strata Manager will investigate a more efficient phone arrangement.

Note: The Resident Manager was not in the meeting room at the time these issues were discussed.

4.6 FIRE SPRINKLER COVERS

National Hydronics, the contractor that installed the fire sprinklers at the building, has advised that the sprinklers inside the suites were not designed to have cages on them. As the strata corporation previously encouraged owners to install cages to protect the heads from damage, Council may have to reconsider its position. It was decided to obtain a legal opinion on this matter.

4.7 PILATES CLASSES

It was reported that a tenant who had been warned to stop conducting Pilates classes in her suite was still conducting classes. Council decided to start fining the resident \$200 every 7 days.

4.8 NO DRINKING SIGNAGE

The Strata Manager reported that a verbal legal opinion had been obtained from lawyer Jamie Bleay on the effectiveness of no drinking signage on the pool deck in protecting the strata corporation from liability. The signage is helpful but may not completely help prevent liability, depending on the circumstances.

(5) CORRESPONDENCE

5.1 LAMINATE FLOORING REQUESTS

Requests were received from three owners to install laminate flooring. The requests were approved, subject to the standard conditions, in advance of the meeting.

5.2 NOISE FROM BARKING DOG

A complaint was received about noise from a barking dog. A letter was sent to the suite with the dog in advance of the meeting.

5.3 SPALLING CONCRETE

A letter was received from an owner regarding spalling concrete outside her suite. Repairs will be done at the same time as repairs to other similar areas.

5.4 MOVE-IN FEE

An email was received from an owner requesting that she not be charged a move-in fee. Her friend is moving in for 3 months while the owner moves out temporarily. As the bylaws stipulate that a move in fee is charged "upon each change in occupancy" Council decided that a move-in fee will still apply.

5.5 FIRE INSPECTION FINE

An email was received from an owner requesting that she not be fined for not providing access for the annual fire inspection. Council decided that a fine will apply.

(6) NEW BUSINESS

6.1 EMAIL PROCEDURES

It was agreed that the Strata Manager and Resident Manager will not be copied on email discussions

between Council members. If Council makes a decision by email in between meetings, the Strata Manager will be advised of the decision by the President, Treasurer, or the relevant Committee member.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

It was reported that the residential section of the strata corporation had ended its fiscal year with a year-end surplus of \$102,940. Council decided to leave the surplus in the operating fund instead of transferring it to the CRF. It was moved and seconded to adopt the financial statements for March, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$89,005. The amount is much higher than usual because many owners have not yet paid the special levy that was due on May 1.

OWNERS ARE REMINDED THAT A SPECIAL LEVY WAS DUE ON MAY 1, 2010. IF YOU HAVE NOT YET PAID YOUR LEVY, PLEASE DO SO IMMEDIATELY. FINES ARE BEING ASSESSED AND LIENS WILL BE REGISTERED IF NECESSARY. THANK YOU.

7.3 CREDIT CARD FOR RESIDENT MANAGER

It was reported that a prepaid Visa card for the Resident Manager will not be a viable option. A debit card for a separate bank account with a \$1,000 maximum balance will be investigated instead.

(8) TERMINATION OF MEETING

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

(9) NEXT MEETING DATE

The next meeting will be held on Wednesday, June 23, 2010, at 6:30 pm in the meeting room.

MOTORCYCLE PARKING IS AVAILABLE IN THE PARKADE FOR \$50 PER MONTH. IF YOU ARE INTERESTED, PLEASE CONTACT THE RESIDENT MANAGER AT manager@bravatowers.ca.

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour, Vancouver, B.C.

STRATA COUNCIL

PRESIDENT
Hans Schild

VICE-PRESIDENT
Alexis Mackintosh

TREASURER
Donnalyne Mackie

COMMERCIAL
Dr. Quan

LANDSCAPING
Jake Jacob

EXERCISE ROOM
Jason Lin

LOBBIES
Neena Rahemtulla

STRATA MANAGER
David Pyper
BAYWEST MANAGEMENT
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ACCOUNTANT
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RESIDENT MANAGER
Glenn Price
Site Office: 604-488-5464
Email: manager@bravatowers.ca
4th Floor-1155 Seymour St.

