

- A letter was received from a visitor to an 18th floor unit regarding their vehicle being towed from the visitor parking area. Management was instructed on a response.
- A letter was received from an Owner regarding the condition of the landscaping. Council has since hired an employee to do the landscaping maintenance.
- A letter was received from an Owner regarding loud music from a neighbouring unit. A letter will be sent to the neighbour.
- A letter was received from an Owner regarding drops of paint on their patio, unfinished work in a townhouse stairwell, and damage to the Owner's vehicle from the garage gate. Management was instructed on a response.

C. Completed Items

1. Arranged interior repairs to a 28th floor unit (old damage from a leak from the roof top boiler room).
2. Arranged interior repairs to an 8th floor unit (leak from a 9th floor unit due to lack of silicone around shower controls).
3. Ordered repairs to ceiling of 2nd floor common area hallway.
4. Ordered installation of knob protectors on P1, P2 & P3 stairwell doors.
5. Ordered window washing.
6. Prepared notices re: window washing, power washing, electrical shut down, items in locker 95, and maintenance of bathrooms.
7. Membrane installer repaired remaining three cracks in parkade.
8. Set up new landscaping employee on payroll.
9. Approved purchase of a push mower.
10. Sent pet registration form for The Taylor website.
11. Advised owner of a 23rd floor unit of Bylaws re: assignment of fobs.
12. Shattered window on 4th floor has now been replaced.
13. Bicycle in balcony area of a 5th floor unit has now been removed.
14. Keyscan motherboard in elevator #1 – replaced
15. Arranged intercom repair – for a 20th floor unit.
16. Contacted Richmond Elevator and Genesis Security re: issues with elevators breaking down on May 10th, 2009.

10. MEETING TERMINATION

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

The next meeting is scheduled for **Tuesday, July 7th, 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: _____

(S:\AA-SHERRY\BCS 1559\MINUTES\2009\MIN-06.11.1559.doc)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, JULY 7th, 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

सुगुनी महत्वपूर्ण विरथा करके बिने केहे हिम दा हुलंका करवादि

Council in Attendance: Jordan Parente
Jennifer Thomas
Scott Miller
Brian Kiener
Hamid Asna
Rachel Wyles

President
Vice-President / Secretary
Treasurer
Privacy Officer (arrived 7:12 p.m., left 9:37 p.m.)

Property Manager: Sherry McCuaig

The Wynford Group

Resident Manager: Robert Ganz

Regrets: Neil Xue

1. CALL TO ORDER

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

2. GUEST BUSINESS

Luke Magdy of Trotter & Morton attended the meeting to provide Council with a business case for Trotter & Morton's mechanical services. The current condition of the mechanical equipment was discussed, as well as suggestions for changes to improve operation of the mechanical systems. It was noted that there are performance cancellation clauses in the Trotter & Morton contract.

B. Kiener arrived at 7:12 p.m.

It was suggested and agreed that Trotter & Morton be asked to provide a quote to repair deficiencies they have identified prior to consideration of entering into a contract.

3. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council Meeting held June 11th, 2009, as circulated. **CARRIED.** (Unanimous)

4. RESIDENT MANAGER'S REPORT

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

- Subsequent to damage to a Resident's vehicle at the garage gate, Creative Door was asked to check operation of the gate. They have advised that the gate was operating normally. Management was instructed on correspondence to this Resident.
- Residents who have left items in the garbage room have been identified by the Resident Manager. Management was instructed on correspondence to these Residents which may include fines.

5. FINANCIAL REPORT

A. Operating Statements

The Treasurer provided a report on the May 2009 operating statements. No anomalies were noted.

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

B. Receivables Report

Council discussed the most recent receivables report. Management was given instructions on collection action on a number of units.

6. COMMITTEE REPORTS

A. Landscaping

- The new landscaper is doing a great job on the grounds and gardens.
- Improvements to the playground in the courtyard area will start in August. Three Council members volunteered to work on this project.
- Plants will be obtained for the new pots in the tower lobby.
- Council discussed an estimate from Angel Ridge Landscaping to install a rock garden in a 24th floor garden area. The contractor will be asked to provide an alternative that is within the Operating Budget.

B. Security

The Resident Manager will be asked to include updates in his monthly reports on the performance of the security guard contractor.

Council discussed a quote from Centre Electric for installation of two power outlets and two security lights in the common areas.

It was **MOVED / SECONDED** to approve the quote from Centre Electric for the noted work. **CARRIED.** (Unanimous)

Management was instructed to arrange for installation of door closers on the gate at the Abacus and the main gate on Shanghai Alley.

