

**B. Completed Items**

1. Sent warranty submission to Travelers Insurance.
2. Ordered replacement of parkade lighting.
3. Delivered security and elevator signs to building.
4. Asked Resident Manager to obtain and post “No Smoking” signs.
5. Requested report from Richmond Elevator on premature failure of bearings.
6. Diarized ordering of bike racks for garbage room (January 2009)
7. Diarized budgeting funds for security upgrades in 2009.
8. Advised Para Space Landscaping Ltd. their contract would be terminated effective October 31<sup>st</sup>, 2008.
9. Advised West Pacific Landscaping their contract would start November 1<sup>st</sup>, 2008.
10. Prepared notice for gardening social.
11. Asked Resident Manager to ensure front sidewalks and bicycle entrance on Taylor Street are power-washed monthly.
12. Asked Resident Manager to clean glass canopies at front entrance and Harmony House side of tower every two weeks.
13. Arranged repairs to gas detection systems in parkade (more work is required).
14. Signed and sent in renewal agreement with Smithrite Disposal.
15. Discussed pooling of water in parkade with Resident Manager. He will have contractors direct water into catch basins with hoses. He already has a squeegee and broom he uses as required.
16. Processed salary adjustments for site staff as directed by Council.
17. Advertised and reviewed resumes for Caretaker position.
18. Addressed problem with unbooked move on 21<sup>st</sup> floor.
19. Sent update to Council on accounting software transition.
20. Sent notice re: banned items from garbage to Resident Manager for posting.
21. Ordered painting preparation work – Remdal Painting.
22. Asked West Pacific Landscape for quote to convert rooftop garden area on the 20<sup>th</sup> floor to a rock garden.
23. Asked Resident Manager to put snow fence around new trees at front of the building. City is watering and fertilizing this tree as required.
24. Resident Manager confirmed generator is tested monthly.
25. Asked Resident Manager to paint over yellow glue lines on walls in parkade. He will do this as time permits.
26. Resident Manager will obtain price for power-washing attachment and look into obtaining “30 Seconds” cleaning product.
27. Requested assistance from developer in obtaining Maintenance Manual and “As-Built” drawings.
28. Cancelled recurring payable for Para Space Landscaping.
29. Responded to Strata lawyer re: request for reduction in late payment fees from a 21<sup>st</sup> floor unit
30. Filled out survey re: insurance renewal.

**10. TERMINATION**

There being no further business, the meeting was terminated at 8:36 p.m.

The next meeting is scheduled for **Tuesday, November 4<sup>th</sup>, 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**

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**PLEASE NOTE  
HOLIDAY SEASON OFFICE HOURS**

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Friday, December 19 <sup>th</sup>	At 12:00 Noon (Staff Function)
Wednesday, December 24 <sup>th</sup>	At 2:00 p.m.
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APPROVED \_\_\_\_\_  
BY  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

(S:\AA-SHERRY\BCS 1559\MINUTES\2008\MIN-10.07.1559.doc)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON TUESDAY, NOVEMBER 4<sup>th</sup>, 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

**महत्त्वपूर्ण सूचना** विरग्न करके बिने वेने तिस दा सुलेंका करवण

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

**1. CALL TO ORDER**

The meeting was called to order at 6:25p.m.

Council discussed an issue raised by an Owner regarding a charge back relating to lack of caulking around the tub and taps in the tub / shower. Council noted that there are rubber gaskets behind the shower controls, but this is not always sufficient to stop water from getting in behind the wall. There should be a bead of silicone around the shower control plate to ensure no water gets in. Council discussed an Owner's request for reversal of charges to their account relating to water damage that originated in their tub / shower area. It was pointed out that this is an in-suite deficiency that should have been dealt with during the deficiency period between the Owner and developer.

It was **MOVED / SECONDED** to deny the Owner's request that the Strata Corporation pay the related invoice. **CARRIED.** (4 in favour, 1 opposed)

**2. MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held October 7<sup>th</sup>, 2008, as circulated. **CARRIED.** (3 in favour, 2 abstentions)

3. **RESIDENT MANAGER'S REPORT**

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

- A change was suggested for the configuration of the camera display. The Resident Manager will follow up.
- There have been issues with items left in the garbage room. The Diabetes Association did not show up for pick up for approximately three weeks. The items have since been removed.
- A question arose regarding the two stools that used to be in the lobby area. They are now in storage. It may be possible to bolt them to the floor of the lobby area.
- It was suggested and agreed that the address for the building should be noted in the elevators in case anyone gets stuck in one of the elevators. The Resident Manager will arrange.
- Owners are reminded to keep their balcony / patio areas clean.
- Council discussed the procedures for the next fob audit, which is set to start shortly. The Resident Manager was given instructions. It was **MOVED / SECONDED** to charge a \$25 reactivation fee for fobs that are deleted from the system. **CARRIED.** (Unanimous)
- Stencilling in the parkade will be arranged after the lights in the parkade have been replaced.

4. **GUEST BUSINESS**

Two security contractors attended the Council meeting to provide proposals to Council for guard services. Each contractor provided information regarding their company, after which Council asked questions. Four other quotes were received in written form, for a total of six. The general consensus of Council was that a change is required from Genesis Security. However, it was noted that all six proposals quoted significantly higher hourly rates.

