

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

C. In Progress

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

D. Deferred

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

E. Completed Items

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

10. TERMINATION

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

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

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

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

ATTENTION

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

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

APPROVED _____
BY
COUNCIL: _____

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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON THURSDAY, MAY 7th, 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	முக்கிய தகவலை கிராம மகனே கிணை கிணை கிராம கா குமகா மகனாக

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

1. CALL TO ORDER

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

2. GUEST BUSINESS

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

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

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

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

3. **MINUTES OF THE PREVIOUS MEETINGS**

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

4. **RESIDENT MANAGER'S REPORT**

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

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

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

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

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

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

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

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

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

5. **FINANCIAL REPORT**

A. Operating Statements

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

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

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

B. Receivables

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

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

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

6. **COMMITTEE REPORTS**

A. Security

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

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

B. Landscaping

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

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

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

C. Common Area Deficiencies

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

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

D. Social

Nothing to report.

E. 2010 Banner Task Force

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

F. Common Area Improvements

The plan is to eventually paint all of the lobbies.

7. **BUSINESS ARISING**

A. Mesh Over the Glass Canopy

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

B. Mailbox Security

We are awaiting a response from Canada Post.

C. Banning Individuals from the Building

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

D. Front Entrance Footlights

Robert Ganz is to coordinate quotations and lighting options.

E. Assistant Caretaker

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

F. 5th Floor Solarium

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

G. Bar-El Janitorial Contract

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

8. **NEW BUSINESS**

A. Smoking

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

B. Office Computer

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

C. False Creek Residents Association

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

D. Charge Back

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

E. Window Glass – Unit #1808

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

9. PROPERTY MANAGER'S REPORT

A. Correspondence

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

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

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

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

B. In Progress

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

C. Completed Items

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

10. TERMINATION

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

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

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

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

ATTENTION

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

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

APPROVED _____
BY
COUNCIL: _____

DATE: _____

(05/08/08)

(MIN-05.07.1559)

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON THURSDAY, JUNE 5th, 2008, AT 6:30 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

ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧ ਵਰਏ ਵਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਵਰਥਾਓ

Council in attendance:	Brian Kiener	President
	Melanie Troyer	Treasurer
	Hamid Asna	
	Jordan Parente	
	Jennifer Thomas	
	Rachel Wyles	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Chad McCrae	Vice-President

1. CALL TO ORDER

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

2. GUEST BUSINESS

DMS Mechanical was unable to attend this meeting.

3. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the May 7th, 2008 Council meeting, as circulated. **CARRIED.** (Unanimous)

4. RESIDENT MANAGER'S REPORT

The Resident Manager's report was reviewed.

If you do not know the location of the water shut off valve for your washing machine, please contact the Resident Manager.

- Annual calibration of the gas detection system for the parkade has been completed. The original supplier / installer will be contacted for follow-up.

- A fitting had to be replaced for a 4" hot water supply pipe. Council discussed this, in conjunction with other mechanical maintenance items. It was suggested and agreed to set up a separate meeting with DMS Mechanical.
- The new Caretaker is doing well. He will begin full-time janitorial work on June 21st, 2008.
- It was suggested that the parkade-level elevator lobbies would be easier to maintain with paint instead of wallpaper. The Resident Manager will attempt to find a matching paint colour.
- The new elevator mats are in place.
- Recently, there was an incident of items being thrown from the Tower. The tenants who are believed responsible for these incidents have since been evicted.
- A replacement window has been ordered for stairwell #4.
- A new digital video recorder has been ordered.
- Security guards are now on duty during the hours the Resident Manager and Caretaker are off duty providing 24-hour coverage.
- The Resident Manager provided information regarding a cell phone plan for two phones with Rogers. It was **MOVED / SECONDED** to approve the plan, as suggested. **CARRIED.** (Unanimous)

5. FINANCIAL REPORT

A. Operating Statements

The Treasurer provided a report on the April 2008 operating statements.

Administrative Expenses

Caretaker Wages are under budget year-to-date by \$8,450. This is attributable to the Caretaker position not being filled until late May.

Security is under budget year-to-day by approximately \$10,000.

