



The Wynford Group

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

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

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	こればたいせつなお知らせです。どなたかに日本語に訳してもらってください。
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CHỈ DẪN QUAN TRỌNG Xìu nhò người dịch họ	ପ୍ରାଣୀ ସଂପର୍କଣୀ ବିଷୟ ସମ୍ବନ୍ଧେ ଜିନେ କିମ୍ବେ ଦିଅନ୍ତା ତା' ପ୍ରତିକା ସଂପର୍କଣୀ

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

1. CALL TO ORDER

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

2. MINUTES OF THE PREVIOUS MEETINGS

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

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided the following written report:

December 2007

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

January 2008

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

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

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

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

4. FINANCIAL REPORT

A. Operating Statements

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

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

B. Receivables

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

5. COMMITTEE REPORTS

A. Security Upgrades

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

B. Landscaping

Nothing to report.

C. Common Area Deficiencies

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

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

D. Social Committee

There are no volunteers yet for the Social Committee.



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PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN
BCS 1559 – THE TAYLOR, HELD ON TUESDAY, JANUARY 15th, 2008, AT 7:00 P.M., AT
THE CHOI HALL AUDITORIUM, 28 WEST PENDER STREET, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

बहुत महत्वपूर्ण बिना यह बिना के तब ही ए विलेज करवाए

In Attendance: Thirty-two Strata Lot Owners represented in person.
Forty-one Strata Lots represented by Proxy.
Total seventy-three Strata Lot Owners represented
Of two hundred and fifty-one units, two hundred and seven were eligible to vote; therefore, sixty-nine were required for a Quorum.

1. CERTIFICATION OF PROXIES

All Proxies were certified as correct, a Quorum was established and the meeting was declared duly constituted to proceed.

2. CALL TO ORDER

The Annual General Meeting was called to order at 7:40 p.m.

3. ELECTION OF CHAIRPERSON

An election of a Chairperson for the meeting was not necessary as Council President, Brian Kiener, was in attendance to chair the meeting.

4. FILING OF PROOF OF NOTICE OF MEETING

The Property Manager confirmed that the Notice of the Special General Meeting was mailed and / or hand delivered to all Owners of record on or before December 21st, 2007, in accordance with the requirements of the *Strata Property Act*.

5. APPROVAL OF AGENDA

It was **MOVED / SECONDED** (#510 / #1603) to approve the Agenda for the meeting. **CARRIED UNANIMOUSLY.**

6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** (#1603 / TH 16) to approve the Minutes of the Special General Meeting held on June 14th, 2007, as circulated. **CARRIED UNANIMOUSLY.**

7. **PRESIDENT'S REPORT**

The President provided a report. The following is an outline of the points noted.

