

- Possible installation of two or three raised planter beds for communal gardening for Residents on existing grassed area.

**Notes to Resolution:** At the time of preparation of this Resolution, the expected year-end surplus was \$35,573 (based on the November 2008 Financial Statements). As the fiscal year-end is January 31<sup>st</sup>, 2009, there will be expenses for December 2008 and January 2009 to take into account, the totals of which are not yet known. Accordingly, this Resolution contains language to provide the Strata Council with direction whether the year ends with a surplus or a deficit.

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

- Painting is required in a number of areas outside the townhouses. Site staff will be doing the required painting work, wherever possible.
- Council hopes to install a bike cage in the garage to prevent storage of bicycles on balconies and Residents bringing bicycles in and out of elevators, which causes damage.
- Blinds for the gym have been ordered.
- An Owner volunteered to donate art for the lobby. This will be discussed further at a future Council meeting.

There being no further questions, the vote was called on 3/4 Vote Resolution #1. **CARRIED UNANIMOUSLY.**

#### **APPROVAL OF 3/4 VOTE RESOLUTION #2**

It was **MOVED / SECONDED** (#907 / #2007) to approve 3/4 Vote Resolution #2, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to approve a new Bylaw allowing the installation of hot tubs on balconies;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the addition of Bylaw #3 (13) of Division 1, to read as follows:

*“Hot tubs are permitted on balconies. If the installation or use of the hot tub creates a level of noise that is disturbing to the neighbours, the Strata Council may order removal of the hot tub at the owner's expense.*

*Owners who install hot tubs are responsible to:*

- a) ensure that their balcony is designed to handle the weight of the hot tub they have chosen, prior to installation, and that the hot tub will not create noise that could be offensive to other residents;*
- b) carry appropriate insurance to address any liability issues that might arise as a result of the installation or use of their hot tub;*
- c) rectify, at his / her own expense, any issues that arise for the building and / or its residents that relate directly or indirectly to the installation and / or use of the hot tub; and*
- d) advise future owners of their strata lot that they will be responsible for any and all issues relating to the hot tub and the cost of rectifying same.”*

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

- Noise from motors of hot tubs is a concern to Residents.
- Structural issues can be addressed by engineers.

- There are concerns regarding water damage potential and insurance issues.
- There has already been a noise complaint received by Council regarding the hot tub that had been installed on the 24<sup>th</sup> floor.
- There are other buildings with hot tubs on balconies.
- It may be possible to limit approvals for hot tubs to larger balconies.
- It was suggested the Resolution limit the number of hot tubs and / or the size of balconies for which hot tubs could be approved.
- Bylaw #4, subsection 1, was read out regarding use of patios and balconies.

It was **MOVED / SECONDED** (#1609 / #2401) to amend 3/4 Vote Resolution #2 to require that each application for permission to have a hot tub be handled on an individual basis by Council.

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

- If Council approved a hot tub for one Owner, this would be setting a precedent.
- Hot tubs cannot fit on all of the balconies.
- For most balconies, the hot tubs would violate sound Bylaws.

One Owner left the meeting, bringing the number of votes to 71.

There being no further questions, the vote was called on the amendment. **DEFEATED (9 in favour, 61 opposed, 1 abstention).**

The vote was then called on the Resolution as originally drafted. **DEFEATED (7 in favour, 60 opposed, 4 abstentions).**

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

It was **MOVED / SECONDED** (#2007 / TH 252) to approve 3/4 Vote Resolution #3, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to revise Bylaw #3 (12) of Division 1 to prohibit smoking on limited common property as well as common property;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the revision of Bylaw #3 (12) of Division 1, to read as follows:

*"Smoking on common property or limited common property is strictly prohibited. Consumption of alcohol on common property is strictly prohibited. Cigarette butts and other refuse must not be thrown or dropped from balconies, and must not be allowed to blow off balconies."*

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

- Since this Resolution includes limited common property, it includes balconies.
- There have been numerous complaints regarding smoke from people smoking cigarettes on their balconies, particularly in the summer time.
- There is also an issue with people tossing cigarette butts from their balconies.

There being no further questions, the vote was called. **CARRIED (57 in favour, 10 opposed, 4 abstentions)**

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

It was **MOVED / SECONDED** (#2004 / #1603) to approve 3/4 Vote Resolution #4, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to approve a new Bylaw regarding door hardware;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the addition of Bylaw #5 (4) of Division 1, to read as follows:

*“Door hardware must be the same colour and a similar style to the original door hardware.”*

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

**APPROVAL OF 3/4 VOTE RESOLUTION #5**

It was **MOVED / SECONDED** (#1905 / TH 252) to approve 3/4 Vote Resolution #5, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to approve a new Bylaw regarding in-suite renovations;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the addition of Bylaw #5 (5) of Division 1, to read as follows:

*“In-suite renovations are permitted from 8:00 a.m. to 7:00 p.m. on weekdays and from 10:00 a.m. to 7:00 p.m. on Saturdays, Sundays, and statutory holidays.”*

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

- It was suggested that renovation times should end at 5:00 p.m. on weekends and statutory holidays, instead of 7:00 p.m. as noted in the Resolution.

