

**COUNCIL MEETING MINUTES****WEDNESDAY, February 12th, 2007****BRAVA - STRATA PLAN BCS 1172****VENUE:**

Sitting Room, 4<sup>th</sup> floor  
1155 Seymour St.  
Vancouver, BC

**STRATA COUNCIL  
2006 / 2007****PRESIDENT /  
BYLAWS AND RULES**

Jane Hidalgo

**TREASURER /  
BUILDING MAINTENANCE**

Mike Emri

**SECURITY**

Alex Zahara

**COMMERCIAL**

Dr. Quan

**AT LARGE**

Jason Lin

**ON LEAVE**

Vice-president - Kalan Milley

**STRATA MANAGER**

David Parsons

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

Phone: 604-257-0325

Direct Line: 604-714-1541

Direct Fax: 604-592-3699

Email: [dparsons@baywest.ca](mailto:dparsons@baywest.ca)

**RESIDENT MANAGER**

Randie Jantzen

**ASSISTANT MANAGER**

Melen Gonzales

Site Office: 604-488-5464

Fax: 604-488-5462

4<sup>th</sup> Floor-1155 Seymour St.

**CONCIERGE / SECURITY**

604-968-3078

**PRESENT:**

Jane Hidalgo

Alex Zahara

Jason Lin

**REGRETS:**

Lan Quan

Mike Emri

Kalan Milley

David Parsons, Baywest Management Corporation

**(1) CALL TO ORDER**

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

**1.1 GUESTS**

Glen Price from Securiguard was present at the meeting.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was noted that under 1.1 'Council Changes' the previous minutes should record the fact that, at the meeting's end, Ying Ying Lee resigned from Council effective immediately. Her future plans will not allow her to perform the duties of a Council Member. On behalf of the owners at Brava, Council thanks her for her service and wishes her well.

It was then moved to adopt the minutes of the January 17th, 2007 Council Meeting as so amended.

**CARRIED**

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

Approval of the financial statements was deferred due to the Treasurer's absence.

**3.2 ACCOUNTS RECEIVABLE**

The Agent reported that the accounts receivable totaled \$27,303.90

**3.3 INSURANCE RENEWAL**

The agent was instructed to renew Brava's insurance policy with BFL Canada. The premium for the coming year will be \$95,506.00.

**(4) BUSINESS ARISING****4.1 BUILDING MAINTENANCE COMMITTEE****4.1.1 RAV EASEMENT**

The representatives from the Rav line would like to arrange a meeting to negotiate a final settlement in the coming weeks. A date convenient to all parties has yet to be established.

#### **4.1.2 DEFICIENCIES**

.Amacon sent the owners of Brava a cheque for \$15,000.00. Council has agreed to bring forward no new deficiencies and considers all previous deficiencies now settled. Please note that all third party warranties are unaffected by this arrangement.

#### **4.1.3 SPEED BUMPS**

The installation of speed bumps is imminent.

#### **4.1.4 NON-SLIP FLOOR TREATMENTS**

The agent was instructed to have the floors in the sauna, the change rooms and in the hallway outside these rooms treated to reduce the chance of someone slipping on the wet tiles.

#### **4.1.4 FITNESS ROOM NOISE REDUCTION**

To minimize noise transmission to the suites below the fitness rooms the Council President will get quotes on machines that are quieter than those presently in the building. Alex Zahara will post notices reminding users that there are persons living below the fitness room and the rules governing the fitness area.

#### **4.1.5 WINDOW CLEANING**

Window cleaning has been arranged for mid-March.

#### **4.1.6 PRESSURE WASHER**

Council authorized the purchase of a 13 horsepower pressure washer.

#### **4.1.7 MUAU PLATFORM**

The agent was instructed to obtain quotes for the construction of a work platform for the MUAU at the parkade entrance.

#### **4.1.8 SPRINKLER HEAD GUARDS**

Owners are reminded to install sprinkler head guards in their bathrooms if they wish to escape paying the deductible (now \$25,000.00) for any damage should the sprinkler be triggered. Owners are advised that failure to install these guards would constitute negligence given the well-published history of the sprinkler heads in this location. If an owner does not wish to install a guard he/she should contact his/her homeowner policyholder to ensure coverage for the deductible.

### **4.2 SECURITY COMMITTEE**

#### **4.2.1 SECURITY UPDATE**

Glen Price from Securiguard was present to discuss enhancing security. As a result of the ensuing discussion Council agreed to the following:

- The Resident Manager is to purchase 4 signs that will alert residents when the floors are slippery. These will be placed by the concierge when necessary.
- The concierge will set up a program for testing the elevator monitoring on a regular basis.
- The Resident Manager will ask for quotes to link to the Internet so that his computer can talk with that of the Concierge.
- At the same time, the Resident Manager will solicit quotes for those upgrades that will enable the concierge to receive warnings about forced doors and doors that are being held ajar.
- Glen Price is going to draw up specs for upgrading the buildings camera system. Glen and the agent will obtain quotes based on these specifications.
- Glen has altered the scheduling of the concierge so that a greater presence will be felt in 1199 Seymour.
- Council approved an upgrade to the uniforms worn by the Concierge.
- The Security staff will plan and execute fire drills.

#### **4.5 LANDSCAPING COMMITTEE**

The Landscaping Committee did not provide a formal report

#### **4.6 SOCIAL COMMITTEE**

The Social Committee did not provide a formal report

#### **4.7 BYLAWS & RULES COMMITTEE**

The Bylaws Committee did not provide a formal report.

#### **4.8 RESIDENT MANAGER'S REPORT**

The Resident Manager did not provide a formal report.