- Owners were thanked for attending the meeting, congratulated on their choice to live in such a vibrant neighbourhood, and given a short background on Council President, B. Kiener's involvement with the Strata Corporation.
- B. Kiener provided a brief summary of the issues faced by Council and Management in addressing the common area deficiencies with the developer.
- Problems with the previous Management company were explained.
- It was noted that R. Ganz was hired as the Resident Manager.
- Improvements have been made with the operation of the elevators, the hot water supply, and some problem tenants have been evicted.
- Resident Manager, R. Ganz, Property Manager, S. McCuaig, some of the staff at Genesis Security, and the elected Strata Council were thanked for their hard work and dedication over the past year.
- Remediation of common area deficiencies is ongoing. Owners are encouraged to be active participants and contribute where they can.
- Owners were encouraged to run for Council, volunteer for committees, and / or send letters with suggestions or observations.
- Some of the main events over the past year have included:
 - Training and developing the job function and responsibilities of the Resident Manager.
 - Retaining a professional and reputable Property Management Company and bringing the new Property Manager up to speed.
 - Organizing a Special General Meeting to correct the 2007 operating budget and approve a new Bylaw package.
 - Hiring Genesis Security to take over from previous company.
 - Hiring a professional engineering company to inspect the building envelope and report on common area deficiencies.
 - Hiring an independent company to review and provide an extensive elevator audit.
 - Ongoing work with Richmond Elevators to replace faulty hardware, motor and mechanicals.
 - Various upgrades to mechanical systems throughout the building.
 - A survey was conducted and corrections made to the hot water systems.
 - Various security upgrades, including additional fob readers and cameras, and motion sensor lights.
 - Replacing the main garage door motor and faster timing on closing of gates.
 - Changing locks on mechanical room and telephone rooms.
 - Upgrades to landscaping, maintenance on the rooftop decks.
 - Contracts were put in place for carpet cleaning, window washing and regular service to the garage doors.
 - Installation of a janitor's sink.
 - Purchase of a power washer and heavy duty shop vac.
- Water escape damages have increased the Strata Corporation's insurance deductible to \$25,000 for water and \$50,000 for sewer back ups.
- Awnings are being installed over doors to lower unit townhouses.
- Insulation has been installed under exposed overhangs of upper townhouse entrances and 5th floor tower units.
- A meeting has been set up with the developer to review the outstanding deficiencies.
- B. Kiener advised Owners he is very hopeful that with continued vigilance on behalf of all Owners and the elected Councils, that The Taylor will remain a well managed and maintained building into the future.

8. **APPROVAL OF MAJORITY VOTE RESOLUTIONS**

APPROVAL OF MAJORITY VOTE RESOLUTION #1

It was **MOVED / SECONDED** (#2002 / #1905) to approve Majority Vote Resolution #1, as follows:

WHEREAS Council passed the following Rule at the May 7th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to ratify the following addition to Rule #4:

4. **Moving In / Out:**

When moving in or out, an Owner, Tenant, Occupant, or Resident must:

- e) *Pay a moving deposit fee of \$250.*

It was **MOVED / SECONDED** (#510 / #907) to amend the wording to read, “moving damage deposit.”

The vote was called on the amendment. **CARRIED UNANIMOUSLY.**

It was **MOVED / SECONDED** (#2105 / #1807) to amend Majority Vote Resolution #1 by adding a sentence, stating that any refundable amount of the deposit would be returned within seven days.

The vote was called on this amendment. **CARRIED. 62 in favour, 4 opposed, 7 abstentions.**

The vote was then called on Majority Vote Resolution #1, as amended. **CARRIED. 72 in favour, 0 opposed, 1 abstention.**

APPROVAL OF MAJORITY VOTE RESOLUTION #2

It was **MOVED / SECONDED** (#2002 / #1004) to approve Majority Vote Resolution #2, as follows:

WHEREAS Council passed the following Rule at the June 4th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to ratify the following amendment to Rule #4 (b):

4. **Moving In / Out:**

When moving in or out, an Owner, Tenant, Occupant, or Resident must:

- b) *Provide notice to the Resident Manager of all moving arrangements at least 48 hours before the moving date.*

The floor was opened for questions. The following points were noted:

- It was suggested that a notice be posted, advising that 48 hours notice is required to book a move.
- It was suggested that the security guard play a more active role in dealing with unbooked moves.
- The Resident Manager will be asked to make some recommendations on ways to improve handling of moves in and out of the building.
- Owners were asked to write in to Council with their suggestions.

There being no further questions, the vote was called on Majority Vote Resolution #2. **CARRIED UNANIMOUSLY.**

APPROVAL OF MAJORITY VOTE RESOLUTION #3

It was **MOVED / SECONDED** (#809 / #2002) to approve Majority Vote Resolution #3, as follows:

WHEREAS Council passed the following Rule at the June 4th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to ratify the following addition to Rule #4:

4. **Moving In / Out:**

When moving in or out, an Owner, Tenant, Occupant, or Resident must:

- g) *An additional move charge in the amount of \$250 will be charged to the Owner's account for any unbooked moves. An unbooked move will not be permitted unless it complies with all other Rules and it is a convenient time (i.e. no other moves, security available).*

The floor was opened for questions. A discussion was held regarding the problems created by unbooked moves.