It was **MOVED / SECONDED** (#1204 / #1609) to amend 3/4 Vote Resolution #5 to read as follows:

*“In-suite renovations are permitted from 8:00 a.m. to 7:00 p.m. on weekdays and from 10:00 a.m. to 5:00 p.m. on Saturdays, Sundays and statutory holidays.”*

There being no questions, the vote was called on the amendment. **CARRIED (69 in favour, 2 opposed, 0 abstentions).**

The vote was then called on 3/4 Vote Resolution #5, as amended. **CARRIED (70 in favour, 0 opposed, 1 abstention).**

**APPROVAL OF 3/4 VOTE RESOLUTION #6**

It was **MOVED / SECONDED** (#1603 / #2007) to approve 3/4 Vote Resolution #6, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to approve a new Bylaw making annual in-suite fire equipment inspections mandatory;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the addition of Bylaw #7 (4) of Division 1, to read as follows:

*“Annual in-suite fire control equipment inspections are mandatory. If the owner or resident does not provide access to their unit for the annual inspection, the strata council shall have the authority to post a 48-hour notice on the door, then have a locksmith open the door for the fire inspection. All associated costs will be charged to the account of the owner.”*

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

- Owners / Residents who are not able to be home for the in-suite fire inspections can leave their keys with the Resident Manager or a neighbour.
- Sufficient notice should be provided so that Owners know when the inspection will be taking place.

It was **MOVED / SECONDED** (#1609 / #1603) to amend 3/4 Vote Resolution #6 to add the following sentence:

*“Owners / Residents will be notified of the date of the annual fire inspection a minimum of 30 days in advance.”*

The vote was then called on the amendment. **CARRIED (70 in favour, 1 opposed, 0 abstentions).**

The vote was then called on 3/4 Vote Resolution #6, as amended. **CARRIED UNANIMOUSLY.**

#### **APPROVAL OF 3/4 VOTE RESOLUTION #7**

It was **MOVED / SECONDED** (#907 / #2007) to approve 3/4 Vote Resolution #2, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to approve a change to the look of the rooftop garden areas;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve replacing the plants and soil on the rooftop garden areas with rocks and potted plants, upon request by affected Owners, or when membrane repairs are required in the planters. Approval of this Resolution presumes that the City of Vancouver’s green space requirements will not be violated.

**Notes to Resolution:** Replacing the soil and plants on the rooftop garden areas with rocks and potted plants is expected to improve the look of the planters, reduce the requirement for maintenance by the landscaping contractors and extend the life of the planter membranes.

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

- Approval of this Resolution does not require that Owners change their rooftop garden areas to rock gardens.
- In the long run, it is expected to be less expensive to install a rock garden than to continually maintain a regular garden.
- An Owner suggested he may be able to obtain donated rocks for this purpose.

The vote was then called on 3/4 Vote Resolution #7. **CARRIED (69 in favour, 0 opposed, 2 abstentions).**

#### **APPROVAL OF 3/4 VOTE RESOLUTION #8**

It was **MOVED / SECONDED** (#1905 / #611) to approve 3/4 Vote Resolution #8, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to revise Bylaw #7 (4) of Division 7 of the Strata Corporation Bylaws regarding the allowable times for moves in and out of the building;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve Bylaw #7 (4) of Division 7 be repealed and replaced with the following:

*“Moves must be scheduled and completed between the hours of 8:00 a.m. and 5:00 p.m.”*

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

- It would be beneficial to Owners to limit moves on weekends and statutory holidays to 10:00 a.m. to 2:00 p.m. It is not feasible to do this when a weekend or statutory holiday falls at the end of the month.

It was **MOVED / SECONDED** (1609 / #2401) to amend 3/4 Vote Resolution #8 to read as follows:

*“Moves must be scheduled and completed between the hours of 8:00 a.m. and 5:00 p.m. on weekdays and between 10:00 a.m. and 2:00 p.m. on weekends and statutory holidays, unless the weekend or statutory holiday falls on the last day of the month.”*

The vote was called on the proposed amendment. **CARRIED (68 in favour 2 opposed, 1 abstention).**

The vote was then called on 3/4 Vote Resolution #8, as amended. **CARRIED (67 in favour, 1 opposed, 3 abstentions).**

#### **APPROVAL OF 3/4 VOTE RESOLUTION #9**

It was **MOVED / SECONDED** (#1007 / TH 15) to approve 3/4 Vote Resolution #9, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to repeal Bylaw #7 (6) of Division 7 of the Strata Corporation Bylaws as it is not applicable to The Taylor building;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve Bylaw #7 (6) of Division 7 be repealed in its entirety, which currently reads:

*“All moves shall be conducted through the door between the two buildings, except for townhomes which require the use of their patio doors. For smaller vehicles – use the P1 loading bay rather than the main entrance door.”*

It was noted that this is a housekeeping Resolution to remove a sentence from the Bylaws that does not apply to The Taylor building.

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

#### **APPROVAL OF 3/4 VOTE RESOLUTION #10**

It was **MOVED / SECONDED** (#2007 / TH 252) to approve 3/4 Vote Resolution #10, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to add to Bylaw #6 (4) of Division 7 of the Strata Corporation Bylaws;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the following addition to the existing Bylaw #6 (4) of Division 7, to read as:

*“Vehicles without road insurance must have a minimum of \$1,000,000 liability insurance in force to park on the common property. Storage of vehicles with current liability insurance coverage is permitted only in designated / assigned parking stalls. Proof of liability insurance must be posted in a visible place on the vehicle. Personal information should be blacked out.”*

**Notes to Resolution:** Bylaw #6 (4) of Division 7, currently reads: “An owner, tenant or occupant must use parking stalls only for parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or storage of any other item, unless otherwise approved in writing by the council.”

This Resolution proposes to add to this language to clarify the requirements for vehicles not insured for the road.