It was **MOVED / SECONDED** to approve changing service providers to Garda Security, if they would agree to a slight reduction in their quoted price. **CARRIED.** (Unanimous)

5. **FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer provided the following report on the July 2008 operating statements:

**Administrative Expenses**

*Caretaker wages are under budget year-to-date by approximately \$10,6000. This is offset by janitorial being over budget by \$11,000. Security is under budget year-to-date by approximately \$6,700.*

**Utilities**

*Utilities are over budget year-to-date by approximately \$1,900.*

**Building Maintenance**

*Repair and maintenance expenses are improving but continue to be over budget year-to-date.*

**Total Operating Expenses**

*Year-to-date operating expenses are under budget by approximately \$17,400.*

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

**B. Receivables**

Council discussed the most recent receivables report. It was noted that lien warning letters have been sent to six Owners.

**6. COMMITTEE REPORTS**

**A. Security**

This item was discussed under Guest Business.

**B. Landscaping**

- There are still some bulbs to plant and fall pruning to do. It will be necessary to prepare garden bed areas first.
- A new landscaping maintenance contractor has started work. They have been asked to provide a price for a rock garden outside of Unit #2008.
- A Resolution will be presented at the Annual General Meeting to approve the proposed change in the look of common property.

**C. Common Area Deficiencies**

A meeting was held October 30<sup>th</sup>, 2008 with a representative from the developer, a representative from the warranty provider, an engineer from RDH Engineering, the Property Manager, the Resident Manager and two members of Council. Outstanding common area deficiencies were viewed and discussed. The representative from the warranty provider will provide a written response within a couple of weeks. It was noted that the parkade lighting is not likely to be included, as the problem did not become evident until the warranty had expired for this item.

**D. Social**

There was nothing to report.

**7. BUSINESS ARISING**

**A. Drain for Filter at Water Supply Pipe**

DMS Mechanical has installed the drain, as required.

**B. Annual Fire Inspection**

The Resident Manager has reviewed the quotes from Bartec Fire Safety for the follow up work required subsequent to the annual fire inspection. As he had no concerns with the items quoted, the work has been ordered.

**C. Request for Permission to Install Portable Hot Tub**

Council considered a letter from an Owner, together with supporting documents, requesting approval to install a portable hot tub on their balcony area. Issues regarding insurance liability and aesthetics were discussed. It was suggested and agreed that the issue be presented to the Ownership at the Annual General Meeting in February 2009.

**8. NEW BUSINESS**

**A. Glass Replacement**

Council considered a quote from Accurate Glass for replacement of broken windows in two areas of

the complex, as well as for the upgrade of installing an opening window above the doors of the townhouse units. It was noted that the townhouse windows would be an individual Owner expense, should an Owner wish to have an opening window installed. Management was instructed to order window replacement for one of the quoted items and to check with the Strata Corporation insurance company regarding a glass claim for the other item.

## 9. PROPERTY MANAGER'S REPORT

### A. Site Inspection Report

An extensive site inspection was conducted October 30<sup>th</sup>, 2008, as noted under item 6C.

### B. Correspondence

Council considered 12 items of correspondence. The following items required a Council response or decision:

- A letter was received from an Owner requesting reversal of some of the fines levied on their account regarding a dog barking issue. The Owner has already paid the majority of the fines levied. It was **MOVED / SECONDED** to approve the Owner's request. **CARRIED.** (Unanimous)
- A letter was received from an Owner requesting a reduced move-in fee, as there was no booking of the elevator and it was not necessary to hire a security guard (furnished suite). Management was given instructions.

### C. In Progress

1. Waiting for quote from Honeywell for gas detection system in parkade.
2. Replacement of lights in the parkade.
3. Roof anchor certification.
4. Obtaining quote from West Pacific Landscaping to convert a rooftop garden area to a rock garden.
5. Organizing fob audit.
6. Addressing noisy dryer in a fifth floor unit.

### D. Completed Items.

1. Set up new Caretaker on payroll
2. Requested maintenance of rooftop garden area outside a 20<sup>th</sup> floor unit (only half finished by Para Space).
3. Ordered installation of blinds in gym.
4. Claims adjustment meeting with Travelers Home Warranty.
5. Ordered next 3-year property appraisal program.
6. Filled out questionnaire for Strata Corporation's insurance agent.
7. Renewed Strata Corporation's insurance policy.
8. Resident Manager tracked down problem with leaking garbage compactor.
9. Resident Manager addressed flooding from washing machine in a 22<sup>nd</sup> floor unit.
10. Followed up with collections lawyer re: one account.
11. Prepared Notice for posting re: lighting upgrades.
12. Addressed question regarding cracks in drywall in a 22<sup>nd</sup> floor unit.
13. Ordered troubleshooting of "clicking" sounds in some of the townhouse units from the fire alarm speakers (Edwards Fire / G.E. Security).

14. Terminated janitorial service with Barel Maintenance.
15. Revised payroll for Roland Rojo (now two days per week only).
16. Prepared Notice for posting re: processing of preauthorised payments for October Strata Fees.

10. **TERMINATION**

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

The next meeting is scheduled for **Wednesday, December 3<sup>rd</sup>, 2008.**

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APPROVED \_\_\_\_\_  
BY \_\_\_\_\_  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

(S:\AA-SHERRY\BCS 1559\MINUTES\2008\MIN-11.04.1559.doc)







Airport Square, 815 – 1200 West 73<sup>rd</sup> 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 WEDNESDAY, DECEMBER 3<sup>rd</sup>, 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

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**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

**सुधी नोटवनी** विरध करवे विमे वेले तिम दा सुलका करवाच

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

1. **CALL TO ORDER**

The meeting was called to order at 6:18p.m.

2. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held November 4<sup>th</sup>, 2008, as circulated. **CARRIED.** (Unanimous)

3. **RESIDENT MANAGER'S REPORT**

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

- A hairline crack was found in another 4" copper water main. DMS Mechanical will be asked to provide further information.
- The parkade lighting has been replaced. There is an expected failure rate for new ballasts. After approximately three weeks, the installers will return to replace any ballasts that are not working.
- Two of the pumps on the rooftop have had multiple seal failures. DMS Mechanical will be asked to provide comments.
- An Owner's washing machine overflowed on the 10<sup>th</sup> floor. The Owner will be required to pay for the repairs required to the unit below.
- It has been necessary to rebuild pressure-reducing valves, due to silt build up.

- It was suggested and agreed that DMS Mechanical invoices be sent to the Resident Manager for review prior to issuing payment.
- Council discussed options for installation of a heat shield around the generator to protect plants in the area. The Resident Manager advised that the generator contractor has indicated that airflow may not be restricted at the generator exhaust vents. It was suggested the area be turned into a rock garden. This will be discussed further at a future Council meeting.
- Council discussed a quote from the landscaping contractor to make a 20<sup>th</sup> floor planter into a rock garden area. A quote was also provided to plant some low maintenance shrubs as an alternative. It was noted that the quotes seemed high. This issue will be revisited in the spring.
- Three cracks have been discovered in the concrete of the parapet wall around one of the upper townhouse units. All of the upper townhouses will be inspected for similar concrete cracks.
- It has been reported that a hot tub has been placed on a balcony of a 24<sup>th</sup> floor unit without approval of Council. One neighbouring unit has already complained regarding the noise of the motor cycling on and off, and parties in the hot tub. Management was instructed on contacting the Owner.
- A discussion was held regarding the security guard company. There has been no response from Genesis Security regarding the various concerns relayed to them in writing. Garda Security did not agree to the counter proposal from Council, subsequent to the last meeting. Since then, however, they have provided a revised proposal.
- It was suggested that site staff could stagger their hours, reducing the number of hours per day it would be necessary to have a security guard on site. The Resident Manager will discuss this option with the Caretaker.
- It was suggested that the security company in place at another local high-rise building be contacted for a quote. The Property Manager will contact this company and e-mail their quote to Council members as soon as possible.
- ICBC will be contacted regarding an invoice for damage to the garage door, subsequent to an impact from a vehicle.

#### 4. **FINANCIAL REPORT**

##### **A. Operating Statements**

The Treasurer provided the following report on the August 2008 operating statements:

##### **Administrative Expenses**

*Caretaker wages continue to be under budget year-to-date by approximately \$10,600. This is offset by janitorial being over budget year-to-date by \$10,400. Security is under budget year-to-date by approximately \$15,100.*

##### **Utilities**

*There was a significant improvement in August and utilities are now under budget year-to-date by \$1,700.*

##### **Building Maintenance**

*Building repair and maintenance expenses continue to improve but are still over budget year-to-date by approximately \$10,900.*

##### **Total Operating Expenses**

*Year-to-date operating expenses are under budget by approximately \$39,000.*

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

**B. Receivables**

Council discussed the most recent receivables report. It was noted that a number of lien letters have been sent out to Owners, where required.

5. **COMMITTEE REPORTS**

**A. Security**

Security items were discussed under Item 3, Resident Manager's Report.

**B. Landscaping**

Thank you to those Residents who volunteered their time to plant spring bulbs and clean up in the garden areas. Your time and assistance is greatly appreciated.

**C. Common Area Deficiencies**

The Strata Corporation received a written response from Travelers Guarantee Ltd. regarding the parkade lighting (not covered under warranty), but has not yet received a response regarding the remaining items on the deficiency list. The maintenance manual has now been received; however, as-built drawings are still unavailable. Management will follow up with Travelers Guarantee Ltd.

**D. Social**

M. Troyer volunteered to decorate a Christmas tree for the lobby, if a tree can be made available.

6. **BUSINESS ARISING**

**A. Stencilling in Parkade**

Council discussed the logistics of stencilling numbers in the parkade. Management was given instructions for the contractor.

7. **NEW BUSINESS**

**A. Maintenance Manual Review**

Now that the maintenance manual has been received, the Resident Manager and Caretaker will be asked to review the documents and provide input to Council regarding items that may require attention. The Resident Manager will also be asked to make a copy of the manual, to be kept at The Wynford Group offices.

**B. 2<sup>nd</sup> Floor Damage**

Council considered a quote for interior repairs required subsequent to a crack in one of the 4" water mains.

It was **MOVED / SECONDED** to proceed with the work, as quoted by The Restoration Shop. **CARRIED.** (Unanimous)

**C. Misuse of Visitor Parking Area**

Management was provided with information regarding three vehicles belonging to Residents that are regularly seen in the visitor parking area. The Resident Manager will be asked to follow up.

**D. Oil in Parking Stalls**

A number of Owners have allowed oil to leak into their parking stalls. Letters will be sent, as required. A letter will be sent to another Owner regarding an uninsured vehicle.

**E. Garbage Room**

It was pointed out that Residents are leaving household items in the garbage room. A sign will be posted at the donation bin stating, "clothing only."

**Note to Owners / Residents**

**The donation bin in the garbage room is for clothing only. Other household items are not permitted. Fines and / or clean up charges will be assessed to Owners for leaving other items in the garbage room.**

**8. PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

The most recent site inspection report will be e-mailed to Council and the Resident Manager for their review.

**B. Correspondence**

Council reviewed 13 items of correspondence. There were no items requiring a Council decision or response.