Building Maintenance

Janitorial is over budget year-to-date by approximately \$6,400. This is mainly attributable to the Caretaker position not being filled until late May and is offset by Caretaker Wages being under budget.

It was **MOVED / SECONDED** to approve the April 2008 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. Management was given collection instructions on two accounts.

6. COMMITTEE REPORTS

A. Security

Council discussed areas where improvement is still required. Management was given instructions for the security guards regarding their rounds and their written reports.

B. Landscaping

Council considered a quote from a landscaping contractor for the regular landscaping maintenance. Two other quotes have been requested, but not yet received.

Council discussed the possibility of having a community garden early next year in the inner courtyard area.

Residents are encouraged to participate in the Landscaping Committee as a way of getting to know their neighbours, and help create a sense of community within the building.

Management was instructed to advise the current landscaping contractor that their services will be retained month-to-month, at their new requested rate, for the time being.

Space for a vegetable garden plot is coming available. If you are interested, please leave a note in the Strata mailbox.

C. Common Area Deficiencies

S. Liaw, from RDH Engineering, will be on site Wednesday, June 25th, 2008, to review the outstanding deficiencies.

D. Social

Council discussed various options for social gatherings for Residents of the building. Ideas are welcome.

E. 2010 Revenue Task Force

A package was sent for review to clean channel outdoors. The Task Force will provide an update when received.

F. Common Area Improvements

The Common Area Improvements Committee is considering options for upgrades to the small children's park area in the courtyard. A plan will be prepared for consideration next year.

7. BUSINESS ARISING

A. Mailbox Security

Canada Post has provided a reference number for our request for their assistance in improving mailbox security. A representative from Canada Post would follow-up with suggestions.

B. Banning Individuals from the Building

The Strata Corporation's lawyer has advised that Council may ban an individual from the building. A letter will be sent to an Owner regarding a visitor to their unit.

C. Front Entrance Footlights

A representative from Commercial Lighting has been on site to view the lighting in front of the Tower. Several options have been considered.

8. NEW BUSINESS

A. Annual Fire Inspection

Council considered a quote from Bartec Fire Safety for the annual fire inspection. It was noted that the price has been reduced from the price charged last year. **The next annual inspection is due in September 2008.**

It was **MOVED / SECONDED** to approve the quote from Bartec Fire Safety, subject to confirmation that the strobe lights in the courtyard and Harmony House are included, as well as replacement of one “in case of fire...” brass plate for outside the elevator on the 16th floor. **CARRIED.** (Unanimous)

B. Bike Racks

Council considered quotes and proposals for installation of bike racks in various areas of the common property. A plan will be reviewed at next Council meeting.

C. Door Opener for Disabled Persons

Council discussed a request that a door opener be installed on the main entrance doors to the Tower lobby. This could create a security risk, as the main front doors would be held open for a period of time. It was suggested that this item be considered in future, if and when additional doors are installed on the north side of the lobby for moving.

9. PROPERTY MANAGER’S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Management was given instructions regarding follow up on maintenance items and Bylaw infractions.

B. Correspondence

Council considered 41 items of correspondence. Items requiring a response or Council decision will be followed up accordingly.

C. Completed Items

1. Ordered signs for security and moves.
2. Checked references for new Caretaker.
3. Prepared and revised employment agreement for new Caretaker.
4. Revised hours for security guards and staff schedule.
5. Put janitorial contractor on notice re: reduction in days of service.
6. Arranged to set new Caretaker up on payroll.
7. Requested list of duties for Caretaker and Resident Manager from Resident Manager.
8. Arranged for generator testing for June 5th.
9. Requested quotes for wallpaper work.
10. Ordered new digital video recorder (Genesis Security).
11. Addressed enterphone problem in one townhouse.
12. Hose bibs installed at front of building (by developer) and in courtyard area.
13. Reimbursed the Strata Corporation for invoices paid in error in January and February 2008.
14. Reversed fines, as directed, for one unit.
15. Reduced move-in fee for one unit, as directed.
16. Dryer vent cleaning.
17. Filled out paperwork for WCB (Robert Ganz).
18. Sent two Proof of Loss forms in to Strata insurance company.
19. Ordered annual testing and recalibration of gas detection equipment (Global Gas).
20. Ordered interior repairs in nine units (Pinnacle Restorations).
21. Ordered replacement of scratched window in 18th floor unit.
22. Ordered custom mats from Wood Wyant.
23. Ordered cards, fobs and garage remotes from Horizon Communications.
24. Ordered repairs to multi-station in gym.