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

**APPROVAL OF 3/4 VOTE RESOLUTION #11**

It was **MOVED / SECONDED** (#1905 / TH 252) to approve 3/4 Vote Resolution #11, as follows:

**WHEREAS** the Owners, Strata Plan BCS 1559, The Taylor, wish to add a sentence to Bylaw #3 (5) of Division 1 of the Strata Corporation Bylaws;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1559, The Taylor, to approve the following addition to the existing Bylaw #3 (5) of Division 1, to read as:

*“Pets may not be left unattended on patios or balconies.”*

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

- This Resolution might be better applied to dogs only and not to use the word “pets” which would include cats.
- There is an issue of humaneness and proper treatment of the pets, as well as problems with pets urinating and defecating on balconies, which runs down to balconies below.
- An Owner suggested that Residents should be allowed to leave pets unattended on balconies, as long as a door is left open allowing the pet free access in and out of the unit.

It was **MOVED / SECONDED** (#1609 / TH 15) to amend the Bylaw change in 3/4 Vote Resolution #11 to read, as follows:

*“Pets may not be left unattended on patios or balconies unless a door is left open allowing the pet(s) free access in and out of the unit.”*

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

The vote was then called on 3/4 Vote Resolution #11, as amended. **CARRIED UNANIMOUSLY.**

**12. ELECTION OF COUNCIL**

The following Owners were nominated or volunteered to stand for election of the 2009 Strata Council:

Brian Kiener	TH 252
Jennifer Thomas	#1905
Jordan Parente	#1603
Rachel Wyles	#2005
Hamid Asna	#2702
Scott Miller	#1609
Neil Xue	#1201

There being no further nominations, the above Owners were declared elected by acclamation.

13. **NEW BUSINESS**

There was no new business.

14. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:32 p.m.

Immediately following the Annual General Meeting, a short Council meeting was held to elect officers and set a date for the next Council meeting.

Election of officers was held, resulting as follows:

President: Jordan Parente  
Vice-President: Jennifer Thomas  
Treasurer: Scott Miller

The next Council meeting was 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.**

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

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







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 THURSDAY, MARCH 5<sup>th</sup>, 2009 AT 6:15 P.M., AT THE  
HARMONY HOUSE CAFETERIA, VANCOUVER, B.C.**

**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** ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

Council in Attendance:	Jordan Parente	President
	Jennifer Thomas	Vice-President / Secretary
	Scott Miller	Treasurer
	Brian Kiener	Privacy Officer
	Hamid Asna	
	Rachel Wyles	
	Neil Xue	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	

**1. CALL TO ORDER**

The meeting was called to order at 6:20 p.m. Council Members introduced themselves and Council President, J. Parente, welcomed each member to Council.

**2. MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Council Meeting Minutes of February 3<sup>rd</sup>, 2009, as previously circulated. **CARRIED.** (Unanimous)

**3. ELECTION OF OFFICERS / COMMITTEES**

Subsequent to the Annual General Meeting, the President, Vice-President and Treasurer were elected as follows:

Jordan Parente	President
Jennifer Thomas	Vice-President
Scott Miller	Treasurer

It was noted that a Secretary and a Privacy Officer are also required. Jennifer Thomas volunteered for the position of Secretary and Brian Kiener volunteered for the position of Privacy Officer.

Committees were struck as following:

Landscaping: Brian Kiener, Jennifer Thomas, Scott Miller and Jordan Parente.

Security: Hamid Asna, Jordan Parente and Brian Kiener.  
Common Area Improvements: Brian Kiener, Rachael Wyles, Scott Miller and Jordan Parente.  
Site Staff Advisory Committee: Brian Kiener and Amid Asna.

It was noted that the Keefer Place Community Committee has a website where Residents can find out what is planned for the local area. The website is <http://www.vancouver.ca/nefc>.

4. **RESIDENT MANAGER'S REPORT**

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

- There might be a benefit to balancing of the HVAC system.
- The maintenance manuals received consist of warranty and installation information for the fire pump and the emergency generator. Maintenance manuals for mechanical equipment and the building envelope are still missing. A letter will be sent to the warranty provider with copies to the developer and DMS Mechanical.
- A contractor hired to certify the roof anchors has advised that one of the anchors appears to be missing from original construction. A quote will be obtained to install another roof anchor. The developer and warranty provider will be contacted regarding this item.
- An inspection of the caulking on the exterior of the building will be arranged before the five-year warranty period has expired.
- Contractors have been on-site to view the tiles in the parkade level elevator lobbies. Quotes are expected shortly.
- Leak repairs are required in several units from the 20<sup>th</sup> to the 25<sup>th</sup> floor. A quote has been obtained for this work.
- Repairs are required to the door and frame to a 27<sup>th</sup> floor unit, subsequent to a break-in.
- Quotes have been requested to install awnings over stairwells #4 and #5 as well as the Townhouse entry door.

5. **FINANCIAL REPORT**

**A. Operating Statements**

Former Treasurer, Melanie Troyer, provided the following report on the September to December 2008 operating statements:

**Administrative Expenses**

*Caretaker and Assistant Caretaker wages are under budget year-to-date by \$4,342 and \$7,357, respectively. This is offset by Janitorial being over budget year-to-date by \$13,671. Security Guard is under budget year-to-date by approximately \$12,700.*

**Utilities**

*Utilities are over budget year-to-date by \$4,920.*

**Building Maintenance**

*Supplies are over budget year-to-date by \$6,275. Security and Alarm System is under budget year-to-date by \$15,165. Elevator Maintenance is under budget year-to-date by \$5,325. Building Repair and Maintenance expenses continue to improve but are still over budget year-to-date by \$2,801.*

**Exterior Maintenance and Repairs**

*Garage Door is over budget year-to-date by \$4,131.*

Recreation Centre

*Recreation Center is over budget year-to-date by \$998.*

Total Operating Expenses

*Year-to-date total Operating Expenses are under budget by \$36,142.*

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

**B. Receivables Report**

Council discussed the most recent receivables report. Accounts of concern were reviewed. Action is being taken as required.