C. Common Area Improvements

- Council is working on improvements to the playground area in the courtyard.
- Action Lock will be asked for recommendations to improve security around a window in a door at one of the stairwells.
- Quotes have been requested for painting of the lobby.

- Council is looking into options for plants for the lobby.
- Prints will be obtained for the lobby shortly.

D. Staff Advisory Committee

Nothing to report.

7. **BUSINESS ARISING**

A. Exterior Electrical Work

Council discussed a quote from Centre Electric for replacement of fire exit signs in the courtyard area. Management was given instructions on ordering the work.

B. Gate for Harmony House Patio

A quote has been requested, but not yet received, for installation of a gate on the Harmony House patio area.

C. One-way Window in Door Between Harmony House Lobby & Tower Lobby

A quote has been requested for installation of a door with a one-way window that would allow Harmony House staff to observe activities in the main tower lobby. The quote has not yet been received.

D. Garden Shed for Courtyard Area

A Council member volunteered to meet with the Owners of Harmony House and discussed the possibility of placing a garden shed in one corner of the patio assigned to one of the Harmony House units. It was decided to find an alternate location that meets the needs for landscaping at The Taylor.

E. Tower Entrance Lighting

Council discussed a quote from Commercial Lighting for installation of bollard lights outside the main entrance to the tower lobby. Centre Electric has been asked to provide a quote to provide power to this area. Council requested that Commercial Lighting be asked to provide a quote to install a spotlight to shine up on the tree outside the tower lobby entrance.

F. Tile in Parkade Level Elevator Lobbies

A Council member volunteered to meet with the Resident Manager and obtain samples of tiles for Council consideration.

G. Mechanical Maintenance Contract

This item was discussed under Guest Business.

H. Damage to Elevator

Management was given instructions on follow up from damage to one of the elevators subsequent to a move.

I. Building Envelope Maintenance Manual & Five-year Building Warranty Review

Council discussed a revised combined price quote from RDH Engineering to provide a building envelope maintenance manual and prepare a five-year building warranty review. The cost for both items would be \$14,000, plus tax. Individually priced, both items would total \$16,000, plus tax.

A question arose regarding the terminology used in the quote for the building envelope maintenance manual. It appears that the engineers have quoted on updating a maintenance manual, rather than preparing one. Management will clarify this item.

J. Exterior Painting

The Caretaker, Roland Rojo, has been away on family business. Exterior painting in the courtyard area will proceed once he is back to work. *(Subsequent to the Council meeting, the Caretaker resigned. Council is in the process of hiring a new Caretaker.)*

Due to time constraints, B. Kiener left the Council meeting at 9:37 p.m.

K. Common Area Deficiencies

The developer has advised they are nearly finished with repairs on common area deficiencies identified as their responsibility by the warranty provider. Management was instructed on correspondence to the Travelers Home Warranty.

L. Hot Tub on Balcony

A letter was sent to an Owner advising them that hot tubs are not permitted on BCS 1559 balconies and requiring that they remove their hot tub. As the hot tub still has not been removed, fines are being levied.

M. Thiink Strata

A couple of Council members volunteered to meet with representatives from Thiink Strata to discuss how this company could benefit the Strata Corporation and its Owners by organizing information relating to the business of the Strata Corporation. The Council members will report back at the next meeting.

8. NEW BUSINESS

A. Replacement of Elevator Controller Board

Council discussed the cost for replacing the elevator controller board. Since this repair was an emergency, and was not contemplated during preparation of the Operating Budget, it was **MOVED / SECONDED** to deem invoice 22063, in the amount of \$3,402.30, from On Site Communications Inc., an emergency, to be paid from the Contingency Reserve Fund. **CARRIED.** (Unanimous)

B. Rental Information

Council members were provided with information on rentals of Strata Lots for their consideration. A report from the Condominium Home Owners Association is attached to these Minutes for Owners' information.

C. Quote to Install Roof Anchors

Council considered a quote from the original roof anchor installer to install two more roof anchors.

It was **MOVED / SECONDED** to approve the quote, in the amount of \$3,000, plus tax. **CARRIED.** (Unanimous)

(Subsequent to the Council meeting, the original roof anchor certification was located. It was determined that additional roof anchors are not required; therefore, this work was not ordered.)

D. Rules for Moves

Council discussed Rules for moves. A Council member volunteered to meet with the Resident Manager to discuss possible changes to Rules for moves. They will provide their recommendations at the next 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.

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

The site inspection report was sent to Council members by e-mail. Letters are being sent regarding Bylaw infractions. Follow up on maintenance items is being arranged, as required.