### **(5) CORRESPONDENCE**

#### **RECEIVED:**

- A request was received that the handicap lift be locked as the writer thought that leaving it unlocked exposes it to damage. It is now unlocked due to the correspondence of an aggrieved resident who wrote last month to state that having it locked was degrading to handicapped persons (in fact, suggested it might be a rights violation) who then had to rely on the concierge to unlock it for them.

#### **SENT:**

- A letter was sent about an oil stain in the parkade.
- A letter was sent to a resident suspected of leaving domestic garbage in an elevator vestibule.

### **(6) NEW BUSINESS**

#### **6.1 LEVY FOR ENVELOPE STUDY**

Council will propose a levy of \$14,500 at the coming AGM. The money will be used to fund a study of the building envelope and recommendations on envelope maintenance.

#### **6.2 PHAROAH ANTS**

There have been more reports of Pharoah ants in Tower 'A'. The Resident Manager will be making a bulk purchase of bait for these ants which will be kept on site for fast and cost effective treatment of the problem when it is reported.

#### **6.3 BACK UP GENERATOR SERVICING**

The transfer switch for the back up generator needs cleaning. This will require shutting off all power to Brava for an half hour. The servicing will take place in the nighttime to cause minimum disruption. Notices will be posted in advance.

#### **6.4 CRACKED WINDOW IN TOWER 'B'**

A report was received of a window that cracked in tower 'B' during the recent high winds. The installer will investigate and repair it.

#### **6.5 FIRE SAFETY INSPECTION**

Council authorized using the services of *Mountain Fire* for this year's safety inspection due to dissatisfaction with the service received from *Edward's* last year. *Mountain Fire* will be asked to do the inspection at a more convenient time thereby reducing the number of units to which access is not granted. It is extremely important that all residents co-operate with the testing of the fire safety components in their units.

#### **6.6 MASTER KEYS**

The Resident Manager has a master key in his possession. This key is one of many that were used by tradespersons during the construction of the building. Council has asked that this key be destroyed, as the Strata Corporation does not carry key insurance. Residents are advised strongly to re-key their suites. The Strata Council does not know the whereabouts of all the master keys that were once issued at Brava.

#### **6.7 KEYS IN GENERAL**

For the same reason as above Council decided to adopt the following policy. The Resident Manager and Concierge will not be allowed to handle keys for residents for any reason. If a resident has trouble granting access to tradespersons etc. he/she will have to enlist the aid of a neighbour, relative or friend. Should entry to a suite be required in an emergency the Strata will enlist the aid of a Locksmith to open the door.

#### **6.8 LATER LEAK IN TOWER 'B'**

The supply line to the toilet in a unit caused flooding in tower 'B' on the 13<sup>th</sup> of February. Residents are reminded of the importance of having a homeowner policy to cover their belongings, improvements and the cost of staying in a hotel and/or lost rental income. It is likely that the Strata Corporation will have to pay a deductible of \$25,000.00 for the remediation of this leak. The payment will be made from the CRF.

#### **6.9 2007/08 BUDGET**

Council briefly reviewed a draft of the 2007/08 budget. Revisions were made and a final draft incorporating those changes is being prepared for the AGM.

It was moved to propose this amended budget to the owners at the coming AGM.

**CARRIED**

#### **(7) NEXT COUNCIL MEETING DATE & ADJOURNMENT**

The next **Council meeting** will be a brief meeting to proof read the AGM notice and budget before they are sent out in the mail.

The **AGM** is tentatively scheduled for Thursday March 22<sup>nd</sup> at 7:00 pm and will be held at the Holiday Inn on Howe Street, as last year. Please mark your Calendar and watch for your AGM Notice.

There being no further business, the meeting was adjourned at 9:07 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.

**ANNUAL GENERAL MEETING MINUTES****THURSDAY, MARCH 22, 2007****BRAVA - STRATA PLAN BCS 1172****LOCATION:**

Holiday Inn – 1110 Howe Street  
Vancouver, BC  
7:00 p.m.

**STRATA MANAGER**

David Parsons

**BAYWEST MANAGEMENT**

300 – 1770 BURNARD STREET  
VANCOUVER, BC V6J 3G7

email: dparsons@baywest.ca  
Direct Line: 604-714-1541  
Direct Fax: 604-592-3699  
Phone: 257-0325

**PRESENT:**

51 Strata Lots Represented  
30 In Person  
21 By Proxy  
David Parsons, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by President, Jane Hidalgo.

**1.1 ELECTION OF THE CHAIR**

It was moved (2302A) and seconded (1008B) that the Strata Agent, David Parsons, chair the meeting.

**CARRIED**

**(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES**

420 of 424 strata lots at Brava were eligible to vote at the Annual General Meeting. As a quorum requires representation by 1/3 of eligible strata lots, a quorum in this instance required

representation by 140 strata lots. As only 51 strata lots were represented at the call to order, the meeting was adjourned for 30 minutes in accordance with the Strata Corporation Bylaw 12:1 (Amended 8/12/05).

During the recess:

- Tania Alekson from the VIFF explained the relationship between Brava and the Vancouver International Film Festival Theatre and developments planned at the VIFF.
- Mr. Glenn Price from Securiguard outlined improvements made to security at Brava in the past year and future plans. Securiguard intends make the concierge more accessible via the internet, to install alarms that will sound when doors are forced or held open on the parkade levels and to provide the Security team with improved security camera recording and imaging. Mr. Price stressed the need for vigilance in the prevention of unauthorized access to Brava. He was especially concerned that some residents are not waiting, on entering the parkade, for the gate to close behind them. This is enabling criminals to 'tailgate' into the parkade and via the parkade into the locker room lobbies.