It was **MOVED / SECONDED** (#510 / #2602) to amend Majority Vote Resolution #3 to change the additional move charge for unbooked moves to \$1,000.

The vote was called on the amendment. **CARRIED. 52 in favour, 2 opposed, 19 abstentions.**

The vote was then called on Majority Vote Resolution #3, as amended. **CARRIED. 64 in favour, 0 opposed, 9 abstentions.**

As five more Owners had signed in, the total number of votes was now at 78.

APPROVAL OF MAJORITY VOTE RESOLUTION #4

It was **MOVED / SECONDED** (#809 / #1603) to approve Majority Vote Resolution #4, as follows:

WHEREAS Council passed the following Rule at the September 4th, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to ratify the following addition of Rule #13:

13. **Elevators:**

Stealing of a locked-off elevator will result in a \$50 fine.

The floor was opened for questions. The following points were noted:

- An Owner asked whether someone could accidentally steal a locked-off elevator. It was noted that someone would have to continually hold the button down for the floor they wished to go to, to make a locked off elevator move to that floor.
- It was noted that Owners are responsible for their guests.
- It was explained that a big inconvenience is created for everyone when someone steals a locked off elevator.
- It was suggested that a sign be posted stating this elevator is in use for moving when an elevator is locked off.
- It was suggested that visitors to the building might accidentally steal a locked-off elevator, due to lack of knowledge. Council would look at such cases individually.

- An owner asked whether competitive quotes have been obtained for insurance. The Strata Corporation's insurance broker shops the market for the Strata Corporation.

There were no more questions.

10. APPROVAL OF THE 2008 OPERATING BUDGET

It was **MOVED / SECONDED** (TH 4 / #1905) to approve the proposed 2008 Operating Budget.

The floor was opened for questions. The following points were noted:

- An owner suggested that last year's budget should have been attached for a comparison.
- Discussion was held regarding the rooftop gardens and the problems with the irrigation system. An Owner suggested the rooftop garden areas be replaced with rock gardens. This would require approval of a Resolution at an Annual General Meeting, which must be in the Annual General Meeting package mailed to Owners. It also may require City approval if there are green space requirements in place for the property.
- It has been suggested that an additional \$3,000 be added to the Operating Budget for landscaping improvements.
- Quotes were obtained to install piping to hook up the irrigation systems for the rooftop gardens, but the quotes were quite expensive. This item is on the deficiency list for discussion with the developer.
- An Owner asked about the frequency of window washing. The existing budget figure only allows for only one window washing during the year.
- A question was raised regarding photocopying costs. The costs were particularly high in the past year, due to the mail out of the entire set of Bylaws in the Special General Meeting package and follow up package to Owners.
- A question arose regarding providing documentation by e-mail rather than hard copies. An Owner has volunteered to create a website. This is still in the works. There will still be Owners who will want to receive hard copies of documents.
- An Owner suggested that there are a number of cosmetic issues that the developer is unlikely to address.

It was **MOVED / SECONDED** (#510 / #2401) to increase the repairs and maintenance budget amount by \$10,000 for cosmetic upgrades.

It was **MOVED / SECONDED** (TH 16 / #1508) to amend the Motion to have a separate category for cosmetic upgrades.

The vote was called on the amendment to the amendment. **CARRIED. 67 in favour, 7 opposed, 3 abstentions.**

The vote was then called on the amendment, as amended. **CARRIED. 69 in favour, 6 opposed, 2 abstentions.**

It was **MOVED / SECONDED** (#2002 / #510) to add \$3,000 to the budget for landscaping improvements.

It was noted the budget contains funds for the regular landscaping contract and funds for maintenance of the rooftop garden areas, but there are no funds allocated for landscaping improvements.