A notice will be sent to Owners regarding water supply shut off valves.

B. Correspondence

Council considered 29 items of correspondence. The following items required a Council decision or response:

- A letter was received from a townhouse Owner regarding removal of an aluminum railing. Management was instructed on the response.
- A letter was received from an Owner requesting that Council reconsider a move in fee charged to their account. Management was instructed on the response.

C. Completed Items

1. Obtained a quotation and Council approval for urgent hook up of tower water supply pumps to emergency generator during the scheduled power shut down. Cost was less than quotation.
2. Revised BCS 1559 Rule 4(f) to make it consistent with BCS 1559 Bylaws.
3. Paid landscaper for 13 extra hours (3rd and 4th weeks of June 2009).
4. Green turf has been removed from balcony of a 12th floor unit.
5. Ordered relief janitorial work for painting project (might have to be deferred due to Caretaker's absence).
6. Arranged monthly and annual fire pump testing (Rich-tek Industries).
7. Sent Trotter & Morton proposal to Council.
8. Sent financial information to Trotter & Morton for business case.
9. Responded to a 7th floor Unit Owner regarding damage from broken faucets.
10. Arranged window washing.
11. Authorized \$15,000.00, from the Contingency Reserve Fund for cash flow.
12. Prepared notice for Resident Manager's use regarding parking Bylaw violations.
13. Contacted Harmony House regarding one-way window in door between tower lobby and Harmony House lobby. Obtained agreement.
14. Contacted Harmony House regarding garden shed for courtyard area.

10. MEETING TERMINATION

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

The next meeting is scheduled for **Tuesday, August 4th, 2009.**

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.

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Do you have a question regarding the payment of your account?
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APPROVED _____
BY
COUNCIL: _____

DATE: _____

(S:\AA-SHERRY\BCS 1559\MINUTES\2009\MIN-07.07.1559.doc)

- These Minutes have been edited by Council. -

Attachment: Condominium Home Owners Association Rental Information

Condominium Home Owners' Association

Serving BC's Strata Property Owners since 1976

Bulletin: 300-316

Condo Smarts

Headline: Renting during the Olympics

Topic: Rental & Rental Bylaws

Publication date: February 8, 2009

Publication: The Province

Written by: Tony Gioventu

Renting a strata lot for short financial

benefits may be very attractive for many strata owners in British Columbia during the 2010 Olympics. There are three parties that must be considered if you contemplate renting a condo or renting out your condo during the Olympics.

The landlord/owner/agent representing the rental of the unit, the renter/tenant, and the strata corporation/council all play a vital part in rental agreements in strata titled buildings.

The landlord/owner/agent representing the rental of the unit,

must comply with the bylaws and rules of the strata corporation when contemplating the rental of their unit and the allocation of a parking space(s) or use of common facilities. A strata corporation may have a bylaw that prohibits rentals, or limits rentals to a specific number or time period. Before you rent your unit, read the bylaws of the strata corporation. Even if there are no restrictions, or you are exempt from the bylaws, you must still provide the strata corporation with a Form K notice of tenants' responsibilities, and ensure that you have provided the tenant with a copy of the bylaws and rules. If your strata has an age restriction bylaw your tenants must also comply with that bylaw. If there are any rental restrictions, first contact the strata council in writing requesting permission to rent. They will then instruct you on the procedures of the applications and determine within the bylaw limitations if you have permission to rent the unit and perhaps for a prescribed time period. As the

landlord/owner of the strata lot, you could be 100% responsible for any costs relating to the tenants activities expended by the strata corporation, bylaw violations such as noise, misuse of common facilities or parking violations. You may also be responsible for any losses caused or incurred by your tenants or their guests if there is resulting damage to the common property or common assets or any associated insurance deductible costs. Contact your insurance broker and confirm you have such landlord/tenant insurance to cover your liabilities in the event of such claims, and ensure you have a written agreement with your tenant and a reasonable damage deposit to cover potential costs. It may be prudent for you, the landlord, to retain a licensed rental agency or seek legal advice on an enforceable rental agreement for the short term period. If you rent your unit in violation of the strata corporation bylaws you may be exposed to a potential fine of up to \$500/week, set by the strata bylaws, for the violation and other possible associated costs for enforcement. Should your renter/guest flood the unit, cause a fire, or damage the building, you could be faced with an insurance deductible claim from \$2,500 - \$100,000 depending on your strata policy. Be accessible to your strata corporation. If the strata can reach you quickly, you may resolve a problem long before it becomes a costly headache. Don't forget that the zoning of your property may also restrict or prohibit overnight accommodations. While that may be relaxed during the Olympics, you should check with your local government bylaws and review zoning limitations first. Vancouver, Victoria,

For more information on CHOA resources and benefits visit www.choa.bc.ca
or contact the office at 1-877-353-2462 or email office@choa.bc.ca.