The meeting was called to order again by the Chair at 7:32 p.m. and the meeting declared competent to deal with the business at hand with the 51 strata lots then represented.

**(3) PROOF OF NOTICE OF MEETING**

It was moved (1502A) and seconded (1606B) that proper notice of meeting had been provided according to the requirements of the *Strata Property Act*.

**CARRIED**

**(4) ADOPTION OF MINUTES OF THE PREVIOUS AGM**

It was moved (1008B) and seconded (2302A) to adopt the Annual Meeting Minutes of March 30<sup>th</sup>, 2006 as distributed.

**CARRIED**

#### **(5) PRESIDENT'S REPORT**

Council President Jane Hidalgo outlined major decisions taken by the Brava Strata Council in the past year. Of special note:

- The security/concierge team was changed from SRT to Genesis. After a probationary period Genesis was replaced by Securiguard which, the President was pleased to report, is exceeding expectations. In the coming year further improvements to the concierge/security service are planned that will help raise the profile of Brava while enhancing security. Attempts are being made to address a perceived imbalance in attention given to the Towers due to the location of the main concierge desk in Tower 'B'.
- The representative from Baywest was changed, David Parsons replacing Tanya Millage.
- The President recognized the work of the other Strata Council Members and expressed Council's satisfaction with the work of the Resident Manager Randy Jantzen.
- Speed bumps were placed on the P1 level.
- A chain link fence was placed in the alley.
- Doors and locks in the storage rooms have all been upgraded and owners advised to place bicycle locks or chains on locker doors to further secure them.
- Townhome security is being reviewed.
- Painting of the lobby has been done and a program put in place for touching up other areas of the building.
- The parkade gate has had its spring upgraded.
- There has been ongoing maintenance of the elevators, the enterphone and the water delivery in Brava.
- Council has been struggling to try and reduce the noise from the fitness room which is a disturbance to resident living beneath it.
- Residents of Tower 'A' now have fob access to Tower 'B' and the main concierge desk.

#### **(6) INSURANCE REPORT**

Each owner was provided an Insurance Certificate and a Summary of Coverage for the building as part of the Notice of Annual General Meeting package. These set out the insurance coverage and currently in place on Brava. The Strata Manager opened the floor for insurance related questions and responded to the same.

**Owners were reminded that all must purchase contents and/or homeowner's insurance for any in-suite upgrades they make, for loss of rental income if applicable, and for their personal effects. The Strata Corporation's insurance does not cover these. Owners are also encouraged to ensure that their tenant's place contents insurance on their personal effects.**

#### **(7) CONSIDERATION OF 2007/08 OPERATING BUDGETS**

It was moved (1503A) and seconded (2801A) to adopt the 2007/08 residential budget as presented. After a brief discussion a vote was taken and the motion

**CARRIED**

It was then moved and seconded by the proxy holder of the commercial units, to adopt the 2007/08 commercial budget as presented.

**CARRIED**

(A motion was later made and seconded to amend the budget in a way that would give a small stipend to the Council for their work. It was suggested that its members be authorized go for dinner during the Christmas Season at Strata expense. This informal amendment was carried unanimously.)

**Note:**

The new budget takes effect April 1, 2007. Please find attached a listing of maintenance fees for each strata lot. Owners previously making payment by way of an automatic withdrawal from their bank accounts need not take any action, as the management company will adjust their maintenance fees to the new schedule. Owners making payment by way of post-dated cheques are encouraged to send a new series of 12 cheques to the management company. Cheques should be dated for the 1<sup>st</sup> of each month and made payable to BCS 1172. Owners with questions regarding the payment of maintenance fees are invited to contact David Parsons at 714-1541.

\*Due to the AGM being held so close to the end of the month, it is advised that auto withdrawal payments for April 1 will be the old amount. Therefore, a "make-up" amount to the increased strata fees for April will be withdrawn on May 1 together with the revised strata fee.

**(8) RATIFICATION OF ADOPTED RULES (RESIDENTIAL)**

It was moved (2302A) and seconded (1008B) to ratify the previously adopted Rules of the Strata Corporation as follows.

**Rule 'A':**

*"The notice board will be used only for Council business and for notices from residents that are not commercial in nature. Any notice that, in the opinion of the agent (acting for the Strata Council) mentions, advertises or solicits business for a company, a sole proprietorship or a brokerage will be removed."*

**Rule 'B':**

*"No notices are to be delivered by hand in the Complex. The sole exception is for notices deemed necessary by the Strata Council. (For example, the recent notices regarding fire testing.)"*

**Rule 'C':**

*"Building inspectors are required to give the Resident Manager 48 hours notice if they want access to mechanical rooms or other locked common property which requires the Resident Manager's presence. Building inspectors will be charged \$25.00 in advance for this use of the Resident Manager's time."*

**CARRIED**

**(9) CONSIDERATION OF ¾ VOTE "A" – ENVELOPE MAINTENANCE REVIEW**

It was moved (1008B) and seconded (2302A) to adopt ¾ Vote "A" – which read as follows:

*"Be it resolved, as a three-quarter (3/4) vote of the Owners of Strata Plan BCS1172, BRAVA, that the amount of \$14,500 (FOURTEEN THOUSAND FIVE HUNDRED DOLLARS) be raised as a one-time Special Levy to the Owners for the purpose of funding a Building Envelope Maintenance Review. This Special Levy is to be charged upon the Owners in proportion to their unit entitlement of their respective strata lots. (See the Envelope Review Levy Schedule which forms part of the 2007-2008 Strata Fee Schedule attached to these minutes.) This Special Levy is due and payable immediately upon passage of this Special Resolution by the Owners of record and payments shall be considered part of the common expenses of the Strata Corporation."*

A question was raised about the means of funding this work. It was explained that Council decided to raise the money by means of a levy rather than use the Contingency Reserve Fund because it wants to keep CRF greater than 25% of the operating fund. This enables an annual CRF contribution of any

amount (this year \$35,000). If the CRF dips below 25% of the operating fund, the owners of Brava will have a statutory obligation to contribute an amount equal to 10% of the operating fund to the CRF. For example, this year that would have meant a contribution of \$125,000.00 and a significant increase in strata fees.