- 25. Arranging cell phone for Caretaker.
- 26. Repairs to 4" hot water main.

10. TERMINATION

There being no further business, the meeting was terminated at 9:13 p.m.

The next meeting is scheduled for Wednesday, July 2nd, 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 Accounts Receivable.

ATTENTION

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

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

APPROVED _____
BY
COUNCIL: _____

DATE: _____

(S:\AA-SHERRY\BCS 1559\MINUTES\2008\MIN-06.05.1559.doc)

- These Minutes have been edited by Council -

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, JULY 15th, 2008, AT 6:15 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

ज़रूरी ज़ातवारी विरुध वरवे विने वेने हिम द्द उरुंका वरुवार्द

Council in attendance:	Brian Kiener Melanie Troyer Hamid Asna Jordan Parente Jennifer Thomas Rachel Wyles	President (Arrived at 6:32 p.m.) Treasurer
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Chad McCrae	Vice-President

1. **CALL TO ORDER**

The meeting was called to order at 6:15p.m.

2. **MINUTES OF THE PREVIOUS MEETINGS**

Approval of the Minutes of the June 5th, 2008 Council meeting was deferred to the next meeting.

3. **RESIDENT MANAGER'S REPORT**

Council discussed the written report provided by the Resident Manager. The following points were noted:

- There are several options for installation of bike racks, including wall-mounted, free-standing or a chained up area in the visitors parking. Management will request as-built drawings from the developer or the architect. Council will make a decision on installation of bike racks once they have reviewed the as-built drawings.

B. Kiener arrived at 6:32 p.m.

- The appearance of the front entrance has improved subsequent to work done by the Resident Manager and Caretaker.
- The burnt out lights at the Abacus have been replaced.
- A job schedule has been established for the new Caretaker.

4. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the May 2008 operating statements.

Administrative Expenses

Caretaker wages and security remain under budget year-to-date.

Utilities

Gas is over budget year-to-date by \$2,200.

Building Maintenance

Repair and maintenance is over budget year-to-date and is being closely monitored. A charge back to one unit was requested.

It was **MOVED / SECONDED** to approve the May 2008 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

B. Receivables

Council discussed the most recent receivables report. Collection action has been taken, where required.

5. **COMMITTEE REPORTS**

A. Security

Council discussed various issues with security guards from Genesis Security. Management was instructed on correspondence to Genesis.

It was suggested and agreed to include a Resolution at the next Annual General Meeting to approve an expense for installation of astragals and knob protectors throughout stairwells and locker areas.

B. Landscaping

- Several companies have been asked to provide quotes for landscaping maintenance. One quote has been received; another quote is expected shortly.
- Rooftop balconies require weeding. This will be arranged.

C. Common Area Deficiencies

Council considered a report from RDH Engineering on the status of the common area deficiencies, identified in their earlier report. A copy of this follow up report will be provided to the developer. Management was given instructions regarding commencing a warranty claim with Travelers Insurance.

D. Social

The Social Committee is looking at planning another gardening day for the fall that would include a barbecue lunch afterwards. More information will follow in future Council meeting Minutes.

E. 2010 Revenue Task Force

VANOC and the City of Vancouver have decided that advertising on buildings will not be permitted three weeks before and three weeks after the Olympics. The Task Force still plans to talk to the media regarding rooftop cameras, etc.

F. Common Area Improvements

The new Caretaker is working on repainting in stairwells and other common areas as time permits.

6. **BUSINESS ARISING**

A. Bike Racks

The Caretaker will be asked to arrange a meeting on site with a bike rack supplier / installer to discuss various options.

B. Stencilling of Numbers in Parkade

Council considered a quote from Black & White Fine Line for stencilling of numbers on the walls of the parkade. Management was instructed to order the work.