**C. Completed Items**

1. Replacement of lights in parkade.
2. Addressed problem with noisy dryer on 5<sup>th</sup> floor.
3. Fined an Owner for stealing a locked off elevator.
4. Relayed list of concerns re: cleaning and maintenance of building and property to Caretaker.
5. Relayed list of concerns to landscaping contractors.
6. Hallway repairs from washing machine flood in a 22<sup>nd</sup> floor unit.
7. Prepared Notices re: water shut down.
8. Renewed Strata Corporation's insurance policy.
9. Obtained maintenance manual from developer.

**9. TERMINATION**

There being no further business, the meeting was terminated at 7:50 p.m.

The next meeting is scheduled for **Tuesday, January 6<sup>th</sup>, 2009 (budget meeting)**.

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APPROVED \_\_\_\_\_  
BY \_\_\_\_\_  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

(S:\AA-SHERRY\BCS 1559\MINUTES\2008\MDN-12.03.1559.doc)

- These Minutes have been edited by Council -





Airport Square, 815 – 1200 West 73<sup>rd</sup> 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 6<sup>th</sup>, 2009 AT 6:15 P.M., AT THE HARMONY HOUSE CAFETERIA**

<b>IMPORTANT INFORMATION</b>	Please have this translated	重要資料 請找人為你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b>	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。
<b>INFORMACIÓN IMPORTANTE</b>	Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b>	Xin nhờ người dịch hộ	महुरी नटकारी विरुध वरवे विमे वेने हिम दा उल्लेख वरवरि

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

**1. CALL TO ORDER**

The meeting was called to order at 6:20p.m.

**2. GUEST BUSINESS**

Owners of a 12<sup>th</sup> floor unit attended the meeting to discuss the charge back of a mechanical invoice to their unit. The Owners provided reasons why they felt they should not be responsible to pay the invoice. This issue had been discussed at a previous Council meeting. Council members explained to the Owners why they were responsible for the bill, after which the Owners requested that Council vote again on the issue. The Owners then left the meeting at 6:42 p.m.

The Owner of a 24<sup>th</sup> floor unit attended the Council meeting to discuss instructions from Council that he remove the hot tub he had placed on his balcony. The Owner provided information to Council for discussion regarding the hot tub prior to installation. The Owner requested that Council defer further action on the issue until it can be brought up as an item for discussion at the upcoming Annual General Meeting. The Owner then left the meeting at 7:10 p.m.

Council discussed issues raised by both Owners.

It was **MOVED / SECONDED** to advise the Owners of the 12<sup>th</sup> floor unit that they are responsible for the mechanical invoice in question. **CARRIED.** (Unanimous)

It was **MOVED / SECONDED** to defer further action regarding the hot tub until it can be discussed at the Annual General Meeting. **CARRIED.** (Unanimous)

3. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held December 3<sup>rd</sup>, 2008, as circulated. **CARRIED.** (6 in favour, 1 abstention)

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided a written report.

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

- Site staff were thanked for their dedicated snow removal work in recent weeks.
- Council discussed issues with items being left in the garbage / recycling area. This can be tracked by job records. Owners are charged for clean up costs when Residents of their units leave items in the garbage room.
- The fan is now working in the garbage room.
- Parkade exhaust fans are now fully operational.
- Address signs for the elevators are ready for pick up.
- Inspection of the townhouse roofs has been delayed due to snow.
- Staggering of hours between the Resident Manager and the Caretaker has begun.
- Council advised site staff on action regarding any plumbing issues in future.

5. **FINANCIAL REPORT**

**A. Operating Statements**

Approval of the September, October and November 2008 operating statements was deferred for discussion at the next meeting.

**B. Receivables**

Council discussed the most recent receivables report, as well as a request from an Owner for a payment plan for arrears. Management was given instructions.

**C. Proposed 2009 / 2010 Operating Budget**

Council discussed the Proposed 2009 / 2020 Operating Budget. Revisions were made to several budget categories. The revised Budget was approved by Council for inclusion in the Annual General Meeting package to Owners.

6. **COMMITTEE REPORTS**

**A. Security**

- Further discussions on the contract for the night security guard were deferred until the item can be discussed at the upcoming Annual General Meeting.
- Council discussed options for security upgrades, including knob protectors on all stairwell doors and full-length astragal plates for locker room doors. This will be discussed further at the next Council meeting.

**B. Landscaping**

It was noted that there has been damage to some of the trees on the property from the snow. Trees will be monitored to determine if any work is required.



**C. Common Area Deficiencies**

- As-built drawings have now been received.
- Stamped engineered drawings for the roof anchors have been requested.
- A response letter from Travelers Home Warranty has been received. They have provided a list of items for which the developer will be held responsible. The Resident Manager will be provided with a list of items that will not be addressed by the developer. Site staff will be asked to address some of these items. Contractors will be asked to quote on the remainder.

**D. Social**

Council would like to thank those Residents who volunteered to decorate the lobby for Christmas. Your contributions are appreciated.

**7. BUSINESS ARISING**

**A. Report from DMS Mechanical**

Council discussed a report from DMS Mechanical regarding the copper used in the 4" water mains and seal failures in the rooftop mechanical equipment. DMS Mechanical will be asked to confirm that they have listed a schedule of all valves in the building, as promised at a previous meeting.

**B. Generator Exhaust Area**

Council discussed options for removable fence panels for the generator exhaust area. This item will be discussed further at a future meeting.

**8. NEW BUSINESS**

**A. Resolutions for Consideration at Annual General Meeting**

Council discussed the Resolutions to be included in the Annual General Meeting package. A number of Resolutions will be presented, including suggestions for changes to the common property, a revision to the Bylaw prohibiting smoking on common property / limited common property, a Resolution to allow hot tubs on balconies and patios, and a Resolution to prohibit leaving pets unattended on balconies in addition to other housekeeping items.