A vote was then taken on Resolution 'A' which was

**CARRIED**

**(10) CONSIDERATION OF ¾ "B" – AUTHORIZATION OF A FORCED SALE**

The Chair informed owners that this resolution was withdrawn. Full payment of the arrears that occasioned this resolution was received before the meeting.

**(11) ELECTION OF 2006/07 STRATA COUNCIL**

The outgoing Council received a warm round of applause in gratitude for their year of service now ending. As per the Bylaws, a maximum of seven Strata Council members could be elected. As the commercial section must be represented on the Strata Council, the owner of the commercial units Dr. Lan Quan # C 605 / 635 takes one seat. The Property Manager opened the floor for nominations or volunteers for the remaining Council positions. The following owners volunteered or were nominated and agreed to stand for office:

Jane Hidalgo # 2302A  
Mike Emri # 3203A  
Jason Lin # 303A

Alex Zahara # 1008B  
Marco Ciraulo # 2104B

As there were no further nominations, a motion was made (2302A) and seconded (1008B) to elect above nominated persons to Council.

**CARRIED**

**(12) TERMINATION OF THE MEETING**

There being no further business, the meeting adjourned at 9:09 p.m.

Following the meeting, the new Strata Council met briefly schedule their first Council Meeting for Wednesday, April 18TH at 6:30 p.m. in the 4<sup>th</sup> floor Meeting Room of Tower 'B'.

**(13) GENERAL DISCUSSION AND QUESTIONS**

The following issues arose during the evening's discussions and will be put on the agenda for the next Council Meeting.

- An owner requested that Council look into ways of conserving electricity at Brava.
- An owner suggested Council look into the possibility of recapturing a portion of the gas bill from those units at Brava equipped with Gas Appliances.
- A request was made to have the hallway temperature more carefully monitored and regulated.
- A suggestion was made to wrap the hot water supply lines with insulation as a possible means of speeding hot water delivery.
- A request was made for a Brava Web Site. The agent informed owners that one is being developed and should be operational soon.
- A request was made for a stop line on the exit ramp. Residents are not sure where on the ramp they should stop to wait for the gate to close.
- The new Council was asked to continue making efforts to equalize, as much as possible, the presence of the Concierge/Security Personnel in both Towers.

***Please keep these minutes with your strata lot records. 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****VENUE:**

Sitting Room, 4<sup>th</sup> floor  
1155 Seymour St.  
Vancouver, BC

**STRATA COUNCIL  
2006 / 2007**

**PRESIDENT /  
BYLAWS AND RULES**  
Jane Hidalgo

**VICE-PRESIDENT / SECURITY**  
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**ACCOUNTANT**  
Vicki Chung  
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Email: [vchung@baywest.ca](mailto:vchung@baywest.ca)

**RESIDENT MANAGER**  
Randie Jantzen

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**CONCIERGE / SECURITY**  
**604-968-3078**

**PRESENT:**

Jane Hidalgo  
Alex Zahara  
Jason Lin  
Marco Ciraulo  
Lan Quan  
Jonathan Heilbrunn  
David Parsons, Baywest Management Corporation

**REGRETS:**

Mike Emri

**(1) CALL TO ORDER**

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

**1.1 GUESTS**

Jonathan Heilbrunn came to offer his services as a Strata Council Member. After some discussion with Jonathan a motion was made to elect him to Council which was

**CARRIED**

Glenn Price was present to give a report on security. He also proposed an innovative web page designed for use at Brava. Late in the meeting Glenn demonstrated the web page, which is being provided at no cost, and a motion was made to accept it for use at Brava.

**CARRIED**

Augustin from KP Cleaners was present to discuss the janitorial services. Augustin asked that Council consider allocating KP Cleaners 8 more hours a week (4 Friday and 4 Saturday). This extra time is needed in the summer to keep the pool area and change rooms clean. A motion was made to accept this proposal which was

**CARRIED**

**(2) ADOPTION OF PREVIOUS MINUTES**

It was moved to adopt the minutes of the February 12<sup>th</sup>, 2007 Council Meeting as distributed.

**CARRIED**

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

Approval of the financial statements was tabled.

**3.2 ACCOUNTS RECEIVABLE**

The Agent reported that the accounts receivable totaled \$31,502.94. Much of this is due to outstanding levy payments.

Note;

Owners are reminded that they must send Baywest a cheque for the Maintenance Review Levy made payable to **BCS1172**. Your pre-authorized chequing agreement with Baywest does not cover payments other than for Strata Fees.

#### **(4) BUSINESS ARISING**

##### **4.1 BUILDING MAINTENANCE COMMITTEE**

###### **4.1.1 P5 CAVITY**

An open cavity under P5, directly above the new RAV line, was discovered during routine maintenance of the sump pumps. The engineers who designed Brava and engineers from the RAV line met and approved a plan of remediation which was put into effect immediately. On a positive note, studies were conducted and no impairment of the structural integrity of the building was discovered. The parkade has since been examined by ground penetrating radar and further tests (by taking periodic core samples) will be done to eliminate the possibility that other voids have been created. Council approved paying for these repairs from the CRF and will recapture the costs once a final report has been received from the engineers retained by Brava. The cause of the cavity has not yet been conclusively established. For the safety of all residents, the area of P5 over this cavity can not be used safely for parking until the sump has been rebuilt, the plumbing and wiring for the sump is repaired, and the cavity is entirely filled with concrete.