6. **COMMITTEE REPORTS**

**A. Security**

Security Guard Contract

Council discussed the logistics of changing security companies. Now that the Operating Budget has been approved at the Annual General Meeting, it was agreed to hire Garda Security and to terminate Genesis Security. Garda Security will be on site twelve hours per day, seven days per week. Site staff will stagger their hours to provide more coverage.

Security Upgrades

Once Garda Security has commenced service at the building, Council will arrange a walk-around the property with them to discuss possible upgrades to security hardware. This item will be discussed further once the walk-around has been conducted.

Camera Monitoring

It was suggested and agreed that the monitoring of cameras visible to Residents be changed to a four-part split screen rather than flipping images. Council approved an expenditure of up to \$500 to make the required change.

Camera / Monitors for Elevators

There are companies who will install cameras in elevators at no charge in exchange for being allowed to advertise on monitors in elevators. It was suggested and agreed to take this item to the Ownership for discussion prior to entering an agreement.

**B. Landscaping**

The Landscaping Committee will be looking at upgrades to the grounds in April and May 2009. They will also be discussing options for the area outside the diesel generator exhaust.

**C. Common Area Deficiencies**

The developer is in the process of addressing common area deficiencies identified as their responsibility by the warranty provider. Council and Management will continue to monitor their progress.

**D. Social Committee**

Nothing to report.

7. **BUSINESS ARISING**

**A. Valve Schedules**

Council and Management have been unable to obtain a valve schedule from DMS Mechanical. Management was instructed on correspondence to the contractor.

8. **NEW BUSINESS**

**A. Site Staff**

Council discussed the rates of pay, possible course upgrades and performance reviews for site staff. Two Council members volunteered to conduct performance reviews in the spring.

**B. Quote to Repair Water Damage from a Crack Water Supply Pipe**

Council considered a quote from The Restoration Shop to repair water damages in several upper floor suites. It was noted that the prices quoted seemed quite reasonable.

It was **MOVED / SECONDED** to approve the quote from The Restoration Shop. **CARRIED.**  
(Unanimous)

**C. Opening Window for Harmony House**

A letter was received requesting permission to install an opening window in the Harmony House Cafeteria. Council agreed that the request will require details and drawings before final approval can be granted.

**D. Common Area Improvements**

The new Common Area Improvements Committee will discuss several suggestions for common area improvements, then make recommendations to Council at their next meeting.

**E. Extras to Contract – Lighting Upgrades**

Council reviewed an invoice for extras to the quoted work of replacing the light fixtures in the parkade. The extras included installation of cages to protect the lights and replacement of burnt or damaged wiring.

It was **MOVED / SECONDED** to approve the invoice for extras as submitted. **CARRIED.**  
(Unanimous)

**F. Suggested Bylaw Revisions**

Council considered suggestions for changes to the Bylaws that would require Owners to carry insurance to pay any deductible charge backs on their accounts or costs to repair common property within ninety days, and to make Owners strictly liable for damages from dishwashers, washing machines, and relating to improvements and alterations within the suites, etc. These suggestions will be discussed further at a future Council meeting.

**Reminder to all Owners / Residents**

*Please check your hoses for your washing machines and dishwashers on a regular basis. Hoses that appear to be cracked or brittle should be replaced immediately. Please note that the costs of repairing water damages originating in a unit will be charged to the unit Owner's account, up to a maximum of the Strata Corporations insurance deductible. Current deductibles are \$25,000 for water escape, and \$50,000 for sewer back up. Owners should check with their insurance agents to ensure they have adequate coverage should an incident occur. Your cooperation is appreciated.*

**G. Artwork for Lobby**

A Council member volunteered to provide samples of historic Vancouver pictures for Council consideration . If approved, prints could be ordered, framed and installed in the lobby.

**9. PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

A follow-up from the last site inspection report is still in progress. A new report will be generated once this is complete.

**B. Correspondence**

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

- A letter was received from a Townhouse Owner requesting permission to install a small opening window. It was noted that the window would be too small for a person to crawl through and, therefore, would not be a security risk. Permission was granted with certain stipulations.
- A letter was received from an Owner requesting information regarding the maintenance of the balcony garden area outside her unit. Management was instructed on the response.
- A letter was received from an Owner regarding loud music from a 21<sup>st</sup> floor Resident. A fine warning letter will be sent.

**C. In Progress**

1. Follow up on missing roof anchor.
2. Owner of a townhouse to address condensation problem.
3. Spalling repair – 27<sup>th</sup> floor (weather dependent).

**D. Completed Items**

1. Arranged stencilling work in parkade / prepared notice for posting.
2. Signed contract and prepared cheques for Home Depot re: blinds for gym.
3. Ordered 24" x 36" locking bulletin board from Staples.
4. Reorganized site staff hours subsequent to Caretaker terminating his employment.
5. Submitted changes to payroll department.
6. Arranged for repair of elevator blanket.
7. Sent information to Owner of a 21<sup>st</sup> floor unit re: Bylaws, charge backs and Strata insurance.
8. Canada Post installed better locks on mailboxes.