**B. Solid Waste Costs**

Council considered a letter from the waste removal contractor, explaining increases in the costs of removing solid waste. This was for information only. No action was required.

**C. Metered Utilities**

Council considered a letter from the City of Vancouver explaining changes in the way metered utilities will be invoiced. This was for information only. No action was required.

**9. PROPERTY MANAGER'S REPORT**

**A. Correspondence**

Council considered 15 items of correspondence. There were no items requiring a Council decision or response.

**B. Completed Items**

1. E-mailed quote from Eureka Security to Council for their consideration.

**B. Completed Items**

1. E-mailed quote from Eureka Security to Council for their consideration.
2. Contacted ICBC re: damage to garage door.
3. Ordered repair work to 2<sup>nd</sup> floor common hallway as approved by Council at last meeting (*The Restoration Shop*).
4. Asked Resident Manager to follow up on three vehicles misusing the visitor parking area, to inspect security hardware upgrades and make recommendations, to obtain engineered drawings for roof anchors, to copy and review maintenance manual, and to arrange stencilling in parkade, as per Council's instructions.
5. Prepared proposed Operating Budget for Council consideration.
6. Contacted Joe Ciulla at DMS Mechanical re: 4" copper water mains and pump seal failures.
7. E-mailed last site inspection report to Council and Resident Manager for review.
8. Fined an Owner for stealing a locked off elevator.
9. Instructed Resident Manager to order a part for the sprinkler system on the 9<sup>th</sup> floor.
10. Processed change of address and Form K for a 5<sup>th</sup> floor unit.
11. Followed up on elevator safety test.
12. Sent a sign "No Liquids" to the Resident Manager for posting on the garbage compactor.
13. Arranged and delivered year-end bonuses, as advised by Council.
14. Borrowed \$48,000 from Contingency Reserve Fund for cash flow (required mostly due to the insurance premium invoice coming due).
15. Sent letters to a number of Owners re: oil in parking stall(s).
16. Arranged troubleshooting and repair of clicking noise from speakers in some of the Townhouse units.
17. Sent letter to Owners of upper Townhouse units to check for leak staining on ceilings.
18. Emailed preliminary budget for Council for review.
19. Addressed deleted FOBs for an 11<sup>th</sup> floor unit.

**10. TERMINATION**

There being no further business, the meeting was terminated at 9:18 p.m.

The next meeting is scheduled for **Tuesday, February 3<sup>rd</sup>, 2009.**

**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: \_\_\_\_\_

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- These Minutes have been edited by Council -





**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON TUESDAY, FEBRUARY 3<sup>rd</sup>, 2009 AT 6:15 P.M., AT THE  
HARMONY HOUSE CAFETERIA**

<b>IMPORTANT INFORMATION</b> Please have this translated	<b>重要資料</b> 請找人為你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b> 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。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	<b>알려드립니다</b> 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	<b>जरुरी माहत्वाची</b> विरुध् वरुवे विमे वेसे हिम दा विलेका वरुवाचि

Council in attendance:	Brian Kiener Chad McCrae Jennifer Thomas Hamid Asna Rachel Wyles Jordan Parente	President Vice-President (left at 7:37 p.m.) (arrived at 6:44 p.m.)  (arrived at 6:32 p.m.)
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Melanie Troyer	Treasurer

**1. CALL TO ORDER**

The meeting was called to order at 6:20 p.m.

**2. MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held January 6<sup>th</sup>, 2009, with the following amendment on Page 2 Item 5C: there is a reference to the year "2020"; this should read "2010." **CARRIED.** (Unanimous)

**3. RESIDENT MANAGER'S REPORT**

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

- Tagging of valves in the building has already been completed; however, the valve schedule has not been received.

R. Wyles arrived at 6:32 p.m.

- Council discussed maintenance work required in the parkade level elevator lobbies. One quote has been received for tile replacement work to address the problem of loose tiles. A second quote will be obtained.

J. Thomas arrived at 6:44 p.m.

- Council discussed a quote for a locking bulletin board to be used on the lobby level. The existing locking bulletin board will then be moved to the parade level elevator lobby areas.

It was **MOVED / SECONDED** to order a 24-inch by 36-inch locking bulletin board, as per the quote from Staples. **CARRIED.** (Unanimous)

**Owners / Residents**

**Please be sure to use “front-loading”, low sudsing detergent in your washing machine, as other detergents tend to cause backups in the plumbing systems. Low sudsing front-loading washer detergent is available at Costco. Your cooperation is appreciated.**

4. **FINANCIAL REPORT**

**A. Operating Statements**

Approval of the September, October and November 2008 operating statements was deferred to the next Council meeting.

**B. Receivables**

Council discussed the most recent receivables report. It was noted that lien letters have been sent to eight Owners.

5. **COMMITTEE REPORTS**

**A. Security**

There was a recent break-in where four common area doors were compromised. A bicycle was stolen from a locker.

A quote has been requested for installation of knob protectors on all stairwell doors and full-length astragals on all locker room doors. Once the quote is available, it will be sent to a Council member for final approval.

A security specialist will be contacted to do a walk-around of the property and make any recommendations to Council.

**B. Landscaping**

Council is still considering options for the area outside the exhaust for the diesel generator. This will be discussed further at a future Council meeting.

**C. Common Area Deficiencies**

Site staff is reviewing the list of common area deficiencies that will not be addressed by the developer, to determine which items they can address. Quotes will be obtained for the remaining items. Management will follow up with the developer and warranty provider regarding the scheduling of items to be addressed by the developer.

**D. Social**

A notice has been posted seeking running partners. Happy New Year from the Social Committee: “Gung Hay Fat Choy.”