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and surrounding areas all have restrictive zoning that may affect your property use.

The renter/tenant, must also comply with the bylaws of the strata corporation and may be fined for their violation of the bylaws or rules by the strata council.

Protect yourself as the renter. Rent through a licensed agency representing strata owners/investors, a reliable booking agency, or ensure your agreement is directly with the owner of the strata lot or their authorized agent, and obtain a written rental agreement. Web site postings make units available weekly or monthly, but the contact and deposit can be unsecure or anonymous, leaving the renter scammed with a lost deposit, compromised credit card, and the potential of not having their accommodations secure during the games. As a tenant, you and your guests must comply with the bylaws and rules of the Strata Corporation. Bylaws that pertain to noise, parking violations, security violations, or nuisance can cost up to \$200 per violation, and those costs, along with any unit damages or strata corporation claims may potentially be deducted from your damage deposits.

The strata corporation represented by strata council, must enforce the bylaws and

rules of the strata corporation. They will respond to complaints regarding noise, nuisance to other residents of the building, parking violations, security breaches, and damage to the common property or common assets. Enforcement of bylaws may be easily administered if the strata corporation maintains an updated tenants list, a list of emergency contacts for property owners, and copies of the rules and bylaws readily available to all visitors. Additional contact numbers for the strata agent and the council will also be helpful for visitors and owners seeking additional information during their stay in your buildings. Strata corporations may also wish to consider additional security and operation costs to meet the additional demands and ensure the least amount of disruption during the games. Update your parking plans and require parking passes or decals to ensure you are only towing offending vehicles. If your strata has guest suites, everyone will be lining up to book the use of the rooms. Double check the bylaws or rules regulating the rental of the guest facilities. If the strata is intending on renting out suites to outside guests and visitors first check that you have the authority under the bylaws, and confirm that your insurance will cover the change in use. The strata corporation also becomes the landlord under these rental uses.

For more information on CHOA resources, and member benefits, please visit the website at www.choa.bc.ca. Questions may be directed to the Advisor by phone at 1-877-353-2462 or email your questions to advisor@choa.bc.ca.

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**Minutes of the meeting of the strata council, strata plan
BCS 1559, The Taylor, held on Tuesday, July 21, 2009 at 8:00
pm at Wild Rice, 117 west pender st.**

Council in Attendance	Jordan Parente	President
	Jennifer Thomas	Vice President / Secretary
	Scott Miller	Treasurer
	Brian Kiener	Privacy Officer
	Hamid Asna	
	Rachel Wyles	
Regrets:	Neil Xue	

1. Call to Order 8:00 pm

The meeting was called to order at 8:00 pm.

2. Water P3

Discussion: Robert has found water rising through a drain in the lower parking level.

Motion by Rachel, Second by Jennifer:

That this issue should be referred to Pinnacle International's warranty company, Traveller's Insurance. Specific Instruction to Traveller's not to send the same representative, as the previous one was very unprofessional.

Carried.

3. Property Manager

Discussion: The council discussed service delivery from The Wynford Group. The council decided The Taylor would be best served by requesting a new property manager and would like to thank Sherry McCuaig for her service.

Motion by Jordan, Second by Hamid:

To notify The Wynford Group that the council is requesting the services of a new property manager.

Carried.

4. Fire Pro

Discussion: The Taylor must undergo annual fire prevention testing.

Motion by Jordan, Second by Brian:

Proceed on quote from Fire Pro.

Carried.

5. Hiring New Caretaker

Discussion: Roland Rojo gave notice that due to family reasons he is unable to continue employment at The Taylor. Council thanks Roland for his hard work on behalf of the residents and owners at the Taylor. Hamid received many resumes for hiring a replacement and along with Brian interviewed 3 candidates.

Motion by Hamid and Second by Brian:

Follow up on reference checks on the preferred candidate and proceed with hiring a replacement via electronic vote.

Carried.

6. Garden Patios

Discussion: It came to council's attention that since discontinuing the services of Para-Space the gardens patios have not been properly maintained. One gardens needed immediate attention and is in need of re-planting.

Motion by Hamid, Second by Brian:

Have the remainder garden patios weeded and set up regular scheduling to have these beds weeded 2 or 3 times per year as necessary.