Council thanks those residents who have had their parking stalls displaced and appreciates their continued patience with this matter.

###### **4.1.2 WATER LEAK IN THE P1 ELEVATOR VESTIBULE**

There were two recent leaks caused by failure of 4" copper water lines in the elevator vestibules on P1. On both occasions, the repair required that the hot water be shut off to the entire building.

###### **4.1.3 NEW SIGNAGE**

The agent and Council President will meet to design and order new signs for various locations in the building where signs are needed or have been stolen.

###### **4.1.4 FITNESS ROOM NOISE REDUCTION**

The matter is ongoing.

###### **4.1.5 ENVELOPE MAINTENANCE REVIEW**

The review will be done in the summer months. A firm date will follow.

##### **4.2 SECURITY COMMITTEE**

###### **4.2.1 SECURITY UPDATE**

Most of the security improvements authorized at the last meeting have been done.

Still ongoing are:

- Quotes are coming for upgrades required to monitor doors from the concierge desk.
- Quotes are coming for the upgrades to the security camera system.
- Securiguard is designing new uniforms for Brava.

###### **4.2.2 TOWER A MAIL THEFT**

An owner reported a mail theft from Tower A and wanted Council to warn other residents to be vigilant with their mail. Securiguard has been informed and a general advisory note has been placed in the mailroom to increase awareness of this matter.

##### **4.3 LANDSCAPING COMMITTEE**

The Landscaping Committee did not provide a formal report

##### **4.4 SOCIAL COMMITTEE**

The Social Committee did not provide a formal report

#### 4.5 BYLAWS & RULES COMMITTEE

The President is reviewing the parkade policy as issues relating to equal access and management of the parking stalls was raised. She drafted a revision and forwarded it to all Council Members for review. It will be discussed at the next meeting.

#### 4.6 RESIDENT MANAGER'S REPORT

The Resident Manager did not provide a formal report.

#### (5) CORRESPONDENCE

##### RECEIVED:

- An owner expressed dissatisfaction that the Resident Manager and Concierge no longer have keys to individual suites. Owners are reminded that Brava Staff are not bonded for this service and that a bonded 'Key Vault Service' is being offered through the Concierge.
- Several complaints were received about cigarette butts thrown from balconies at Brava. **Residents are reminded that dropped cigarette butts have been know to blow into open windows and pose a serious fire hazard. Should a fire result, the insurer will take legal action against the parties responsible to recover all costs.**
- A noise complaint was received which was taken care of by the Concierge.
- A complaint was received about lady bugs.
- A list of suggestions was received from an owner, most of which are under consideration.
- There were complaints about mice in a few units. This is currently a problem in all buildings near the new RAV line which has disturbed the local mouse habitat. It is expected that the problem will disappear shortly as the mice relocate. In the mean time the Pest Control Company is notified of each complaint as it is received.
- Two complaints were received about the speed bumps, one from a resident whose car has been lowered and another from a sports car enthusiast. Council however has received much positive feedback and is happy with the effect the bumps have had on the traffic in the parkade.
- Council received two letters urging attention to security concerns of several Townhome residents who want to see the installation of gates in front of their Seymour Street entrances.
- An owner wrote objecting to the unlocking of the wheelchair lift which he feels exposes it to misuse and damage. This lift was unlocked after another resident threatened a human rights complaint if it was left locked.
- The same writer objected to vehicles parked so that they extend beyond the stalls into the general parkade thoroughfare. The Resident Manager will investigate and letters will be written about this where necessary.
- The same writer objects to cars parking in the circular drive off the lane. Council will be replacing the no parking signs that were stolen from that location.
- An owner wrote protesting a fine levied in response to several incidents of canine incontinence. Council stands behind the legitimacy of fining owners whose companion animals wet or soil common property.

##### SENT:

- A realtor was reminded that the distribution of flyers by hand at Brava is prohibited to all but the Strata Council.

**(6) NEW BUSINESS**

**6.1 AGM BUSINESS**

- Council was asked to recapture gas costs from the owners of units with gas appliances. This was tabled for later consideration.
- A request was received to more carefully monitor hallway temperature. The agent will consult the mechanical company about this.
- A suggestion was made at the AGM to wrap the hot water lines. Upon investigation it was discovered that this has already been done.
- A request was made for a Brava Web Site. The site will be launched soon.
- A request was made for a stop line on the entrance ramp to help restrict access to the parkade. This line was approved.
- Ted Martin offered to help Council find ways of conserving electricity in common areas. Ted will be attending a future Council Meeting.

**(7) NEXT COUNCIL MEETING DATE & ADJOURNMENT**

The next **Council meeting** will be Thursday May 17<sup>th</sup> at 6:30 in the 4<sup>th</sup> floor meeting room.