6. **BUSINESS ARISING**

**A. Overpayment to Janitor**

Council discussed a request from the janitor regarding rectifying an overpayment of his wages. Management was given instructions.

7. **NEW BUSINESS**

**A. Resident Manager's Vacation**

Resident Manager has requested vacation time from March 20<sup>th</sup> to 30<sup>th</sup>, 2009. Council approved the request.

8. **PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council discussed the recent site inspection report. Letters will be sent to Owners as required. Maintenance items will be referred to site staff.

**B. Correspondence**

Council considered 21 items of correspondence. The following items require a Council decision or response:

- A letter was received from an Owner with concerns regarding the temperature settings for the H-VAC system. Adjustments have been made where possible.
- A letter was received from an Owner regarding a fine for not providing a copy of liability insurance for a vehicle in the Owner's parking stall. Management was given instructions.

**Reminder to all Owners / Residents**

**Vehicles not insured for the road must have current liability insurance. A copy must be provided to management, as well as posted on the vehicle with personal information blacked out. Your cooperation is appreciated.**

- A letter was received from an Owner regarding drapes in a townhouse window. It was noted that the Owner has the original blinds in place as well as drapes. No Bylaw is being broken.
- A letter was received from an Owner regarding water on the Owner's balcony. The Resident Manager has investigated and determined that the source of the water is from inside the unit (coming from the dryer vent).

**C. Completed**

1. Provided options for arrears – 21<sup>st</sup> floor unit, as approved by Council.
2. Prepared and mailed out Annual General Meeting package to Owners.
3. Booked Choi Hall for Annual General Meeting.
4. Received drawings for roof anchors.
5. Ordered inspection of roof anchors (routine inspection).
6. Contacted DMS Mechanical re: valve schedule.
7. Processed B.C. Hydro Incentive Rebate Application re: parkade lighting.
8. Prepared Notice re: items stored in locker #119.
9. Ordered 20 shower cartridges from Décor Brass.
10. Provided Resident Manager with information on repair / replacement of elevator blanket.

Due to time constraints, C. McCrae left the meeting at 7:37 p.m.

9. **In Camera**

Council discussed the site staff position of Caretaker. Management was given instructions regarding communications with the Caretaker.

10. **Termination**

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

The next meeting is scheduled for **Tuesday, March 3<sup>rd</sup>, 2009.**

**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.**

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APPROVED \_\_\_\_\_  
BY \_\_\_\_\_  
COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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- These Minutes have been edited by Council -





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

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN  
BCS 1559 – THE TAYLOR, HELD ON TUESDAY, FEBRUARY 10<sup>th</sup>, 2009, AT 7:00 P.M.,  
AT THE CHOI HALL AUDITORIUM, 28 WEST PENDER STREET, VANCOUVER, B.C.**

<b>IMPORTANT INFORMATION</b> Please have this translated	重要資料 請找人為你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b> 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。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	सुगुणी ज्ञाटकारी विरय वरवे विमे वेले दिम रा सुलेक वरवर्ष

In Attendance: Sixty-four Owners represented in person.  
Eight Owners represented by Proxy.  
Total seventy-two Owners represented and eligible to vote.

1. **CERTIFICATION OF PROXIES**

All Proxies were certified as correct. Of 251 Strata Lot Owners, 242 were eligible to vote; therefore, 81 were required for a Quorum. As there was not a Quorum present, the meeting start time was delayed by 15 minutes in accordance with the BCS 1559 Bylaws.

2. **CALL TO ORDER**

The Annual General Meeting was called to order at 7:15 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. **PROOF OF NOTICE OF MEETING**

The Annual General Meeting package was mailed to all Owners of record on or before January 20<sup>th</sup>, 2009, in accordance with the requirements of the *Strata Property Act*.

5. **APPROVAL OF AGENDA**

It was **MOVED / SECONDED** (#1204 / #2502) to approve the Agenda for the Annual General Meeting. **CARRIED UNANIMOUSLY.**

6. **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED / SECONDED** (#2007 / #1503) to approve the Minutes of the Annual General Meeting held on January 15<sup>th</sup>, 2008, as circulated. **CARRIED UNANIMOUSLY.**

7. **PRESIDENT'S REPORT**

The President provided the following report:

Hello, everyone and thanks for attending our fourth Annual General Meeting. A special welcome to all new Owners here at The Taylor. For those of you who have not met me personally, my name is Brian Kiener of Townhome 252. For the past three years I have been on Council and have been involved with my fellow Council members in tending the day-to-day managing of our building. I wanted to share some of the highlights of the past year and the undertaking of your Council, and Sherry McCuaig from The Wynford Group.

- Hiring a Caretaker, Roland Rojo, to replace Barel, former janitorial service. We had been very pleased with his skill set and work ethics. Roland, unfortunately, gave notice to take alternative employment last September and hours were reduced to two days per week. Ivan Chong was hired as a replacement last October but has now given notice to terminate his employment. The good news is that Roland will now be able to assume regular employment with us again soon. We look forward to working with him.
- FOB audit was conducted.
- Upgrades to security, including FOB entry to replace keyed locks in various entrances to the building. New DVR for Robert to enhance ability to screen and replay video in order to enforce Bylaws.
- Ongoing efforts were made with Pinnacle Developments to rectify all outstanding common area deficiencies and were give a deadline of last August to complete. Unfortunately, not all items were remedied. We, hence, met with our warranty provider and RDH Engineering who was hired previously to provide a comprehensive building envelope assessment. A very detailed list was provided to Travelers Guarantee to make a claim for uncompleted items.
- A decision was made to replace underground lighting, as the old system was posing a hazard, as the mercury vapour lighting was exploding periodically. This has been replaced with an energy efficient fluorescent system.
- The main motor to the elevators was replaced and, since, we have had very few incidents or problems with the daily operations.
- DMS Plumbing has been on site numerous times throughout the year dealing with hot water issues, and replacing failing valves and the recirculation pumps that provide hot water to the tower. The main problem appears to be sediment and particles entering the main lines due to the vast amount of construction in the area. This has also led to a budget shortfall for the year. We thank all Owners for their patience through these trying times.
- Water damage due to in-suite problems continues to have been an issue during the past year. Resident Manager, Robert Ganz, will be putting a checklist together of items that will prevent further incidents. The cost to all Owners would be significant in the future, if something were to happen due to escalating water deductible.
- There are many smaller items that I have not addressed; however, the list goes on and on.