Continue to obtain quotes for the beds requiring replanting and obtain quotes to have a watering system in place.

Carried.

7. Trotter & Morton

Discussion: Council gave notice to the mechanical contractor DMS and has been approached by Trotter & Morton.

Motion by Scott, Second by Rachel:

Proceed with the 1 year contract with Trotter & Morton at the adjusted price, but only following confirmation of the initial costs (remediation work), including the repairs to the elevator sump.

Carried.

8. Move Ins

Discussion: Move in fees are \$250. Units not requiring the use of an elevator, such as town homes, are to be charged \$50.

Reaffirmed, no motion needed.

9. Adjourn 9:58

Motion by Jordan, Second by Rachel.

Carried.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, AUGUST 4th, 2009 AT 6:15 P.M., AT THE
HARMONY HOUSE CAFETERIA, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

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。

알려드립니다 이것을 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

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

1. CALL TO ORDER

The meeting was called to order at 6:22 p.m.

2. GUEST BUSINESS

Matt Peake of Think Strata attended the Council meeting to discuss the benefits of their web application for the Strata Corporation. Think Strata proposes environmentally, security and time savings benefits. After a short presentation, Mr. Peake left the meeting with the advice that further information would be sent to Council and Management, via e-mail.

3. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** to approve the Minutes of the Council meetings held July 7th and July 21st, 2009, as circulated. **CARRIED.** (Unanimous)

4. RESIDENT MANAGER'S REPORT

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

- Trace amounts of water have been found on P3 in the parkade. The area is being monitored.
- A hot water pressure-reducing valve on the 8th floor requires rebuilding. The low flow bypass in the valve is rated for 75 lbs. and should be rated for 80 lbs. This could explain the hot water delivery issues in the middle zone of the tower. A quote has been received from Trotter & Morton. A second quote has been requested from Latham's.

- A 22nd floor unit has been identified as the source of a lit cigarette thrown out of the window of the tower on July 30th. Council instructed Management to levy a fine.
- Three fines will be levied against three units whose Residents left items in the garbage room.
- The Resident Manager advised that Garda Security is doing a good job.
- The garbage compactor is leaking. A repair has been ordered.
- The new Caretaker, Arlyn Wasyliv, has started work at The Taylor. The Resident Manager and Caretaker are working on catching up on items that could not be addressed during the time that there was no Caretaker.
- It was noted that DMS Mechanical had previously removed a sump pump from the elevator pit. Management will follow up to determine the status.
- The Property Manager provided the Resident Manager with coloured maps showing road closures during the Olympics. These will be posted at the appropriate time.

5. FINANCIAL REPORT

A. Operating Statements

Discussion of the June 2009 operating statements was deferred, as the Treasurer was not in attendance.

B. Receivables Report

Council discussed the most recent receivables report. Collection action is ongoing, where required.

6. COMMITTEE REPORTS

A. Landscaping

- Council discussed the issue of the 24th floor rooftop garden and has formed a three Council member task force to make recommendations to Council.
- Council discussed the hours of the new landscaping employee, the disposal costs for landscaping debris, and the issue of bags of landscaping debris sitting on the property for a period of time until someone is able to remove them. Council also discussed issues with landscaping equipment and storage of equipment. It was suggested and agreed to have the new Caretaker mow the lawn area and water the lobby plants. It was further agreed to hold off on installation of a garden shed until this item can be discussed further at the September Council meeting.

B. Security

The Resident Manager has arranged an appointment with Action Lock to view the window in one of the stairwell doors and view other areas where security upgrades have been requested. They will also be asked to install a specific type of closer on the main gate at Shanghai Alley and the gate at the Abacus. Vid-Tech will be asked to provide a written quote for split screen camera image viewing. A second contractor will also be asked to quote on this work.

C. Common Area Improvements

- Photo prints for the lobby have been ordered.
- Plants for the lobby are in place.
- Two quotes have been received for painting of the lobby. Two other contractors were asked to quote, but their quotes have not yet been received. Management was asked to clarify two items on the quote from Remdal Painting.
- Centre Electric has been asked to provide a quote to bring power to the area in front of the tower lobby to allow for upgrades in lighting. The quote has not yet been received. Centre Electric has advised that a spotlight for the tree in front of the lobby would cost approximately \$80.00.

It was **MOVED / SECONDED** to approve the quote from Remdal Painting, in the amount of \$1,263.78, plus tax, subject to clarification of the areas to be painted, and paint colour selection by Council. **CARRIED.** (Unanimous)

D. Staff Advisory

Council discussed the position for the new Caretaker, Arlyn Wasyliw. It will be confirmed that the Caretaker and Resident Manager are staggering their working hours.