The vote was called on the amendment. **CARRIED. 24 in favour, 13 opposed, 34 abstentions.**

There being no further questions, the vote was called on Majority Vote Resolution #4. **CARRIED. 70 in favour, 2 opposed, 6 abstentions.**

APPROVAL OF MAJORITY VOTE RESOLUTION #5

It was noted that the items listed in Majority Vote Resolution #5 would be better handled by a Bylaw amendment, since they do not relate to the use and enjoyment of common property.

Accordingly, it was **MOVED / SECONDED** (#1603 / #1807) to strike Majority Vote Resolution #5 from the Agenda. **CARRIED UNANIMOUSLY.**

It was suggested and agreed that these items be presented as Bylaw amendments at the next General Meeting.

An Owner suggested that Owners doing renovations should be required to notify their neighbours. Council agreed to add this to the permission letter for renovations.

APPROVAL OF MAJORITY VOTE RESOLUTION #6

It was **MOVED / SECONDED** (#1905 / #2002) to approve Majority Vote Resolution #6, as follows:

WHEREAS Council passed the following Rule at the October 2nd, 2007 Council Meeting;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to ratify the following addition to Rule #6:

6. Vehicles & Parking:

Visitors Parking Pass:

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

The floor was opened for questions. The following points were noted:

- There are currently approximately 24 visitor parking spots. Council has been discussing the possibility of renting out a few of the spots to Residents for additional revenue for the Strata Corporation.
- It was noted that the \$50 fee would be for replacement parking passes. Owners are not required to replace their existing parking passes, at this time.
- It was suggested that better quality parking passes be ordered.

There being no further questions, the vote was called on Majority Vote Resolution #6. **CARRIED. 75 in favour, 3 opposed, 0 abstentions.**

One Owner left the meeting, bringing the total number of votes to 77.

9. REPORT ON INSURANCE

The report on insurance was attached to the Annual General Meeting package, as required by the *Strata Property Act*. The floor was opened for questions:

- A discussion was held regarding security and possible security upgrades. It has been suggested that an additional \$20,000 be added to the budget for security upgrades. The budget already contains \$18,000 for security upgrades and repairs.

It was noted that the cost of the regular security guard is likely to increase, since the contractor has notified they will be increasing their hourly rate from \$15.00 to \$16.50.

It was **MOVED / SECONDED** (#1905 / #2401) to increase the security guard budget category to \$100,000. **CARRIED. 57 in favour, 6 opposed, 4 abstentions.**

A discussion was held regarding the newly created Relief Caretaker position. It was suggested this person's hours be offset to cover the hours not currently covered by the security guard.

There being no further proposed amendments to the budget, the vote was called on the budget, as amended. **CARRIED. 75 in favour, 1 opposed, 1 abstention.**

An Owner noted an error in the heading in one column of the budget. This will be corrected and the revised budget will be sent out with the Annual General Meeting follow up package.

11. APPROVAL OF 3/4 VOTE RESOLUTIONS

APPROVAL OF 3/4 VOTE RESOLUTION #1

It was **MOVED / SECONDED** (#510 / #1905) to approve 3/4 Vote Resolution #1, as follows:

WHEREAS the Owners, Strata Plan BCS 1559, The Taylor, wish to transfer any year-end operating surplus to the Contingency Reserve Fund or fund any year-end deficit from the Contingency Reserve Fund;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to transfer any year-end operating surplus or deficit (fiscal year ending January 31st, 2008), to or from the Contingency Reserve Fund, as and when cash flow permits.

There being no questions, the vote was called. **CARRIED. 76 in favour, 1 opposed, 1 abstention.**

APPROVAL OF 3/4 VOTE RESOLUTION #2

It was **MOVED / SECONDED** (#510 / #1905) to approve 3/4 Vote Resolution #2, as follows:

WHEREAS the Owners, Strata Plan BCS 1559, The Taylor, wish to revise the charges for late payment of Strata Fees and Special Levies;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to repeal Bylaw #1(2), which currently reads:

1. (2) *“If an owner is late in paying his or her strata fees, the owner must pay to the strata corporation a late payment fine in the amount of \$25 for the first month, \$50 for the second month and \$100 per month thereafter until such time the arrears have been cleared.”*

And replace with the following:

1. (2) *"If an owner is late in paying his or her strata fees or special levies, the owner must pay to the strata corporation a late payment fine in the amount of \$50 for the first month, \$100 for the second month, and \$200 per month thereafter until such time as the arrears have been cleared."*

It was noted that this Resolution is being proposed in an effort to address the receivables issue.