Many thanks to Robert Ganz and the rest of our Council members this past year. Our objective was to have The Taylor building running like a well-oiled machine this past year. There is always room for improvement; however, much has been accomplished to achieve this goal. I would like to strongly encourage participation this coming year by all Owners to be involved, either as a Council member or by volunteering time towards various Committees. Building community within our neighbourhood is imperative and I encourage all to commit to making this a great place to call home. Thank you.

8. **APPROVAL OF MAJORITY VOTE RESOLUTIONS**

**APPROVAL OF MAJORITY VOTE RESOLUTION #1**

It was **MOVED / SECONDED** (#2007 / #1204) to approve Majority Vote Resolution #1, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to repeal the first sentence of Rule #4 (c) as it conflicts with the Strata Corporation Bylaws;

**BE IT THEREFORE RESOLVED** as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the first sentence of Rule #4 (c) be repealed, which currently reads as:

*“All moves must take place between 9:00 a.m. and 5:00 p.m. Monday through Friday and 10:00 a.m. and 5:00 p.m. on Saturday, Sunday, and statutory holidays.”*

The second sentence in Rule #4 (c) will remain the same, which reads as follows:

*“Maximum booked moving times is 2 hours.”*

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

- The move times listed in the Bylaws will still be in force.
- A 4:00 p.m. end time for moves on Saturdays seems restrictive.
- The moving Bylaws are enforced by the Resident Manager and other site staff.
- It is possible to restrict weekend moves; however, this will create significant hardship for residents who must move out at the end of the month if the end of the month falls on a weekend.
- There is a significant percentage of rented units in the tower.
- Moves cause inconvenience to residents as there are only two tower elevators.
- Open houses generally take place between 2:00 p.m. and 4:00 p.m. on weekends.
- Allowing moves to take place during this time may have a negative effect on property values.

It was **MOVED / SECONDED** (#2401 / #1609) to amend Majority Vote Resolution #1 to allow moves on Saturdays, Sundays and statutory holidays, between 10:00 a.m. and 2:00 p.m., only unless it is the end of a month.

The floor was opened for discussion on the proposed amendment. The following points were noted:

- The issues to be addressed by this Rule are: inconvenience to Residents, and elevator usage.
- It is important that the Rules match the Bylaws on this issue.
- Amending this Rule as suggested, would result in Rules that do not match the Bylaws.

The proposed amendment was retracted by the Owners of Units #2401 and #1609.

Owners then voted on the Resolution, as originally worded. **CARRIED (38 in favour, 34 opposed, 0 abstentions).**

#### **APPROVAL OF MAJORITY VOTE RESOLUTION #2**

It was **MOVED / SECONDED** (#1905 / #1204) to approve Majority Vote Resolution #2, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to revise Rule #4 (e) to make it consistent with the Strata Corporation Bylaws;

**BE IT THEREFORE RESOLVED** as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the following revision of Rule #4 (e) to now read as:

*“Pay a moving damage deposit of \$200. Any refundable portion of the deposit will be returned within seven days of the date of the move.”*

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

- This Resolution seeks to make the Rule regarding moving deposits consistent with the Bylaws.

There being no further questions, the vote was called. **CARRIED UNANIMOUSLY.**

### **APPROVAL OF MAJORITY VOTE RESOLUTION #3**

It was **MOVED / SECONDED** (#1905 / TH 15) to approve Majority Vote Resolution #3, as follows:

**WHEREAS** Council passed a Rule at the January 8<sup>th</sup>, 2008 Council Meeting;

**BE IT THEREFORE RESOLVED** as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the following addition to Rule #6, Visitors Parking section, to read as:

*"A minimum of \$1,000,000 liability insurance is required on vehicles not insured for the road."*

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

- This Resolution is designed to protect the Strata Corporation by requiring Owners to carry liability insurance on vehicles not insured for the road.
- Fire and theft insurance is not sufficient.
- The Strata Corporation is concerned with liability insurance, not storage insurance.

There being no further questions, the vote was called. **CARRIED (70 in favour, 2 opposed, 0 abstentions).**

### **APPROVAL OF MAJORITY VOTE RESOLUTION #4**

It was **MOVED / SECONDED** (#2004 / TH 252) to approve Majority Vote Resolution #4, as follows:

**WHEREAS** Council passed a Rule at the April 10<sup>th</sup>, 2008 Council Meeting;

**BE IT THEREFORE RESOLVED** as a Majority Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the following addition to Rule #10, to read as:

*"Christmas lights are permitted on the exterior of an Owner's unit only between November 1<sup>st</sup> and the last day of February each year."*

There being no questions, the vote was called. **CARRIED UNANIMOUSLY.**

## **9. REPORT ON INSURANCE**

The report on the Strata Corporation's insurance policy was attached to the Annual General Meeting package, as required by the *Strata Property Act*.