7. BUSINESS ARISING

A. Mechanical Deficiencies

Trotter & Morton has done the deficiency review required prior to entering into a maintenance contract. The cost to repair deficiencies will not exceed \$2,500. Management will clarify an issue with the sump pump in the elevator pit. Once this issue is clarified, and the contract has been reviewed and approved, Council agreed to proceed with a one-year contract at the previously agreed discounted price.

B. Gate for Harmony House Patio Area

Council reviewed an estimate from Western Development for installation of a gate into the Harmony House patio area. It was suggested and agreed that it would not be necessary to install a gate if an additional hose bib were installed in a specific location. Management will obtain a quote for installation of a hose bib.

C. One-way Window in Lobby Door

Council discussed a quote from Western Development for installation of a door between the Harmony House lobby and the main tower lobby with a one-way window, allowing Harmony House staff to view activities in the lobby. Since the price was quite high, it was suggested that the contractor be asked for a price to install a peephole in the door.

D. Garden Shed

It was agreed that installation of a garden shed in the courtyard area be put on hold until the Landscaping Task Force has made a recommendation.

E. Tile in Parkade Level Elevator Lobbies

It was suggested and agreed to ask the new Caretaker to do repairs to the tile floors in the parkade level elevator lobbies. If the repairs are successful, it might not be necessary to replace the flooring.

F. Exterior Painting

As time permits, the new Caretaker will be painting exterior areas of the buildings.

G. Rules for Moves

Council discussed Rules for moves in and out of the building. Management was given instructions.

Every person who moves in or out of the buildings at BCS 1559, The Taylor, MUST book through the Resident Manager, even if there is no furniture involved.

As per BCS 1559 Bylaws, unbooked moves are subject to a \$1,000 fee.

Your cooperation is appreciated.

8. **NEW BUSINESS**

A. Water On P3

This item was discussed under the Resident Manager's report. A report will be submitted to Travelers Home Warranty regarding this issue. Council requested that a different adjuster be assigned to the file.

B. Short Term Rental Information

Management provided Council with information from the City of Vancouver on short term rentals. Any Owners considering renting their units on a short term basis are advised to check the following website: olympichostcity.vancouver.ca/services/bylaws/accommodation/owners.htm

C. Annual Fire Inspection

Council approved proceeding with the annual fire inspection at the July 21st Council meeting. Management will order the required work.

D. Towing Charges

Council discussed an incident where a vehicle was towed from the visitor parking area, despite the fact that the Resident Manager attempted to contact Sunwest Towing to advise them not to tow the vehicle. Management was given instructions.

9. **PROPERTY MANAGER'S REPORT**

A. Site Inspection Report

Council discussed the most recent site inspection report. Letters will be sent for Bylaw infractions, as required. The Resident Manager will be following up on maintenance items.

B. Correspondence

Council considered 27 items of correspondence. The following items required a Council decision or response:

- A letter was received from an Owner regarding barbeques and the nuisance of Residents smoking. Management was instructed on a response.
- A letter was received from an Owner regarding removal of a patio railing. A quote has been requested to replace the railing with something more suitable. Management was instructed on a response.
- A letter was received from an Owner regarding a move in fee. The Resident Manager will be asked to provide more information.
- A letter was received regarding a cigarette butt landing on an Owner's balcony table. A notice has been posted regarding this hazard.
- A letter was received from an Owner requesting permission to install hardwood floors. The standard permission, with stipulations, will be sent.
- A letter was received from an Owner requesting permission to post advertising information. Owners may use the small bulletin board in the mailroom for this purpose.

C. Completed Items

1. Arranged weeding of rooftop garden areas.
2. Ordered installation of power outlets and security lights by Centre Electric, at revised price.
3. Requested revised quote for rock garden on 24th floor from Angel Ridge Landscaping – refused.