**10. MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:45 p.m.

The next meeting is scheduled for **Tuesday, April 7<sup>th</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: \_\_\_\_\_

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON TUESDAY, APRIL 7<sup>th</sup>, 2009 AT 6:15 P.M., AT THE HARMONY  
HOUSE CAFETERIA, VANCOUVER, B.C.****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**முಖ்ய தகவல்கள்** கவனம் செலுத்த வேண்டிய செய்தி

Council in Attendance:	Jordan Parente	President
	Jennifer Thomas	Vice-President / Secretary
	Scott Miller	Treasurer
	Hamid Asna	(left at 7:00 p.m.)
	Rachel Wyles	
	Neil Xue	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Brian Kiener	Privacy Officer

**1. CALL TO ORDER**

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

**2. MINUTES OF THE PREVIOUS MEETINGS**It was **MOVED / SECONDED** to approve the Minutes of the Council Meeting held March 5<sup>th</sup>, 2009, as circulated. **CARRIED.** (Unanimous)**3. RESIDENT MANAGER'S REPORT**

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

- A water escape occurred in a 7<sup>th</sup> floor unit when a tenant forced the faucets in an attempt to obtain hot water. Clean up / repair costs will be charged to the Owner.
- The Resident Manager is working on arranging an appointment with the original parkade membrane installer for repair of cracks in the parkade.

**Reminder to all Owners / Residents**

**Do not leave your building access fobs in your vehicle, as this is a security risk.**

**Please note, Council has passed a Rule prohibiting Owners / Residents from leaving building access fobs in their vehicles.**

**If you lose a building access fob, please advise the Resident Manager immediately.  
Your cooperation is appreciated.**

- A water escape occurred in a 22<sup>nd</sup> floor unit. DMS Mechanical will provide a report regarding the cause of the leak.
- A contractor has been asked to provide a quote to show split screen images from the security cameras.
- A quote has been requested, but not yet received, to install an opening window in the gym.
- A report has been received from Western Development regarding the possibility of installing doors for moving on the north side of the lobby. The possibility of moving the gym to the lobby lounge area was suggested which may affect the installation of additional doors in the future. A Council member volunteered to speak to the appropriate person at the City of Vancouver.
- It was noted that if gym equipment were moved to the lobby lounge area, which is seldom used, the existing gym area could be converted to a meeting room, and could create revenue for the Strata Corporation.
- The Resident Manager recently conducted a walk around of the property with a police officer, who made recommendations for security upgrades. Quotes will be obtained for the suggested work.

**4. FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer provided a report on the January 2009 preliminary year-end operating statements. No anomalies were noted.

It was **MOVED / SECONDED** to approve the January 2009 preliminary year-end operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

**B. Receivables Report**

Council discussed the most recent receivables report. Management was instructed to have collection letters sent by the Strata Corporation's lawyer on accounts of concern.

**5. COMMITTEE REPORTS**

**A. Landscaping**

Nothing to report.

Due to time constraints, H. Asna left the meeting at 7:00 p.m.

**B. Security**

It was **MOVED / SECONDED** to proceed with installation of knob protectors on four doors in stairwell 3 and lexan on the main garage door. **CARRIED.** (Unanimous)



The Property Manager will obtain quotes and order the required work.

Council further discussed the issue of Residents leaving building access fobs in their vehicles.

It was **MOVED / SECONDED** to enact a new Rule prohibiting Owners / Residents from leaving building access fobs in their vehicles. **CARRIED.** (Unanimous)

Council discussed other proposed security upgrades. Quotes will be obtained for the suggested items.

**C. Common Area Improvements**

Council viewed suggested artwork for the lobby, provided by a member of Council from the City of Vancouver archived pictures.

It was **MOVED / SECONDED** to order seven prints, at a cost of approximately \$160.00. **CARRIED.** (Unanimous)

Consideration of other common area improvements was deferred until the final year-end financial statements have been received.

**D. Staff Advisory Committee**

Management was given instructions on providing information on a course for the Resident Manager.

6. **BUSINESS ARISING**

**A. Missing Roof Anchor**

The two companies that supplied and installed the original roof anchors have been identified. Management is awaiting a return telephone call from the installer. This item will be discussed further at the next Council meeting.

**B. Maintenance Manuals**

A letter has been sent to the developer, with a copy to the warranty provider, requesting maintenance manuals for mechanical equipment and the building envelope. Manuals have been received for the fire pump, the generator, and the HVAC system only.

**C. Common Area Deficiencies**

The developer is working on rectifying the common area deficiencies, identified as their responsibility by the warranty provider. Some items are weather dependent. Quotes will be obtained to rectify items that will not be addressed by the developer.

**D. Awnings for the Townhouse Entry Door and Stairwells 4 & 5**

Discussion of this item was deferred, as B. Kiener was not in attendance.

**E. Tile in Parkade Level Elevator Lobbies**

Council considered quotes from three contractors for removal of the existing tiles, many of which are loose. Preparation of the floor area, and installation of new tiles for the parkade level elevator lobbies is being considered. A Council member volunteered to obtain tile samples for Council consideration.

7. **NEW BUSINESS**

**A. High Voltage Electrical Vault Maintenance**

Council discussed a report from B.C. Hydro advising that maintenance is now due in the high voltage electrical vault. Quotes for the required work were discussed.

It was **MOVED / SECONDED** to approve the quote from Wismer & Rawlings. **CARRIED.**  
(Unanimous)

**B. Hot Water Re-circulation Balancing**

DMS Mechanical has suggested balancing of the hot water re-circulation system. It was suggested and agreed to contact three other mechanical maintenance contractors regarding this work. Contractors will be asked for their opinion as to whether the work is necessary and, if they deem it necessary, they will be asked to provide a quote. Contractors will also be asked to provide quotes for quarterly mechanical maintenance.

**C. Damage to Elevator Door**

Council discussed a dent in one of the elevator doors that took place during a move. Contractors will be asked to provide opinions regarding repair.

It was noted that both elevators are now homing to the ground floor and, often, both elevators come when a call button is pushed. Richmond Elevator will be contacted.

**D. Site Staff / Security Hours**

Council discussed the staggered hours for site staff, as well as the hours for the new security company. No changes were requested at this time.