There being no further business, the meeting was adjourned at 9:12 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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**COUNCIL MEETING MINUTES****WEDNESDAY, JUNE****6TH, 2007****BRAVA - STRATA PLAN BCS 1172**

**VENUE:** Sitting Room, 4<sup>th</sup> floor 1155 Seymour St. Vancouver, BC  
**STRATA COUNCIL 2006 / 2007 PRESIDENT / BYLAWS AND RULES** Jane Hidalgo  
**VICE-PRESIDENT / SECURITY TREASURER / BUILDING MAINTENANCE** Mike  
Emri **COMMERCIAL** Dr. Quan **AT LARGE** Jason Lin Marco Ciraulo Jonathan  
Heilbrunn **STRATA MANAGER** David Parsons **BAYWEST**  
**MANAGEMENT 300 - 1770 BURRARD ST. VANCOUVER, BC V6J 3G7** Phone: 604-  
257-0325 Direct Line: 604-714-1541 Direct Fax: 604-592-3699 Email:  
[dparsons@baywest.ca](mailto:dparsons@baywest.ca) **ACCOUNTANT** Vicki Chung Direct line: (604) 714-1526 Email:  
[vchung@baywest.ca](mailto:vchung@baywest.ca) **RESIDENT MANAGER** Randie Jantzen **ASSISTANT MANAGER**  
Melen Gonzales **Site Office: 604-488-5464 Fax: 604-488-5462 4<sup>th</sup> Floor-**  
1155 Seymour St. **CONCIERGE / SECURITY 604-968-3078**

**PRESENT:**

Jane Hidalgo  
Jason Lin  
Jonathan Heilbrunn

**REGRETS:**

Mike Emri  
Marco Ciraulo  
Lan Quan

David Parsons, Baywest Management Corporation

**(1) CALL TO ORDER**

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

It was announced that Alex Zahara has sold his unit at Brava and is no longer on Council. The owners of Brava thank Alex for the exceptional work he did on their behalf over the last year and wish him all the best with his future endeavors.

**1.1 GUESTS**

Petra Antal, from Baywest was introduced to Council and stayed for the meeting as an observer. Petra is the new assistant to the strata agent.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was moved to adopt the minutes of the April 18<sup>th</sup>, 2007 Council Meeting as distributed.

**CARRIED**

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

Approval of the financial statements was tabled.

To date \$71,958.40 has been spent on the P5 cavity remediation. This money has been drawn from the Contingency Reserve Fund and will eventually be recaptured.

**3.2 ACCOUNTS RECEIVABLE**

The Agent reported that the accounts receivable totaled \$27,873.24. Much of this is due to outstanding levy payments.

**Note:**

***Owners are reminded that they must send Baywest a cheque for the Maintenance Review Levy made payable to BCS1172. Your pre-authorized chequing agreement with Baywest does not cover payments other than for Strata Fees.***

**Beginning next month \$50.00 fines will be imposed on units still in arrears.**

**(4) BUSINESS ARISING**

**4.1 BUILDING MAINTENANCE COMMITTEE**

**4.1.1 P5 CAVITY**

The cavity has now been filled and the sump restored. Matcon is currently drilling around the cavity and in a few other locations on P5 to ensure the soil is properly compacted. Once this investigation is complete the area will be open again for parking by residents.

Again Council thanks those residents who have had their parking stalls displaced and appreciates their continued patience with this matter.

**4.1.2 4" COPPER PIPES IN BRAVA**

There were two recent leaks caused by failure of 4" copper water lines in the elevator vestibules on P1. On both occasions, the repair required that the hot water be shut off to the entire building. Council sent the cracked pipes to Baker Engineering for examination and has received a study back stating that the pipe is defective in so far as it shows no residual signs of phosphorous, which is normally used in this type of application to deoxidize the copper. The only suggested remedy thus far is replacement of any defective copper pipe used in Brava. The matter is ongoing.

**4.1.3 NEW SIGNAGE**

New signage has been decided upon and the agent and Resident Manager will design and order it. The Resident Manager is to paint a stop line inside the parkade gate. Residents will be expected to wait at this line for the gate to close behind them before proceeding into the parkade.

**4.1.4 FITNESS ROOM NOISE REDUCTION**

Council authorized the installation of springs to dampen the sound from the weight machines provided they are installed by and meet the approval of the maintenance technicians and do not adversely affect the warranty on the machines.

**4.1.5 ENVELOPE MAINTENANCE REVIEW**

The review will be done in the summer months. Advance notice will be given.

**4.1.5 HOT WATER ISSUES**

Although hot water delivery has been much better recently, there have been a few complaints. The Council authorized the installation of thermometers at several key locations in the plumbing of both buildings that will allow the plumber to record and track

the water temperature over 24 hour periods. This will allow better diagnosis and isolation of problems.

#### **4.1.6 ELECTRICAL VAULT CLEANING**

Electrical Vault cleaning has been arranged for July. It will be done between 2:00 AM and 5:00 AM on two evenings and will necessitate shutting off **all power** in the building. Notices will be posted in advance.

#### **4.1.7 LEGAL OPINIONS**

Council authorized the agent to get the recent agreement from Amacon, in which Council will finally sign off on deficiencies, reviewed by a lawyer. It also authorized consultation, at the agent's discretion, with a lawyer about the report from Baker Engineering.

#### **4.1.8 FIRE SAFETY INSPECTION**

This year's Fire Safety Inspection proved very successful due to Mountain Fire's careful work and the use of the 'Key Vault' System by residents. Council thanks all concerned and approved the remediation of all noted deficiencies by Mountain Fire.

#### **4.2 SECURITY COMMITTEE**

There was no report from the Security Committee.

#### **4.3 LANDSCAPING COMMITTEE**

Council approved the following work:

- On the upper terrace the installation of summer annuals, removal of trees and repair of pots for planting with mixed perennials and the planting of roses in the rectangular planter.
- At the back of the building for the installation of mulch in all beds, and
- At the front the removal of all shrubs and mulch and the installation of paving stones.

The agent, who has quotes from Weedbusters which were reviewed by Council, was instructed to get as much of this work done as was budgeted for at the AGM.