CONCIERGE / SECURITY
604-684-4821

BRAVA WEBSITE
Bravatowers.ca

PRESENT:

Hans Schild
Alexis Mackintosh
Jason Lin
Lan Quan
Neena Rahemtulla

ABSENT:

Lan Quan
Donnalyne Mackie
Jake Jacob

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

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

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- Two horizontal pieces of glass above Starbucks were broken. The Resident Manager will prepare a notice to remind residents not to drop items off the tower.
- Almost all of the restoration work related to the fire and sprinkler damage in Tower A has been completed.
- Red Lion has provided a quote for preventing exterior water from entering the film centre at the gutter. Once the work is done, interior repairs will be carried out.
- There was a complete loss of hot water for the upper half of Tower B after a PRV seized and a recirculation pump burnt out as a result of no water getting to it. Repairs were carried out by DMS on an emergency callout, at a significant cost.

Council asked the Strata Manager to send a letter to DMS about a number of recent service concerns.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of May 25, 2010, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 P5 CAVITY REMEDIATION

Strata corporation lawyer Jamie Bleay has reviewed the contract with Kani Foundation Technologies and Council is ready to sign the contract. However, the strata corporation is still awaiting a contract from GeoPacific Consultants. The Strata Manager will continue to follow up with GeoPacific.

4.2 FITNESS EQUIPMENT

No news to report.

4.3 LOBBY UPGRADES

Both lobby rooms have been cleaned up. Council decided to open both rooms for use by residents, as soon as locks have been placed on the cabinet used by the concierge for deliveries.

4.4 LANDSCAPING

No report.

4.5 FIRE SPRINKLER COVERS

Fire code consultant Gage Babcock will be providing an opinion on the protective cages installed by a number of owners on the fire sprinkler heads in their suites. If Gage Babcock agrees with National Hydronics that the cages are not appropriate, legal advice will be obtained.

4.6 FINES FOR STORAGE IN PARKING STALLS

Notices were sent out to 29 residents in May advising them to remove the items being stored in their parking stalls. As of the date of the meeting, three of the residents still had items in their stalls. Council decided to fine the three residents.

(5) CORRESPONDENCE

5.1 LAMINATE FLOORING REQUESTS

Requests were received from four owners to install laminate flooring. The requests were approved, subject to the standard conditions, in advance of the meeting.

5.2 FIRE INSPECTION FINES

Letters were received from eleven owners requesting that they not be fined for not providing access for the annual fire inspection. Council decided to fine all owners who failed to provide access, except for: (1) those owners whose suites were affected by the fire a few months ago, and (2) one owner whose key did not work due to exceptional circumstances.

5.3 PRIVACY CONCERN

An email was received from an owner advising of his concern that the strata corporation had assisted the Vancouver Police with a criminal investigation by providing access to video and fob records. The owner's concerns were noted.

5.4 PARTY ROOM RENTAL

A request was received from a tenant for permission to use the swimming pool in conjunction with a party room booking. The request was denied.

5.5 RENOVATION REQUEST

A request was received from an owner to alter the walls in her suite. The owner will be asked to provide engineered drawings of her proposed changes for Council's consideration.

5.6 PILATES CLASSES

An email was received from the tenant who has been getting fined for conducting Pilates classes out of her suite. The tenant advised that the classes would be concluding on June 26. Council decided that the \$400 in fines assessed to date will not be reversed.

(6) NEW BUSINESS

6.1 REQUEST FROM NOVUS

A request was received from Novus to have some representatives conduct a promotional event in the lobbies. Council approved the request on the condition that the event take place in the Fall.

6.2 FILM CENTRE HVAC ALTERATIONS

Council considered a written request from the City of Vancouver, as landlord of the film centre, to enlarge a vent outside the Tower A entrance and carry out some additional alterations to improve their HVAC system. The City requested that the strata corporation sign an owner's undertaking as part of the building permit process. It was moved and seconded to approve the alterations and sign the undertaking.

CARRIED

6.3 TELUS CONTRACT

The Assistant Resident Manager's cell phone account has been cancelled. There were 10 months left on the contract, the monthly cost was about \$29, and the termination fee was \$200. Also, the Resident Manager's cell phone plan has been changed, resulting in a cost savings of about \$55 per month.