**E. Strata Corporation's Website**

Council discussed the new website for The Taylor building. Council wishes to thank the Owner who created the website and has done a great job with the layout and information posted so far. Various suggestions are being forwarded.

**F. Touch Up Painting**

Site staff will be asked to do touch up painting on parkade level P1, where required.

**G. Power Washing**

Now that the stall number stencilling work has been completed, power washing will be done. It was suggested that a commercial grade power washer be purchased by the Strata Corporation for use by site staff.

It was **MOVED / SECONDED** to approve an expenditure of up to \$3,500 for a commercial grade power washer. **CARRIED.** (Unanimous)

The Resident Manager will be asked to purchase the power washer, at a wholesale price or with a contractor's discount.

**8. PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council discussed the most recent site inspection report. Letters have been sent to Owners / Residents, where required. Follow up is in progress on maintenance items.

**B. Correspondence**

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

- A letter was received from an Owner regarding noise from a neighbouring unit. A letter will be sent to the neighbour.

- A letter was received from an Owner regarding noise from the garage door mechanism. A contractor will be asked to assess.
- A letter was received from an Owner providing positive input regarding site staff. The input is much appreciated.

**C. Completed Items**

1. Leak repairs – 20<sup>th</sup> to 25<sup>th</sup> floors.
2. Ordered repairs to door and door frame of a 27<sup>th</sup> floor unit.
3. Terminated services of Genesis Security.
4. Set up new contract with Garda Security.
5. Processed invoice for extras relating to lighting upgrade.
6. Diarized reviews of suggested Bylaw revisions for two months before next AGM.
7. Received signed permission letter from 19<sup>th</sup> floor unit re: laminate flooring.
8. Ordered changing of three cables on gym equipment.
9. Elevator blanket has been repaired.

9. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:45 p.m.

The next meeting is scheduled for **Thursday, May 7<sup>th</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.**

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

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





**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON THURSDAY, MAY 7<sup>th</sup>, 2009 AT 6:15 P.M., AT THE HARMONY  
HOUSE CAFETERIA, VANCOUVER, B.C.**

<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>सुग्रीं नटमलीं</b> विरय वरवे विमे वेले दिस दा वुलेंका वरवारि

Council in Attendance:	Jennifer Thomas Scott Miller Brian Kiener Hamid Asna Rachel Wyles Neil Xue	Vice-President / Secretary Treasurer (left at 8:12 p.m.) Privacy Officer
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Jordan Parente	President

**1. CALL TO ORDER**

The meeting was called to order at 6:23 p.m.

**2. MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the Council Meeting held April 7<sup>th</sup>, 2009, as circulated. **CARRIED.** (Unanimous)

**3. RESIDENT MANAGER'S REPORT**

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

- The original membrane installer will be on site tomorrow to repair the three remaining cracks in the parkade.
- Management is awaiting receipt of a quote from Vidtech for split screen images on the camera system.
- A price has been obtained to install an opening window in the gym. Since the cost was considerably more than was expected, the contractor has been asked to look at other options.
- It was noted that the new blinds help deflect heat from the existing gym room.
- A Council member volunteered to work with the Resident Manager to prepare a plan for

common area upgrades.

- Motion sensor lights on the east side of the building require replacement. Commercial Lighting will replace these fixtures.
- Commercial Lighting is working on a quote to install additional lighting at the front entrance of the Tower. Various suggestions were made for lighting improvements of this area.
- It was suggested a one way window be installed between the Harmony House lobby and the Tower lobby to allow Harmony House staff a view of activities in the main lobby. Management was given instructions.
- Council considered a request from the Owner of Harmony House for permission to install kickplates on Unit doors, consistent with the colour and material of existing door hardware.

It was **MOVED / SECONDED** to approve the request with certain stipulations. **CARRIED.**  
(Unanimous)

- A schedule is currently being prepared for power washing in the parkade. Site staff will be asked to use a shop vac in the parkade prior to power washing.

#### 4. FINANCIAL REPORT

##### A. Operating Statements

Approval of the January, February and March 2009 operating statements was deferred to the next Council meeting.

##### B. Receivables Report

Council discussed the most recent receivables report. Collection action is in progress.

#### 5. COMMITTEE REPORTS

##### A. Landscaping

A notice has been posted for a gardening social this Saturday. Owners / Residents are encouraged to participate in gardening socials. It is a great way to get to know your neighbours while contributing as a volunteer for the Strata Corporation.

- It was noted that the current landscaping maintenance contractor has provided thirty days notice to terminate their contract subsequent to complaints from Council and site staff regarding the poor quality of their service. Council considered quotes for landscaping maintenance. A Council member volunteered to post an ad on Craig's List, and interview individuals and companies for the landscaping maintenance work.
- Management was given instructions to hire a landscaping maintenance company for rooftop garden maintenance, chargeable by the hour.
- It was **MOVED / SECONDED** to approve an expenditure of up to \$1,000 for plants for the grounds and gardens. **CARRIED.** (Unanimous)

##### B. Security

Improvements to security systems / hardware were discussed. Management was given instructions.

##### C. Common Area Improvements

The Common Area Improvements Committee will meet in the coming weeks to discuss proposals for projects to be recommended to Council.

**D. Staff Advisory Committee**

Council discussed procedures for preparation and painting of exterior areas of the buildings. Two Council members volunteered to prepare a work procedure for site staff.

The Staff Advisory Committee will be meeting with site staff shortly.

6. **BUSINESS ARISING**

**A. Awnings for Townhouse Entry Door & Stairwells 4 & 5**

A quote has not yet been received for installation of awnings for the townhouse entry door and stairwells 4 and 5. Management will follow up on this item with the Resident Manager.