#### **4.4 SOCIAL COMMITTEE**

The Social Committee did not provide a formal report

#### **4.5 BYLAWS & RULES COMMITTEE**

After discussing and amending them, a motion was made to approve the following rules governing the parkade at Brava. The motion was voted on and  
**CARRIED.**

##### **PARKADE RULES**

1. ***Before parking in the visitor stalls on P1, residents must present themselves in person at the Concierge Desk in Tower B after 5 PM to obtain a parking permit. Permits will be given out by the Concierge on a first-come first-serve basis. Residents and their guests are to park behind Tower B and proceed to the Concierge desk to get their permit. Vehicles must not be parked before a permit is issued.***

2. *Visitor parking permits are only valid for a 24 hour period. To park for a second night residents must obtain a new permit from the Concierge on a first-come first-serve basis. Parking stalls may not be reserved.*
3. *To ensure fair distribution of the stalls visitor parking is limited to a maximum of two nights in a calendar month per vehicle.*
4. *Visitor parking stalls are available Monday to Friday evenings from 5:00 PM until 9:00 AM the following morning (there is no visitor parking from 9:00 AM until 5:00 PM on weekdays) and on weekends from Friday at 5:00 PM until Monday at 9:00 AM.*
5. *Hatch marked areas in the parkade are for the use of emergency vehicles or are required for the safe manoeuvring of vehicles. These, and any area behind Brava marked 'No Parking', are Tow Zones. Residents parking in these areas will be issued a warning and/or have their vehicles towed at the discretion of the agent or his on-site delegates.*
6. *Parkade security requires that only one car at a time enter the parkade. Residents entering the parkade are to stop their vehicles at the stop line painted on the parkade ramp for this purpose and wait until the parkade gate closes behind them before proceeding into the Parkade.*

#### 4.6 RESIDENT MANAGER'S REPORT

The Resident Manager made a brief report. Amongst other things, he reported that the pool temperature has been turned down in response to complaints that it was not refreshing.

#### (5) CORRESPONDENCE

##### RECEIVED:

- An owner asked that the elevator pads not remain up all the time in the freight elevator. Council discussed this request and has decided that **the pads will remain up for the first and last week of each calendar month and will be taken down between moves the rest of the month.** This is because at month's end there are many moves some of which, despite the efforts of the Brava Staff, are unscheduled. The pads are required to prevent expensive damage to the elevator cars.
- An owner wrote with an inquiry about the master keys which were formerly in the possession of the Resident Manager. These keys are no longer exist.
- A noise complaint was received.
- A complaint was received about a lack of cold water in a unit which was investigated.
- A complaint was received about a sticking patio door which was repaired by the Resident Manager's Assistant.
- A query was received about door mats. These are not allowed in Brava.

##### SENT:

- A noise complaint was sent to an owner.
- A letter was sent to SLCP-SELI putting them on notice that the Strata Corporation is holding them responsible for the parkade cavity under P5.



**(6)     NEW BUSINESS**

**6.1     DRYER VENT CLEANING**

Discussion of dryer vent cleaning was tabled.

**6.2     BALCONY TRIM DELAMINATION**

The concrete edging on a balcony has partially delaminated and will be repaired by the developer. Any loose concrete that could have fallen has been removed.

**6.3     RESIDENT MANAGER'S ASSISTANT**

Council expressed satisfaction with the work done at Brava by Melencito Gonzales and has agreed to give him a quarterly bonus of \$500.00 in recognition of his good performance.

**6.4     PARKADE REVIEW**

The Resident Manager's Assistant was instructed to do a review of the parkade and notify the agent of vehicles improperly parked, of unauthorized parkade storage and of any vehicles leaking fluids.

**6.5     CARPET CLEANING**

Council authorized the cleaning of carpets in the amenities rooms and guest suites. This is being arranged by the Resident Manager.

**(7)     NEXT COUNCIL MEETING DATE & ADJOURNMENT**

The next **Council meeting** will be Wednesday July 18<sup>th</sup>, 2007 at 6:30 in the 4<sup>th</sup> floor meeting room.

There being no further business, the meeting was adjourned at 8:11 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****PRESENT:****VENUE:**

Sitting Room, 4<sup>th</sup> floor  
1155 Seymour St.  
Vancouver, BC

**STRATA COUNCIL**  
**2006 / 2007**

**PRESIDENT /**  
**BYLAWS AND RULES**  
Jane Rashed

**VICE-PRESIDENT / SECURITY**

**TREASURER /**  
**BUILDING MAINTENANCE**  
Mike Emri

**COMMERCIAL**  
Dr. Quan

**AT LARGE**  
Jason Lin  
Marco Ciraulo  
Dan Traczynski

**STRATA MANAGER**  
David Parsons  
**BAYWEST MANAGEMENT**  
**300 - 1770 BURRARD ST.**  
**VANCOUVER, BC V6J 3G7**  
Phone: 604-257-0325  
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Email: [dparsons@baywest.ca](mailto:dparsons@baywest.ca)

**ACCOUNTANT**  
Vicki Chung  
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**RESIDENT MANAGER**  
Randie Jantzen

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

**CONCIERGE / SECURITY**  
604-968-3078

**REGRETS:**

Jane Rashed (electronically)      Mike Emri  
Jason Lin      Lan Quan  
Marco Ciraulo  
Dan Traczynski  
David Parsons, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 6:40 p.m. A quorum was established.

Jonathan Heilbrunn has resigned from Council. It was moved to elect Dan Traczynski to Council in his place. The motion was

**CARRIED.**

**1.1 GUESTS**

**Rod McInnes** was present to complain about the Resident Manager's practice of parking behind the building. Council decided that the Resident Manager is exempted to park there when offloading and unloading and for reasonable intervals between trips on Strata business. At other times he will park in the stall allotted to him in the parkade.

**Rosemary Mastromonaco** was present to request that Council help her with the replacement of kitchen tiles lifting in her unit. Council offered to try and locate matching tiles for her but declined to take responsibility for their replacement.