As the Resident Manager prefers using an iPhone, the strata may exchange his regular cell phone for an iPhone.

Council discussed eliminating the Resident Manager's office line. It was decided to keep it so that there is a landline available in case of emergency.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

The adoption of the financial statements for April and May was tabled for the next meeting.

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$52,523. The Strata Manager reported that the foreclosure proceedings on a suite with a balance of almost \$10,000 had concluded and the strata corporation had received a cheque for the full amount outstanding. Council decided to proceed with the forced sale of a suite with balance owing of \$4,798 in order to collect the balance outstanding.

OWNERS ARE REMINDED THAT A SPECIAL LEVY WAS DUE ON MAY 1, 2010. IF YOU HAVE NOT YET PAID YOUR LEVY, PLEASE DO SO IMMEDIATELY. FINES ARE BEING ASSESSED AND LIENS WILL BE REGISTERED IF NECESSARY. THANK YOU.

7.3 DEBIT CARD / CREDIT CARD FOR RESIDENT MANAGER

A \$1,000 petty cash fund has been set up for the Resident Manager. The fund will be kept in a bank account in the Resident Manager's name specifically set up for the strata's petty cash. A debit card will be used for purchases.

A Home Depot card in the strata corporation's name with a credit limit of \$2,000 has also been arranged.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:25 p.m.

(9) NEXT MEETING DATE

The next meeting will be held on Wednesday, August 11, 2010, at 6:30 pm in the meeting room.

REMINDER

SOME RESIDENTS HAVE NOT BEEN PROPERLY SORTING THEIR RECYCLING ITEMS. AS A RESULT, WASTE MANAGEMENT HAS RECENTLY REFUSED TO PICK THE CONTAINERS UP. PLEASE BE CAREFUL TO SORT YOUR RECYCLING AND PUT IT IN THE PROPER BIN.

THANK YOU

BRAVA - STRATA PLAN BCS 1172

6:30 pm in
The 4th floor meeting room at
1155 Seymour, Vancouver, B.C.

STRATA COUNCIL**PRESIDENT**

Hans Schild

VICE-PRESIDENT

Alexis Mackintosh

TREASURER

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COMMERCIAL

Dr. Quan

LANDSCAPING

Jake Jacob

EXERCISE ROOM

Jason Lin

LOBBIES

Neena Rahemtulla

STRATA MANAGER

David Pyper

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RESIDENT MANAGER

Glenn Price

Site Office: 604-488-5464

Email: manager@bravatowers.ca
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CONCIERGE / SECURITY

604-684-4821

BRAVA WEBSITE

Bravatowers.ca

PRESENT:

Hans Schild
Alexis Mackintosh
Donnalyne Mackie
Jason Lin
Jake Jacob
Neena Rahemtulla

ABSENT:

Lan Quan

David Pyper, Baywest Management Corporation
Glenn Price, Resident Manager

(1) CALL TO ORDER

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

(2) RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's written report. The report included the following items:

- Pool disturbances and rule violations are down considerably from this time last year.
- The insulation has been removed from the leaking drain pipe in the ceiling of Starbucks. The pipe will be monitored when it next rains to determine what corrective measures are required.
- Four residents are now renting motorcycle stalls.
- There is some shattered horizontal glass outside Starbucks. As the glass is not a hazard, and is not aesthetically displeasing, Council decided to table the replacement of the glass indefinitely.
- Red Lion repaired the gutter area where leaks have been occurring into the VIFF.
- There was a leak from the third floor mechanical room into VIFF due to a crack in the floor. At least 10 ceiling tiles were damaged.
- One of the boilers was shut down as it was not operating properly. Maintenance will be performed by DMS. It was suggested that maintenance be performed on two other boilers. A quote will be obtained first.
- The area at the bottom of the main parking ramp has now been fenced and gated. The area is being used for temporary storage of junk. A program has been started that allows residents to dispose of junk in this area for \$10 per item. The money collected will subsidize the strata's junk removal costs.
- A resident was found making significant alterations to his suite without permission. The resident was advised to stop immediately and submit a request to Council, accompanied by engineered plans. To date, no request has been received. Council decided to send a bylaw notification letter to the owner and report his activities to the City of Vancouver.
- A resident fell over while driving his motorcycle down the parking ramp. The ramp was wet from being pressure washed at the time.