**B. Tile in Parkade Level Elevator Lobbies**

Discussion of this item was deferred to the next Council meeting.

**C. Mechanical Maintenance Contract**

Council considered two detailed quotes and one estimate for quarterly mechanical maintenance. Based on the estimate from Latham's, it was suggested and agreed to have them prepare a detailed quote. In addition, Trotter & Morton will be asked to attend the next Council meeting to give a presentation on the service they provide.

**D. Hot Water Balancing**

This item will be discussed further, once the contractor is chosen for quarterly mechanical maintenance.

Due to time constraints, S. Miller left the Council meeting at 8:12 p.m.

**E. Damage to Elevator Door**

Shineguard Industries has advised that they are unable to repair dents in stainless steel, since the metal has actually stretched. The only remedy is replacement of the metal. Richmond Elevator will provide a quote to replace a panel that sustained a dent during a move.

7. **NEW BUSINESS**

**A. Pet Registration Form for Website**

Council approved a suggestion that a pet registration form be added to The Taylor website. This will be arranged.

**B. Five-year Building Envelope Warranty Review**

It was suggested and agreed that RDH Engineering be asked to provide a price to prepare a building envelope maintenance manual, in addition to their quote for the five-year deficiency review.

Travelers Guarantee will be contacted regarding missing maintenance manuals. They will also be asked to assess the work recently done by the developer to determine whether all items they are responsible to repair have been addressed.

**C. Report from DMS Mechanical**

Council discussed a report from DMS Mechanical wherein they advised that condensers require cleaning. This item will be discussed further, once a new mechanical maintenance contractor has been chosen.

## 8. **PROPERTY MANAGER'S REPORT**

### **A. Site Inspection Report**

Council discussed the most recent site inspection report. Letters will be sent regarding various Bylaw infractions. Maintenance items will be addressed as required.

### **B. Correspondence**

Council considered 34 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner requesting information regarding the next steps to convert the rooftop garden area outside of his Unit to a rock garden. Once a landscaping maintenance contractor has been chosen, they will be asked to provide a quote.
- A letter was received from an Owner requesting permission for additional fobs to be assigned to their Unit. Fobs can only be assigned in accordance BCS 1559 Bylaws. Management was instructed on correspondence to this Owner regarding an issue relating to the intended use of Strata Lots.
- A letter was received from an Owner regarding their vehicle being towed in the visitor parking area. Management was instructed on a response.

### **C. In Progress**

1. Obtaining quote to install two missing roof anchors.
2. Working on obtaining maintenance manuals for mechanical equipment and building envelope.
3. Obtaining quotes for items in deficiency report that will not be addressed by developer.

### **D. Completed**

4. Updated BCS 1559 Rules re: leaving fobs in vehicles.
5. Ordered collection letters on accounts of concern.
6. Ordered installation of knob protectors for four doors in stairwell 3.
7. Requested quotes to install lexan on main garage door.
8. Ordered high voltage electrical vault maintenance work by Wismer & Rawlings as approved by Council.
9. Contacted Richmond Elevator to request they have one elevator "home" to the 16th floor, and check into the intermittent problem of both cars arriving at a floor when the call button is pushed.
10. Asked site staff to do touch up painting on level P1.
11. Received proof of liability insurance from several Owners & Residents re: vehicles in parkade.
12. Requested separate quotes from Centre Electric for lobby heaters and light fixtures.
13. Ordered installation of isolation pads for garage door mechanism to reduce noise.
14. Addressed issue re: smoke nuisance from a 15<sup>th</sup> floor unit.
15. Received rebate cheque for \$15,300 from B.C. Hydro.
16. Advised Resident Manager to use standard letter to advise Owners when site staff have done work in an Owners' unit, that the Owner is still responsible to check / arrange repairs by a professional contractor.
17. Ordered replacement of broken window at a 4<sup>th</sup> floor unit.

## 9. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:45 p.m.

The next meeting is scheduled for **Tuesday, June 2<sup>nd</sup>, 2009.**



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

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



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON THURSDAY, JUNE 11<sup>th</sup>, 2009 AT 6:15 P.M., AT THE  
HARMONY HOUSE CAFETERIA, VANCOUVER, B.C.**

**IMPORTANT INFORMATION** Please have this translated

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**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

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**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

**알려드립니다** 이것을 번역해 주십시오

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

**ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ** ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Council in Attendance:	Jordan Parente Jennifer Thomas Brian Kiener Hamid Asna Rachel Wyles Neil Xue	President Vice-President / Secretary Privacy Officer
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	
Regrets:	Scott Miller	Treasurer

**1. CALL TO ORDER**

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

**2. MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the Council Meeting held May 7<sup>th</sup>, 2009, as circulated. **CARRIED.** (Unanimous)

**3. GUEST BUSINESS – Trotter & Morton**

Gareth McLean and Luke Magdy of Trotter & Morton attended the Council meeting to explain the services their company can provide for maintenance of the mechanical equipment in the building. After a thirty minute presentation, Mr. McLean and Mr. Magdy left the meeting, after which Council continued to discuss the information they provided. It was agreed to have Trotter & Morton prepare the mechanical survey, at no cost to the Strata Corporation.

**4. RESIDENT MANAGER'S REPORT**

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

- A Resident reported damage to his vehicle from the garage gate. The gate was since checked by the garage door contractor, and found to be functioning properly. The Resident Manager will follow up.