4. Posted ad on Craigslist for new Caretaker and collected resumes.
5. Made arrangements for payroll for new Caretaker.
6. Ordered replacement of fire exit signs in courtyard by Centre Electric, at revised price.
7. Clarified terminology in quote for Building Envelope Maintenance Manual.
8. Ordered Building Envelope Maintenance Manual and Five Year Building Warranty Review by RDH Engineering Ltd., at revised price.
9. Transferred \$3,402.30 from Contingency Reserve Fund to Operating Account to cover invoice from On Site Communications, deemed an emergency by Council.
10. Ordered certification of roof anchors.
11. Arranged payment to landscaper for additional hours.
12. Prepared Notice re: items in locker #180 and six other items / topics.
13. Arranged replacement of broken cable in multistation in gym.
14. Terminated mechanical maintenance contract with DMS Mechanical.
15. Made arrangements with Trotter & Morton to accept service calls on mechanical equipment.
16. Obtained price from Western Development for upgrades to 24th floor planter (over budget).
17. Obtained clarification from Trotter & Morton re: methods used to calculate contract pricing.
18. Ordered repairs by The Restoration Shop to five areas.
19. Contacted Owners of a 21st floor unit re: damage done by tenants during a move out of the building. Provided information on costs.
20. Informed Vancouver Fire Department that fire panel was serviced July 2nd, 2009.
21. Contacted Owner of a unit on the 20th floor re: weeding of rooftop garden area.

10. MEETING ADJOURNMENT

There being no further business, the meeting was adjourned at 9:03 p.m.

The next meeting is scheduled for **Tuesday, September 8th, 2009** (to be confirmed).

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.

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**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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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

(S:\AA-SHERRY\BCS 1559\MINUTES\2009\MIN-08 04 1559.doc)

- These Minutes have been edited by Council. -



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, SEPTEMBER 8th, 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 ਉਲੇਖਾ ਕਰਵਾਓ

Council in Attendance: Jordan Parente
Scott Miller
Brian Kiener
Hamid Asna
Neil Xu

President
Treasurer
Privacy Officer

Property Manager: Sue Matthews

The Wynford Group

Resident Manager: Robert Ganz

Regrets: Jennifer Thomas
Rachel Wyles

Vice-President / Secretary

1. CALL TO ORDER

The meeting was called to order at 6:45 p.m.

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** (Asna / Miller) to approve the Minutes of the Council meeting held August 4th, 2009, as circulated. **CARRIED** (Unanimous).

3. RESIDENT MANAGER'S REPORT

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

- A quote has been provided for repairs to the gym equipment.
- The Restoration Shop has been employed to do resultant damage repairs caused by a leak from a 4th floor unit into units on the 3rd and 2nd floors.
- A local power failure caused a brief outage to our building.
- Accurate Glass has been on site to replace the glass in a patio door of a townhouse unit.
- Trotter & Morton has been to the building to quote on repairs to the pressure reducing valves on the 8th floor.
- Bartec has been in the building conducting the annual fire safety inspection and testing.
- Vidtec has created a new security viewing channel on channel 69.
- Vidtec is also installing a new remote access system for gate # 1 in the parkade.

- A leak from a 2nd floor suite has entered the Caretaker's office. Repairs to the minimal damage incurred will be charged back to the Owner responsible.

Council thanked Robert for his attendance at the meeting.

4. FINANCIAL REPORT

A. Operating Statements

It was **MOVED / SECONDED** (Miller / Asna) to approve the financial statements for June and July 2009, as prepared by The Wynford Group. **CARRIED** (Unanimous).

B. Receivables Report

Council discussed the most recent receivables report.

It was **MOVED / SECONDED** (Miller / Kiener) to issue demand letters to Owners with arrears of \$4,000 or greater. **CARRIED** (Unanimous).

5. COMMITTEE REPORTS

A. Landscaping

- Council instructed the Property Manager to have the maintenance trade return to weed the planters on the 20th and 16th floor, as they were never completed.
- Scott Miller proposed having the Strata pay to install a faucet in his kitchen that will be compatible with a hose to facilitate watering of his patio planters. As the planter areas require a fairly high degree of Owner maintenance, Council hopes this will enable Residents to keep the plant material thriving during the summer months. This may be a template for further applicable installations.

The Property Manager has requested quotes from three window cleaning trades to conduct the planter maintenance, all using the required fall protection. They could conduct the work while they are doing the window cleaning in spring and fall. A landscaper has agreed to conduct a tutorial for the crew so they are fully versed on the plant material and what would need to be accomplished. The tutorial would be offered at no cost to the Strata Corporation.

It was **MOVED / SECONDED** (Kiener / Parente) to purchase the faucet, caddy and hose for the Owner(s) involved. **CARRIED** (Unanimous).

Further discussion was tabled to the next meeting, pending receipt of the quotes.

- Joy Shin in conducting garden maintenance. Council is very happy with the results of her efforts. The Property Manager was asked to contact her to discuss contracting and WCB issues to ensure she is adequately covered, either by her own efforts and / or by those the Strata is able to provide. The Property Manager will arrange a site meeting with Joy in the near future.
- Brian Kiener volunteered to speak to the owner of Harmony House regarding an appropriate area to store the garden shed.
- Council requested the Property Manager provide quotes, in future, for having the hedges and trees pruned by other companies. The Property Manager will obtain information for Council's review at future Council Meetings.