The resident has filed a claim with ICBC. There was damage to his motorcycle but no injuries were sustained. A repair estimate is pending.

(3) ADOPTION OF PREVIOUS MINUTES

It was Moved and Seconded to adopt the Minutes of the Council meeting of June 23, 2010, as distributed.

CARRIED

(4) BUSINESS ARISING

4.1 P5 CAVITY REMEDIATION

The contract with Kani Foundation Technologies, in the amount of \$132,160, was signed by Council in advance of the meeting. The start date for the work is September 8.

Council reviewed a fee proposal from GeoPacific Consultants for engineering services, in the amount of \$29,120. The services include contract management, field reviews, and certification of work. Council approved the proposal. GeoPacific will be asked to provide documentation at the end of the project for the strata's records confirming that the work was done.

4.2 FITNESS EQUIPMENT

Jason Lin reported that some new equipment for the gym will be purchased soon.

Council decided to switch fitness equipment maintenance contractors from TFR to AGR.

4.3 LANDSCAPING

No report.

4.4 FIRE SPRINKLER COVERS

There has been a delay in obtaining pictures of the sprinkler cages for review by Gage Babcock. This item was tabled for the next meeting.

4.5 FIRE INSPECTION FINES

Mountain fire recently came back to inspect the suites that were not accessed during the annual fire inspection. 39 suites were tested, but 14 still did not provide access. Council decided to assess a second fine, and have Mountain come back to make another attempt to access these 14 suites.

4.6 INSURANCE DEDUCTIBLE

The strata corporation recently paid a \$2,500 insurance deductible for its recent fire damage claim. Council decided to charge the deductible to the suite where the fire originated.

4.7 RESIDENT MANAGER'S CELL PHONE

The Resident Manager does not use the cell phone provided to him by the strata corporation; instead, the number is forwarded to his personal iPhone, which allows him to send and receive emails when he is not in his office. It was moved and seconded to terminate the contract for the strata corporation's phone, pay the cancellation fees, and compensate the Resident Manager \$120 per month for using his personal phone for work.

CARRIED

(5) CORRESPONDENCE

5.1 LAMINATE FLOORING REQUESTS

Requests were received from two owners to install laminate flooring. The requests were approved, subject to the standard conditions, in advance of the meeting.

5.2 FIRE INSPECTION FINES

Letters were received from two owners disputing their fines for not providing access for the annual fire inspection. Council decided that both fines will stand.

(6) NEW BUSINESS

6.1 INVESTMENT OF STRATA CORPORATION FUNDS

Currently the money in the Residential Contingency Reserve Fund earns .93% in a savings account with HSBC. There is about \$615,000 in the fund. The fund is insured up to \$100,000 by CDIC. To obtain a better interest rate and take advantage of the 100% insurance offered by credit unions, it was moved and seconded to keep \$100,000 with HSBC and move the balance of the CRF to Envision. The money will be invested in a fully cashable 36 month GIC with an average rate of 2.125%.

CARRIED

6.2 SHAW COMPENSATION TO RESIDENT MANAGER

Council ratified the participation of the Resident Manager in a program with Shaw whereby he receives compensation for his assistance in signing up residents for Shaw's services.

(7) FINANCIAL BUSINESS

7.1 FINANCIAL STATEMENTS

The April financial statements were adopted at the May Council meeting. It was moved and seconded to adopt the financial statements of the months of May and June, as distributed.

CARRIED

7.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$50,117. There are 7 owners with a balance owing of more than \$1,000. The strata corporation has started the process of forcing the sale of a suite with a large balance in order to collect the money owing.

OWNERS ARE REMINDED THAT A SPECIAL LEVY WAS DUE ON MAY 1, 2010. IF YOU HAVE NOT YET PAID YOUR LEVY, PLEASE DO SO IMMEDIATELY. FINES ARE BEING ASSESSED AND LIENS WILL BE REGISTERED IF NECESSARY. THANK YOU.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:25 p.m.

(9) NEXT MEETING DATE

The next meeting will be held on Tuesday, September 7, 2010, at 6:30 pm in the meeting room.