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

- The water damage deductible is \$25,000.
- The sewer back up deductible is \$50,000.
- Quotes for insurance premiums are obtained every two to three years.
- Property appraisals are done every year.
- The premium last year was approximately \$54,000. This year the premium is approximately \$60,000.

- Past issues involved Residents flushing kitty litter, mop heads and other items down the sewer pipes, which had created back ups.
- There have not been any recent claims for sewer back ups.
- It seems unlikely that the design of the sewer pipes can be changed. Council will look into this.
- Owners are encouraged to carry sufficient insurance. Owners with tenants in their units are encouraged to have their tenants buy insurance, as well.

**10. APPROVAL OF THE 2009 / 2010 OPERATING BUDGET**

It was **MOVED / SECONDED** (#2007 / #1201) to approve the proposed 2009 / 2010 Operating Budget.

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

- The increase in Strata Fees is 2% on average. The increase will be higher for some units and lower for others, depending on the property ratio calculation.
- The formula for the budget is from the original disclosure statement.
- The security budget category has been reduced to allow for 12 hours security five days per week and 16 hours security two days per week. Site staff will stagger their hours to ensure proper coverage.
- There are funds left in the 2008 / 2009 Operating Budget for security upgrades. Council is currently considering options.
- The window cleaning budget category allows for two cleanings per year.
- Changing of rooftop garden areas to rock gardens would be handled on a case-by-case basis, assuming the 3/4 Vote Resolution regarding this issue is approved.
- The cost of disposing of large items left in the garbage room is charged back to the individual Owners involved.
- The budget does not allow for a financial audit. However, the Real Estate Services Audit is done annually on all accounts held by The Wynford Group.

A **MOTION** was made to add \$3,500 to the budget for an audit (Unit #1201). There was no seconder to the Motion.

- It was suggested that annual audits are not required; however, an audit every three years or so would be desirable.
- No significant source of revenue has yet been identified relating to the 2010 Olympics. Discussions are ongoing.
- It was suggested that a television be installed in the fitness room and a fob reader be installed on the fitness room door. This will be discussed at a future Council meeting.
- The heating system for the building's common areas was discussed.
- A question arose regarding the possibility of making the rooftop area into an area useable by Residents. This would require the installation of a 40" guard rail, at a cost of possibly \$50,000. There are also liability issues to be considered.
- Questions arose regarding the contract with DMS Mechanical. It was explained that DMS has a good working relationship with site staff. They have extensive knowledge of the building and have been involved with the building since its construction.

There being no further questions, the vote was called on the budget. **CARRIED UNANIMOUSLY.**

## 11. APPROVAL OF 3/4 VOTE RESOLUTIONS

### APPROVAL OF 3/4 VOTE RESOLUTION #1

It was **MOVED / SECONDED** (#1204 / TH 4) to approve 3/4 Vote Resolution #1, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to approve an expenditure up to \$20,000 from the expected year-end surplus (year ending January 31<sup>st</sup>, 2009) for common area upgrades, and transfer any remaining year-end operating surplus to the Contingency Reserve Fund. Should there be a deficit at year-end, it would be funded from the Contingency Reserve Fund. Should there be a surplus of less than \$20,000, the Strata Council may utilize said funds for common area upgrades;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve an expenditure up to \$20,000 from year-end operating surplus monies (year ending January 31<sup>st</sup>, 2009) for the purpose of common area upgrades and to transfer any remaining year-end operating surplus to the Contingency Reserve Fund, as and when cash flow permits. Should there be an operating surplus of less than \$20,000, the Strata Council may utilize said funds for common area upgrades. Should there be an operating deficit, said deficit would be funded from the Contingency Reserve Fund. The Strata Council shall have the authority to proceed with any or all of the following upgrades within the described budget:

- A new security camera to be installed at the garage ramp to monitor incoming and outgoing vehicles. Two additional cameras installed at the 550 Taylor Street lobby entrance (one inside the lobby pointed towards the doors and one installed in the gym pointing outward for a full body image of persons entering at the intercom panel).
- The purchase of an extra television monitor so that camera views can be monitored separately.
- A glass canopy to be fabricated and installed on the exterior of the Townhouse entry doors at 35 Keefer Place. Presently there is a problem with water ingress and a lack of shelter from elements.
- A glass canopy to be fabricated and installed above the entry door to Stairwell #4 from the Courtyard level. Again, there is a problem with water ingress that spills down into the stairwell creating a slipping hazard.
- Additional up-lighting to the front entry at the garden bed to emphasize the landscaping and structure and down-lights to brighten the entry stairs.
- Bike cage to be built in the visitor parking garage in the south west corner incorporating two existing stalls. Two large bike racks for securing bicycles could be placed inside to accommodate up to thirty bikes.
- Enhancing the main lobby at 550 Taylor Street by changing the paint color from pale yellow to a warmer tone. Adding a few pieces of artwork – possibly black and white historic prints / photos of the local area, matted and framed.
- Two large potted tropical plants to the lounge area.
- Gym: Purchase high-density, rubber, interlocking floor mats to place over existing carpet and under the exercise equipment. Also, have an opening window installed to allow for more ventilation. This would be a limited opening pop-out style window at ceiling height.
- Enhancements to the Inner Courtyard Level: The children's play area – original structure to remain intact with the exception of the domed plastic roof. Incorporate wooden elements (red cedar) to the posts and the existing canopy and replace them with a pergola style roof. Add bench seating for adults and an addition of large urns for vines and plantings. Budgeting \$3,000 maximum.