7. **NEW BUSINESS**

A. Generator Exhaust

Council discussed the problem of plants being killed by exhaust from the generator. It is difficult to redirect the hot air, since the venting covers a large area. This item will be discussed further at the next Council meeting.

B. Vinyl Wallpaper Hanging

Council considered a quote from Pro Star Painting for hanging wallpaper on walls that have been prepared by the Caretaker. Management was instructed to order the work.

C. After Hours Calls to Resident Manager

Owners / Residents

Please do not contact the Resident Manager outside of his regular working hours (Tuesday to Saturday, 8:00 a.m. to 4:00 p.m.) unless there is a water leak in the building. For security issues, please contact the security guard. For police issues please call police. If you are locked out of your unit, please call a locksmith. Security guards are on duty from 4:00 p.m. to 8:00 a.m., seven days per week.

D. Smoking in Stairwells

A Resident on the 18th floor has been smoking in one of the stairwells. Once this person is identified, fines will be levied.

Owners / Residents

Please report any incidents of smoking in the common hallways or stairwells to Management, in writing, so that appropriate action can be taken.

E. Items in Stairwell 4

Items left in stairwell 4 have been removed, as required.

F. “In Case of Fire” Signs

Council considered information provided by Bartec Fire Safety regarding “In Case of Fire” Signs that are posted near elevator call buttons. Signs are available in brass, vinyl or hard plastic. Management was instructed to order six hard plastic signs.

8. PROPERTY MANAGER’S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent regarding Bylaw infractions and maintenance items will be addressed. The Resident Manager will be asked to add watering of the Boulevard trees to his scheduled duties.

B. Correspondence

Council considered 20 items of correspondence. Management was given instructions on responses to Owners, as required.

C. Completed Items

1. Ordered annual fire inspection (Bartec Fire Safety).
2. Sprinkler relocation issue resolved in townhouse unit.
3. Tenant issues on 23rd floor resolved.
4. Fine warning letter sent to a 10th floor unit re: garbage left in underground.
5. Addressed leak from garden sprinklers into locker room.
6. Ordered ceiling and paint repairs in a 25th floor unit.
7. Attended meetings with RDH Engineering (re: deficiencies) and DMS Mechanical (re: mechanical systems and maintenance).
8. Sent response to Owner of a 10th floor unit re: shower faucet damage.
9. Arranged for Bar-el to do janitorial work on statutory holidays.
10. Addressed emergency with 4” hot water supply pipe fitting.
11. Addressed access issue re: repairs for a 2nd floor unit.
12. Council advised Management on move-in fee and charge back on 19th floor unit.
13. Ordered replacement of cable for “lat pull down” in gym.
14. Arranged for cell phones for site staff.
15. Charged 7th floor unit for furniture removal.
16. Ordered repairs to bathroom ceiling of a 4th floor unit.
17. Sent another letter to the developer requesting the maintenance manual.
18. New window has been installed in stairwell 4.
19. New digital video recorder has been received.
20. Advised Para Space Landscaping to continue services month-to-month for the time being.

9. TERMINATION

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

The next meeting is scheduled for **Wednesday, August 6th, 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 Accounts Receivable.

ATTENTION

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

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

APPROVED _____
BY
COUNCIL: _____

DATE: _____

(S:\AA-SHERRY\BCS 1559\MINUTES\2008\MIN-07.15.1559.doc)

- These Minutes have been edited by Council -

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON MONDAY, SEPTEMBER 8th, 2008, AT 6:15 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

महुरी नदवरी विरुध वरवे निमे वेने रिम द्द सुंरुध वरुधरि

Council in attendance:	Brian Kiener	President
	Chad McCrae	Vice-President
	Melanie Troyer	Treasurer
	Hamid Asna	
	Jordan Parente	
	Jennifer Thomas	
	Rachel Wyles	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	

1. CALL TO ORDER

The meeting was called to order at 6:15p.m.