- Power washing of the parkade is in progress.
- Notices have been posted regarding the electrical shut downs scheduled for Monday, June 15<sup>th</sup> and Monday, June 22<sup>nd</sup>, 2009.
- A quote has been requested for installation of two electrical outlets and repair of four fire exit signs in the courtyard area, as well as replacement of the malfunctioning motion lights on the east side of the tower.
- It was suggested that a roof be installed over the patio area outside of the Harmony House cafeteria. This would make the cafeteria more usable for Harmony House residents and would provide a place outside for residents to sit, where they would be protected from weather. This will be suggested to the Owners of Harmony House for their consideration.
- It was suggested a gate be installed on the east side of the Harmony House patio area. A quote will be obtained.

## 5. FINANCIAL REPORT

### A. Operating Statements – January to April 2009

Council discussed a written report from the Treasurer on the January to April 2009 operating statements.

It was **MOVED / SECONDED** to approve the January to April 2009 operating statements, as prepared by The Wynford Group. **CARRIED.** (Unanimous)

### B. Receivables Report

A receivables report will be e-mailed to Council for their review.

## 6. COMMITTEE REPORTS

### A. Landscaping

- A new employee has been hired to maintain the landscaping on the ground level. It has been necessary for the employee to put in some extra hours during the first two weeks, as there was catch up work to be done.
- It was suggested that a shed be installed in the courtyard area. The Strata Plan will be checked to determine if the area suggested is limited common property or common property. It was suggested and agreed that Owners, who would be able to see this shed from their units, be consulted.
- Hourly rates have been received from contractors for maintenance of the rooftop garden areas. It was suggested and agreed to hire Horizon Building Maintenance to weed the gardens. The next time the work is required, Angel Landscaping will be hired. Council will assess the costs and other factors to determine which company would do the work on an ongoing basis.
- Angel Landscaping will be asked to provide a quote to install a rock garden outside of Units #2401 and #2402. The quote will be circulated to Council for approval by e-mail.

### B. Security

Council discussed a quote from Vidtech for various security upgrades, including a split screen camera system and installation of fob receivers on the garage door operators.

It was **MOVED / SECONDED** to approve the quote from Vidtech, subject to one revision. **CARRIED.** (Unanimous)

Vidtech will be asked to provide a quote to install a security monitor at the desk in the lobby.

### **C. Common Area Improvements**

Council discussed various items on the list of proposed common area improvements. The following decisions were made:

- The Resident Manager will be asked for input on installation of two additional security cameras.
- Two of the exterior doors on the Taylor Street side of the building will be converted to exit only.
- A Council member volunteered to obtain prices for ceramic plant pots for the lobby.
- The red plastic top will be removed from the playground in the courtyard and replaced with a pergola structure, built of cedar. Two Council members will do the required work.
- The quote to install glass canopies over three external doors is expected to be ready shortly. Council will discuss this at their next meeting.
- Quotes will be obtained for painting the lobby.

### **D. Staff Advisory Committee**

The Resident Manager is currently looking into options for various courses. This will be discussed at a future Council meeting.

## **7. BUSINESS ARISING**

### **A. Tile in Parkade Level Elevator Lobbies**

Discussion of this item was deferred to the next Council meeting.

### **B. Mechanical Maintenance Contract**

Council members were provided with lists of hourly rates charged by various contractors quoting on the mechanical maintenance contract. This issue will be discussed further.

### **C. Damage to Elevator**

Management is awaiting receipt of a quote from Richmond Elevator to replace a damaged panel.

### **D. Five-year Building Warranty Review / Building Envelope Maintenance Manual**

Council discussed quotes from RDH Building Engineering for a five-year building warranty review, preparation of a building envelope maintenance manual, and a reserve fund study. RDH Engineering will be asked for a combined price for the five-year building warranty review and preparation of a building envelope maintenance manual.

### **E. Exterior Painting**

Exterior painting will start in the courtyard area Tuesday, July 7<sup>th</sup>, 2009, weather permitting. Notices will be posted.

### **F. Common Area Deficiencies**

Repair of common area deficiencies by the developer is nearly complete. Repairs to cracks in the concrete on the front of the townhouses was done poorly. Pictures will be sent to the warranty provider.

8. **NEW BUSINESS**

**A. Dryer Vent Cleaning**

Cleaning of the dryer vents will be arranged in 2010.

**Residents are reminded to clean the outlet screen for their dryer vent on a regular basis, as well as the filter in the dryer and behind the dryer. Vents for kitchen and bathroom fans should also be cleaned regularly.**

**B. Report from DMS Mechanical**

Council discussed a report from DMS Mechanical recommending work to mechanical equipment. It was suggested and agreed to defer this item until a decision is made regarding the mechanical maintenance contract.

**C. Moving Fees**

A letter was received regarding a discrepancy in the moving fees in BCS 1559 Rules vs. BCS 1559 Bylaws.

It was **MOVED / SECONDED** to revise the BCS 1559 Rule 4(f) regarding moving fees to make it consistent with BCS 1559 Bylaws. (\$250 move in fee for Tower Residents and \$50 for Townhome Residents if use of the elevator is required.) **CARRIED.** (Unanimous)

9. **PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council discussed the most recent site inspection report. Action has been taken on maintenance items and letters have been sent, as required.

It was noted that there are still some issues with vehicles leaking oil in the parkade.

**Owners / Residents who do not clean up oil from leaking vehicles may be fined and / or charged for clean up costs.**

**B. Correspondence**

Council considered 17 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner suggesting electronic delivery of Minutes in place of paper copies.

**Starting in January of 2010, the Strata Council plans to make Council meeting Minutes available to Owners through The Taylor website only. Owners should contact The Wynford Group to be placed on a list for delivery of paper copies of the Minutes. If you wish to continue receiving Council meeting Minutes in paper form, you must notify The Wynford Group in writing. Photocopying charges will apply for copies of previous Council Meeting minutes.**