There being no questions, the vote was called. **CARRIED. 76 in favour, 0 opposed, 1 abstention.**

12. ELECTION OF COUNCIL

The following Owners agreed to let their names stand for the 2008 / 2009 Strata Council:

Jordan Parente
Chad McRae
Hamid Asna-Ashari
Brian Kiener
Jennifer Thomas
Rachel Wyles
Melani Troyer
Sophie Spiridonoff

Owners cast their ballots. Two scrutineers volunteered to help count the ballots. The following Owners were elected to the 2008 / 2009 Strata Council:

Brian Kiener
Jennifer Thomas
Rachel Wyles
Hamid Asna-Ashari
Chad McRae
Jordan Parente
Melani Troyer

13. NEW BUSINESS

No items were raised under new business.

14. MEETING TERMINATION

There being no further business, the meeting was terminated at 9:50 p.m.

<p>NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.</p>
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<p>Do you have a question regarding the payment of your account? If so, please call 604-261-0285 and ask for Local 335.</p>

ATTENTION

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

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

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____
(01/23/08) (08-AGM.M.1559)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, FEBRUARY 5th, 2008, AT 6:00 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
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Council in attendance:	Brian Kiener	President
	Chad McCrae	Vice-President
	Melanie Troyer	Treasurer
	Hamid Asna	
	Rachel Wyles	
	Jennifer Thomas	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	Resident Manager
Regrets:	Jordan Parente	

1. CALL TO ORDER

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

2. ELECTION OF OFFICERS

The election of officers was held, resulting as follows:

President	Brian Kiener
Vice-President	Chad McCrae
Treasurer	Melanie Troyer

Owners volunteered for committees as follows:

Common Area Deficiencies: Brian Kiener
Jennifer Thomas
Rachel Wyles

Landscaping: Jordan Parente
Brian Kiener
Jennifer Thomas

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

Social: Jordan Parente
Pet: Jennifer Thomas
Melanie Troyer

Owners / Residents

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

3. MINUTES OF THE PREVIOUS MEETINGS

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

4. RESIDENT MANAGER'S REPORT

R. Ganz provided the following written report:

Trades on Site

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

Incidents

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

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

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

5. **FINANCIAL REPORT**

A. Operating Statements

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

B. Receivables

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

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

6. **COMMITTEE REPORTS**

A. Security

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

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

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

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

B. Landscaping

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

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

C. Common Area Deficiencies

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

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

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

D. Social

Nothing to report.

E. Pet

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

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

7. BUSINESS ARISING

A. Parking CO Sensors

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

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

B. Damage from Fire in 23rd Floor Staircase

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

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

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

C. Fire Inspection Repairs

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

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

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

8. NEW BUSINESS

A. Move Rules vs. Move Bylaws

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

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

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

CARRIED. (Unanimous)

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

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

B. 2010 Banner Project

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

C. Grow Ops / Drug Houses

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

D. Irrigation System

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

E. Signature of Form I

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

F. Signature of Proof of Loss

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

G. Painting of Lobby

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

H. Insurance Coverage

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

I. New Waste Restrictions

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

- Cardboard
- Newsprint

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

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

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

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

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

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

B. Correspondence

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

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

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

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

CARRIED. (Unanimous).