2. GUEST BUSINESS

Bob Stirling from Commercial Lighting attended the Council meeting to explain a proposal for replacing the parkade lighting, using more suitable light fixtures. The proposal includes a rebate of \$15,750. The cost of the new light fixtures would be \$13,300. The cost of labour to install the fixtures would be \$9,545. The net cost for the Strata Corporation would be \$7,106, plus tax. The following points were noted:

- There is a five-year warranty on the new ballasts.
- The new ballasts do not generate noise.
- The lighting in the parkade would be better than it is at present.
- Delivery of the fixtures takes 2-3 weeks; labour to install takes 4-6 weeks.
- The proposal includes Commercial Lighting doing the paperwork for the B.C. Hydro rebate.
- The only costs not included are disposal costs for the existing light fixtures.

Council discussed whether replacement of the parkade light fixtures could be a warranty item. It was noted that the problem with the existing fixtures was not discovered and reported as a deficiency before the time to report deficiencies had expired. Accordingly, it is unlikely that Travelers Insurance would consider covering the cost of the lighting replacement as a warranty item. Council

members were in agreement that replacement of the lights is a top priority because of the potential for the existing lights to drop from the ceiling, posing a safety hazard.

It was **MOVED / SECONDED** to proceed with the proposal, as presented by Commercial Lighting. \$10,000 of the initial costs is to be expensed through the cosmetic upgrades category of the Operating Budget, with the remainder of the initial costs to be deemed an emergency, to be paid from the Contingency Reserve Fund. Once the rebate monies are received, they are to be deposited back into the Contingency Reserve Fund. **CARRIED.** (Unanimous)

3. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the June 5th, 2008 and July 15th, 2008 Council meetings, as circulated. **CARRIED.** (Unanimous)

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided a written report. The following points were noted:

- There were a number of units not accessed for in-suite inspections during the recent annual fire inspection. Follow up will be done to ensure all units are accessed. Additional costs will be charged back to the individual Owners.
- It was recently discovered that a concrete block, non-load bearing wall in the rooftop elevator room was not attached to the floor or ceiling. The developer is taking immediate steps to address this issue, at no cost to the Strata Corporation.
- The elevator maintenance contractors are in the process of repairing one of the elevators. They have advised that the bearings failed prematurely on this elevator. The work is expected to take approximately ten business days. They will provide a report once the work is completed.
- Council is pleased to report that there have been no break-ins into vehicles in over a year and no break-ins into suites in over two years.
- Various options were considered for installation of bike racks in the garbage room. Council chose the type of bike rack to be installed. The work will be ordered in January 2009 so the expense can be allocated to next year's operating budget.
- A discussion was held regarding blinds for the gym. The Resident Manager was asked to obtain a quote from Home Depot for a specific type of roller blind.
- Council discussed the ongoing problem of properly maintaining the rooftop garden areas. One Owner has already requested that the rooftop garden area outside her unit be converted to a rock garden. Not only would this make the areas maintenance free in terms of landscaping, but it will also help preserve the life expectancy of the planter membranes and make it easier to replace the membranes when the work is required. A Resolution will be prepared for the Annual General Meeting for consideration of the Ownership.

5. **FINANCIAL REPORT**

A. Operating Statements

The Treasurer provided a report on the June 2008 operating statements.

Administrative Expenses

Caretaker wages are under budget year-to-date by approximately \$10,500. This is offset by janitorial being over budget by \$10,750. Security is under budget year-to-date by approximately \$9,000.

Utilities

Gas is over budget year-to-date by \$4,200.

Building Maintenance

Repair and maintenance continue to be over budget year-to-date, but there has been a noticeable improvement over the previous month.

B. Receivables

Council discussed the most recent receivables report. There are several accounts where collection action is ongoing. Liens have been placed.

6. COMMITTEE REPORTS

A. Security

Council discussed plans for further security upgrades to be done in the next fiscal year. Funds will be allocated in the next Operating Budget to allow for these upgrades.

B. Landscaping

Council considered quotes from landscaping maintenance contractors.

It was **MOVED / SECONDED** to approve the proposal from West Pacific Landscaping, effective November 1st, 2008. **CARRIED.** (Unanimous)

The Resident Manager will be asked to fertilize the new tree out front and, if possible, set up a snow fence, or other barrier, to keep pets away from the tree.

More work is required to protect the plants around the generator exhaust vent. A Council member volunteered to follow up with the Resident Manager on this item.