**Steve Crombie** (Public Affairs for Transit BC), **Robert Newland** (Director of Construction Canada Line) and **Michael Connor** (Project Director SNC Lavalin) were present. They outlined the additional precautionary measures being taken in the construction of the in-bound Rav-line tunnel to be bored under Brava in October. They offered, should Council wish, to allow a geotechnical engineer representing Brava to sign off on these plans. They also addressed the issue of the cavity recently being repaired under P5. They gave assurances that all the information gathered during construction of the existing tunnel will be made available to the insurance adjusters currently investigating the cause of the void and that they are adequately insured to cover any damage for which they are found responsible.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was moved to adopt the minutes of the June 6<sup>th</sup>, 2007 Council Meeting as distributed.

**CARRIED**

**(3) FINANCIAL BUSINESS**

### 3.1 FINANCIAL STATEMENTS

Approval of the financial statements was tabled.

To date \$149,364.00 has been spent on the P5 cavity remediation. This money has been drawn from the Contingency Reserve Fund and will eventually be recaptured.

### 3.2 ACCOUNTS RECEIVABLE

The Agent reported that the accounts receivable totaled \$22,232.46. Much of this is due to outstanding levy payments.

**Note:**

***Owners are reminded that they must send Baywest a cheque for the Maintenance Review Levy made payable to BCS1172. Your pre-authorized chequing agreement with Baywest does not cover payments other than for Strata Fees. \$50.00 fines will be imposed on units in arrears.***

### (4) BUSINESS ARISING

#### 4.1 BUILDING MAINTENANCE COMMITTEE

##### 4.1.1 P5 CAVITY

The cavity has now been filled and the sump restored. The engineers working on the project have determined that there is a need for 'jet grouting' around the cavity to further stabilize it. However, no date has been confirmed for this work. Responsibility for the cavity is being determined by insurance adjusters representing Brava and the Canada Line.

As such, Council regrets being unable to offer a time frame for this complex repair and once again thanks those residents who have had their parking stalls displaced for their patience.

##### 4.1.2 4" COPPER PIPES IN BRAVA

The Agent has, at the instruction of Council, been in conversation with the insurer, the contractor who installed the plumbing at Brava and the manufacturer of the copper used, gathering information needed by Council for an informed decision on what approach it will take in resolving this issue. The matter is ongoing.

##### 4.1.3 NEW SIGNAGE

This is ongoing.

##### 4.1.4 ENVELOPE MAINTENANCE REVIEW

The envelope review has been conducted and Council awaits a report from Bemco. In the course of their investigation Bemco found 4 or 5 small loose pieces of concrete on the Seymour face of Brava. A representative from Amacon present on the last day of the review was immediately informed of this, was shown drawings indicating their location, appraised of the hazard they pose, and asked to repair these loose pieces as soon as possible.

##### 4.1.5 ELECTRICAL VAULT CLEANING

Electrical Vault cleaning was arranged for the nights of July 22<sup>nd</sup> and 29<sup>th</sup>. **Please note:** BC Hydro, who are responsible for cutting off the power, have cancelled the work and will inform us when they can reschedule. Please watch for notices.

##### 4.1.6 TERRACE MEMBRANE

Amacon has conducted a flood test on a terrace in tower 'A' to isolate the source of a chronic leak into several units on the lower floors. Amacon will do the repairs shortly.

#### **4.2 SECURITY COMMITTEE**

The Security Personnel will soon be wearing new summer uniforms displaying the Brava Logo.

#### **4.3 LANDSCAPING COMMITTEE**

Council approved the renewal of the Landscaping Service Agreement with Weedbusters. However, the agent was asked to direct the Landscaper of certain items in the contract which they feel have not been given sufficient attention in the past and that an expectation of improved service is expected.

#### **4.4 SOCIAL COMMITTEE**

The Social Committee did not provide a formal report.

#### **4.5 BYLAWS & RULES COMMITTEE**

The Bylaws and Rules Committee did not provide a formal report.

#### **4.6 RESIDENT MANAGER'S REPORT**

The Resident Manager Report was tabled due to the length of the meeting.

### **(5) CORRESPONDENCE**

- A Resident has water leaking on his truck and wants the Strata to pay for restoring the paint. He was asked to report the damage to ICBC and recover the deductible from Strata. It was since discovered that the source of the leak was from equipment belonging to the VIFF and the matter will be passed on to the Film Festival Management.
- A complaint was received about a raucous pool party. **Residents are reminded that Brava Security Personnel have the right to ask that persons behaving in a manner disturbing to others leave common areas. Residents are further reminded that, to establish their identity and right to use the pool area, Brava Security has the right to demand pool users display their fob and to verify that it is a Brava fob by scanning it at the pool door. Failure to cooperate with the Security Personnel in these matters will result in a call being made to the Vancouver Police.**
- A complaint was received about a noisy dog. The agent was instructed to write the dog's owner.
- A complaint was received about two dogs soiling a terrace.
- A complaint was received about the pool temperature. It was noted that the pool is hard to regulate in summer since it sits in direct sunlight much of the day. The Resident Manager will try to determine if there is a standard temperature for outdoor pools.

### **(6) NEW BUSINESS**

#### **6.1 VISITOR PARKING**

The Festival Theatre has informed Brava that it requires more of its parking stalls reserved for 24 hours a day over the summer. This will result in the temporary loss of 3 visitor parking stalls.

### **(7) NEXT COUNCIL MEETING DATE & ADJOURNMENT**

The next Council meeting will be Thursday, August 23<sup>rd</sup>, 2007 at 6:30 in the 4<sup>th</sup> floor meeting room.

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