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

C. In Progress

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

D. Deferred

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

E. Completed Items

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

10. TERMINATION

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

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

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

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

ATTENTION

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

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

APPROVED _____
BY
COUNCIL: _____

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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON THURSDAY, MARCH 13th, 2008, AT 6:00 P.M., AT THE
HARMONY HOUSE CAFETERIA**

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	महत्ती सूचनाएँ विचार करने लिये कृपया किसी का सहायता लें

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

- CALL TO ORDER**
The meeting was called to order at 6:010p.m.
- GUEST BUSINESS**
Owner, R. Akai, attended the Council meeting to discuss ideas for the Strata Corporation's website. Discussions were held regarding the type of information that will be available, including links to community groups, bulletins, Minutes, security brochures, Bylaws, Rules, forms, links to the *Strata Property Act* and *Residential Tenancy Act*, and frequently asked questions. R. Akai was thanked for her work on this project and for attending the meeting to discuss the website with Council. She then left the meeting.
- MINUTES OF THE PREVIOUS MEETINGS**
It was **MOVED / SECONDED** to approve the Minutes of the January 8th, 2008 and February 5th, 2008 Council meetings, as circulated. **CARRIED.** (Unanimous)

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

J. Thomas offered to preview Minutes prior to circulation for the remainder of the year until the next Annual General Meeting.
- RESIDENT MANAGER'S REPORT**
There was no report, as the Resident Manager is currently on vacation.

5. **FINANCIAL REPORT**

A. Operating Statements

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

B. Receivables

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

6. **COMMITTEE REPORTS**

A. Security

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

B. Landscaping

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

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

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

C. Common Area Deficiencies

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

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

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

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

D. Social

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

E. 2010 Banner Task Force

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

7. **BUSINESS ARISING**

A. Building Inspection for Maintenance of Warranty

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

B. Double Locking Mailboxes

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

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

C. Items Not Considered Deficiencies by Developer

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

D. Insurance Coverage

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

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

E. Cardboard Recycling

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

F. Broken Canopy Glass

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

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

8. **NEW BUSINESS**

A. Elevator Mats

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

B. Fibre Optics / Urban Networks

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

C. Dryer Vent Cleaning

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

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

A notice will be posted.

D. Signature of Proof of Loss Form

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

E. Assistant Caretaker Position

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

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

F. Secondary Filter in Clothes Dryer

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

G. Lobby Area Design

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

H. Blinds for Gym

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

9. **PROPERTY MANAGER'S REPORT**

A. Site Inspection Report

Items from the last site inspection are still being addressed.

B. Correspondence

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

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

C. In Progress

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

D. Deferred

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

E. Completed Items

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

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

10. **TERMINATION**

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

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

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

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

ATTENTION

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APPROVED _____
BY
COUNCIL: _____

DATE: _____

(03/26/08)

(MIN-03.13.1559)



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

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	सुग्री महत्वकी बिना कहे बिने कहे बिना का सुनना महत्वकी

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

1. CALL TO ORDER

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

2. GUEST BUSINESS

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

3. MINUTES OF THE PREVIOUS MEETINGS

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

4. RESIDENT MANAGER'S REPORT

Council discussed the Resident Manager's report.

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

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

5. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer was absent from the Council meeting.

B. Receivables

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

6. **COMMITTEE REPORTS**

A. Security

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

B. Landscaping

The following points were noted:

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

C. Common Area Deficiencies

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

D. Social

Nothing to report.

E. 2010 Banner Task Force

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

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

F. Common Area Improvements

Nothing to report.

7. **BUSINESS ARISING**

A. Double Locking Mailboxes

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

B. Harmony House Insurance Claims

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

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

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

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

D. Footlights at Front Entrance

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

E. Carpets for Entrance and Elevators

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

8. **NEW BUSINESS**

A. Water Under Floor – 10th Floor Unit

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

B. Odour from Bathroom Fan

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

C. Reminder re: Throwing Items from Tower

Owners / Residents

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

D. Diagnostic of Gas Detection Control Panel

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

E. Anonymous Correspondence

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

F. Signature of Engagement Letter – Clark Wilson

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

G. Yard Waste / Electronic Waste

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

H. Tasks for Resident Manager

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

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

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

B. Correspondence

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

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

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