C. Common Area Deficiencies

A submission to the warranty provider has been prepared and reviewed by Council. Final changes to the document were approved. Management will send the finalized documents to the warranty provider.

D. Social

There will be a gardening social on Sunday, October 5th, 2008.

All Residents are encouraged to participate. Please meet in the lobby at 10:00 a.m.

E. 2010 Revenue Task Force

Only one news group will be covering the 2010 Olympics. A Task Force member will look into contacting them.

F. Common Area Improvements

The gym has recently been painted. Touch up painting in common areas is ongoing. Exterior touch up painting will be done during the good weather. More of the interior touch up painting will be done when the fall weather sets in.

The Resident Manager and Caretaker will be asked to power wash the front sidewalks and bicycle entrance on Taylor, and clean the lobby overhangs, on a monthly basis.

7. **BUSINESS ARISING**

A. Gas Detection System

Management has been in contact with Honeywell regarding repairs required to the gas detection system in the parkade. They have been asked to address the problem as soon as possible.

8. **NEW BUSINESS**

A. Smithrite Proposal

Council considered a proposal from Smithrite Disposal to renew the current agreement for removal of garbage from the compactor and maintenance of the compactor.

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

B. Move In Fee

Council considered a request for reversal of a move in fee from an Owner who did not move in any furniture. Management was provided with instructions.

C. Pressure Balance Air Flow

Council considered a quote from DMS Mechanical to pressure balance the HVAC systems of the building. As there have not been any complaints regarding air flow, no action was requested at this time.

D. Anonymous Correspondence

A Reminder to Owners / Residents

Anonymous correspondence will not be addressed. Please ensure any letters sent to the Strata Corporation are signed and dated, with the Unit # noted. Your cooperation is appreciated.

E. Power Washing in the Parkade

Council considered information provided by the Resident Manager regarding water pooling issues that occur when the parkade is power washed. Contractors will be asked to pump water with hoses into drains, or sweep / squeegee water into drains, as required.

F. Odd Jobs by Site Staff

The Resident Manager and Caretaker have advised they have been approached by individual Owners / Residents wishing to hire them for odd jobs. WCB and insurance issues were considered. This item will be discussed with the Resident Manager and Caretaker at their upcoming reviews.

G. Annual General Meeting Date

The Annual General Meeting was scheduled for Tuesday, February 10th, 2009.

H. Parkade Ramp

Council viewed pictures provided by the Resident Manager of cracks in the concrete of the parkade ramp. It was noted that the cracks are hairline and do not appear to be causing any problems. No action was requested.

I. Stereo in the Gym

Owners / Residents

Please be respectful of others when using the stereo in the gym by keeping the volume at a reasonable level. Your cooperation is appreciated.

J. Quotes from Para Space Landscaping

Council considered quotes for blight control, sticky banding and root weevils. It was agreed that none of this additional work is required at this time.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent to Owners for Bylaw infractions, as required.

B. Correspondence

Council considered 20 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner requesting the rooftop garden area be converted to a rock garden. The new landscapers will be asked to provide a quote. A Resolution will be proposed at the upcoming Annual General Meeting.
- A letter was received from an Owner regarding cigarette butts from a unit above. Management was instructed on a response.
- A letter was received from an Owner who had been wrongly identified by another Owner as throwing cigarette butts from their balcony. Management was instructed on a response.

C. Completed Items

1. Ordered stencilling of stall numbers in the parkade.
2. Ordered vinyl wallpaper hanging work, as approved at last Council meeting.
3. Ordered "In Case of Fire" signs from Bartec Fire Safety.
4. Received generator test report from Cummins Diesel.
5. Arranged window washing and posting of notices.
6. Arranged annual fire inspection and posting of notices.
7. Had Resident Manager put a note under the door of a 21st floor unit asking for a contact phone number for the Owners re: receivables.
8. Followed up with Genesis Security re: various issues with service being provided.
9. Sold old digital video recorder.
10. Contacted Pinnacle Restoration re: incorrect billings.
11. Sent letter to an 18th floor unit re: cigarette butts, beer bottles and bottle caps.
12. Ordered letters to Townhouse Owners re: winterization of exterior hose bibs.
13. Ordered repairs to wallpaper in common area hallways by Remdal Painting
14. Prepared submission to warranty provider re: outstanding deficiencies. Requested input from Council.
15. Addressed slow leak at a townhouse ceiling.

16. Asked Resident Manager to check exterior of building for deterioration of, or missing, caulking. Asked Resident Manager to diarize for every September.
17. Ordered collection letters from Strata lawyer to two Owners.
18. Ordered replacement of plastic console on one of the treadmills in the gym.
19. Requested quotes for interior repairs, as requested by Harmony House.
20. Ordered glass replacement, where required.
21. Inspection of rubber membrane in parkade by Tony from "Peter Ross Ltd." (being repaired under warranty).

10. TERMINATION

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

The next meeting is scheduled for **Tuesday, October 7th, 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 Accounts Receivable.

ATTENTION

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

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

APPROVED _____
BY
COUNCIL: _____

DATE: _____

(S:\AA-SHERRY\BCS 1559\MINUTES\2008\MIN-09.08 1559.doc)

- These Minutes have been edited by Council -



**The
Wynford
Group**

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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, OCTOBER 7th, 2008, AT 6:15 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 Xìu nhờ người dịch hộ	முಖ்ய ਜਾਣਕਾਰੀ ਵਿਰਧ ਕਰਕੇ ਵਿਸ਼ੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

Council in attendance:	Brian Kiener Hamid Asna Jennifer Thomas Rachel Wyles	President
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Chad McCrae Melanie Troyer Jordan Parente	Vice-President Treasurer

An applicant for the Caretaker position attended the start of the Council meeting for his final interview regarding the position. Council discussed, with him, the list of duties, as well as the workdays, the expectations for this position. The applicant answered questions and asked a few questions, after which he left the meeting.

1. CALL TO ORDER

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

2. GUEST BUSINESS

An Owner attended the Council meeting to dispute an invoice that had been charged to them for a plumbing repair and to explain their concerns regarding communication between themselves and Management. The Owners left a letter with Council members and Management, explained their concerns then left the meeting. After reviewing their letter, Management will prepare a response for Council approval.

Council discussed the references provided by the applicant they have been considering for the Caretaker position. The Property Manager provided Council with information and feedback from the references contacted for I. Chong.

It was **MOVED / SECONDED** to offer the position of Caretaker to I. Chong, starting Friday, October 10th, 2008. **CARRIED.** (Unanimous)

As previous Caretaker R. Rojo is no longer able to commit to five days per week, it was suggested and agreed that he be allowed to continue working two days per week, in place of the janitorial contractor.

3. **MINUTES OF THE PREVIOUS MEETINGS**

Approval of the September 8th, 2008 was deferred to the next meeting.

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided a written report. The following points were noted:

- A knob protector is being installed on the door to the rooftop area.
- A door closer that had not been working properly has been repaired.
- Technicians from Honeywell were on site working on the gas detection system in the parkade. More work is required. A quote has been requested.
- A leaking toilet in one of the townhouses was repaired by DMS Mechanical. The damage in the unit below was repaired by The Restoration Shop. The costs for these invoices will be charged back to the Owner.
- Para Space Landscaping did weeding in all of the rooftop garden areas, except for a section in front of a 20th floor unit.
- Council discussed a leak into one of the townhouses from a pipe in the wall. It was noted that there was no access panel and no shut off valves where there should have been for this unit. Management will take this up with DMS Mechanical.
- DMS Mechanical has suggested a drain be installed at the filter where the water supply pipe enters the building. This item will be discussed further, once their quote is available.
- A discussion was held regarding towing of unauthorized vehicles from parking stalls assigned to individual Owners. It was noted that Buster's Towing will not tow for a private individual any more. Owners should put a note on the unauthorized vehicle and obtain a pass from the Resident Manager to park in the visitor parking area on a temporary basis.
- Council discussed a quote for installation of blinds in the gym. It was **MOVED / SECONDED** to proceed with the installation of blinds, as quoted by Home Depot. **CARRIED. (Unanimous)**
- Council discussed the logistics of the stencilling and line painting in the parkade. It was agreed to proceed with the stencilling of numbers and placing marks on the walls where the stall lines meet the wall, for the time being. The repainting of the lines on the floor will be deferred until after a proper power washing of the parkade is done. Quotes for power washing will be obtained.

5. **FINANCIAL REPORT**

A. Operating Statements

Consideration of the August 2008 operating statements was deferred, as the Treasurer was not in attendance.

B. Receivables

Council discussed the most recent receivables report. Collection action is in progress where required. No further action was requested.

6. COMMITTEE REPORTS

A. Security

- Video surveillance signs have been posted.
- Signs regarding booking of the elevator have been posted.
- Quotes will be obtained for regular security service for discussion at the next Council meeting.

B. Landscaping

- The current contract with Para Space Landscaping is ending October 31st, 2008. The new contract with West Pacific Landscaping starts November 1st, 2008. It was suggested and agreed to have West Pacific start earlier, as there is additional work required for fall clean up.
- West Pacific Landscaping will be providing a quote to convert a rooftop garden area to a rock garden.
- The gardening social took place this past weekend. Thank you to all who participated in this fun event.

C. Common Area Deficiencies

A submission has been sent to Travelers Home Warranty regarding the outstanding common area deficiencies. A meeting is being scheduled with the claims adjuster, to view the outstanding items. Sean Liaw of RDH Engineering will be in attendance at the meeting.

D. Social

Thank you to all Residents who attended to help with the fall clean up this past weekend. Fun was had by all. Anyone interested in joining the Gardening Committee, please contact Council. Owners' input is always welcome. We are now looking forward to a spring event for gardening.

7. BUSINESS ARISING

A. Proposed Resolution for Rooftop Gardens

Council discussed a Resolution for the Annual General Meeting to allow rooftop gardens to be converted to rock gardens. Some revisions were suggested. This item will be discussed again at the next Council meeting.

B. Hiring of New Caretaker

Council discussed the rate of pay and terms of employment for the new Caretaker I. Chong. Management was provided with instructions.

8. NEW BUSINESS

A. Proposed Bylaw Regarding Fines

It was suggested that a Bylaw be put in place making fines become part of the Strata Fees, due and payable on the first of the following month after they are levied. A Resolution will be included in the Annual General Meeting package.

B. Number of Fobs per Unit

A question arose regarding enforcement of the Bylaw limiting the number of fobs assigned to each unit. The Resident Manager and Caretaker will be asked to organize a fob audit within the next month. This item will be discussed further subsequent to the fob audit.

C. Annual Fire Inspection Follow Up Work

Council discussed quotes from Bartec Fire Safety, submitted subsequent to the annual fire inspection. There were questions on some of the quotes. The Resident Manager will be asked for his input. This item will be discussed at the next Council meeting.

D. Glass Canopy at TH #15

Council discussed an issue with the glass canopy at the front door at townhouse 15. This item will be discussed when the claims adjuster from Travelers Home Warranty is on site.

E. Novus Promotion

Novus Entertainment has requested permission to have a promotional event in the lobby. Permission was granted.

F. Property Appraisal Report

Council members were provided with a copy of the most recent property appraisal report. No action was required.

G. Quote for Next Three Year Appraisal Program

Council discussed a quote for the next three year property appraisal program, required for insurance purposes.

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

H. Insurance Renewal

Council discussed a quote from BFL Canada for renewal of the Strata Corporation's insurance policy.

It was **MOVED / SECONDED** to approve the quote and renew the Strata Corporation's insurance policy, as required. **CARRIED.** (Unanimous)

9. PROPERTY MANAGER'S REPORT

A. Correspondence

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

- A letter was received from an Owner regarding towing. This item was discussed earlier in the meeting.
- A letter was received from an Owner requesting permission for a portable hot tub on their balcony. An engineer's letter was submitted assuring that the hot tub would not create any structural issues for the building. Council had questions regarding how the hot tub would get to the balcony, noise from the pumps and impact on the Strata Corporation's insurance. As well, the Owner will be required to talk to neighbours above, below and on either side, and provide assurances that a hose would be used to drain the hot tub into the balcony drain, when required.
- A letter was received from an Owner requesting reversal of a charge for an unbooked move. Reasons were given. Management was instructed on a response.