B. Security

The Property Manager was asked to follow up on the installation of fob readers at the S4 door entrance to the townhouse parkade area and on the gym door. This is a work-in-progress item.

The Property Manager noted that the garden gate automatic door closers are a work-in-progress. Robert is looking into a solution. Information will be passed to Council when available.

C. Common Area Improvements

- Photo prints for the lobby are framed and ready to be hung.
- Council is selecting the colour match for the painters. This will be passed along to the Property Manager in due course.
- Centre Electric's quote to bring power to the area in front of the tower lobby to allow for upgrades in lighting was not available for this meeting. Discussion on this item was tabled to the next Council meeting.
- Action Lock has installed security mesh on a window of a parkade exit door. It was **MOVED / SECONDED** (Kiener / Parente) to go ahead with mesh installation on the remaining windows in the parkade. **CARRIED** (Unanimous).

D. Staff Advisory

Council discussed the recent termination of the employment of Arlyn Wasyliv. Brian Kiener volunteered to contact two of the new applicants for interviews with council. Further discussion was tabled until further notice.

6. BUSINESS ARISING

A. Mechanical Deficiencies

Council asked the Property Manager to provide them with a copy of the Trotter & Morton deficiency review that was requested prior to entering into a maintenance contract.

The Resident Manager confirmed that the sump pump had been returned by DMS Mechanical and now requires installation. The Property Manager will make the arrangements.

Council will want to review the deficiency report prior to approving any quotes from Trotter & Morton for the pressure reducing valve repairs. The Property Manager will provide the information to council.

B. Mechanical Maintenance Contract

The contract has previously been approved for signature and the Property Manager was instructed to sign off on it and return it to Trotter & Morton.

C. One-way Window in Lobby Door

Council discussed the cost to install a peephole in the fire rated door and agreed not to pursue the item further, as it most likely contravenes fire code.

D. Garden Shed

As discussed previously in the meeting, Brian Kiener will contact the owner of Harmony House in this regard.

E. Tile in Parkade Level Elevator Lobbies

The repairs were put on hold pending a solution to staffing issues. It was reiterated that the janitor / handyman be asked to proceed with those noted repairs.

F. Exterior Painting

The Resident Manager had requested two professional painters quote on the exterior painting work, as he felt the scope of work was beyond the capabilities of the janitor. The Property Manager suggested that this might give Council the opportunity to attempt, once more, to have the painting job dealt with under the warranty, this time as an envelope deficiency item, as opposed to labour and materials. Council agreed to put this item on hold pending a response from Travelers.

7. NEW BUSINESS

A. Cell Phone Replacements

Council was informed that both the phone for the Resident Manager and the security guard required replacement since the last Council meeting. Council approved the replacements retroactively.

B. Gym Equipment Repairs Required

Council reviewed a quote to repair the gym equipment.

After some discussion, it was **MOVED / SECONDED** (Kiener / Parente) to purchase a rowing machine (commercial grade) from Scott Miller for \$750.00 and to arrange for the storage of the dysfunctional treadmill until further notice. **CARRIED** (Unanimous).

Council has been considering relocating the gym to the lounge area and then setting up a meeting room in the location of the old gym. This could be a potential source of revenue moving forward. After some investigation, Council came to the conclusion that the dimensions of the lounge were actually smaller than the gym. The Property Manager suggested that transoms be installed in some of the windows in the gym to allow for cross ventilation to make it more enjoyable, at least with some fresh air. Council was fairly certain this avenue has been investigated previously and asked the Property Manager to review quotes previously requested in this regard. Further discussion was tabled to the next meeting.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

The Property Manager has had an introductory inspection of the building. There was nothing to report, other than those items dealt with at this meeting.

B. Correspondence

Council considered 34 items of correspondence, none requiring further response from Council. As none of the Owners with Section 135 correspondence issued to them attended the meeting, Council will consider further action. Any envelope-related or plumbing-related correspondence is being addressed by Council, in due course, with the various trades involved. Time constraints for this meeting did not allow for any in-depth discussion.

C. Completed Items

1. Contacted Action Lock to target harden stairwell door window.
2. Posted another ad on Craigslist for new Caretaker and collected resumes.

3. Arranged payment to landscaper for additional hours.
4. Confirmed contract with Bartec for annual fire safety inspection.
5. Contacted DMS Mechanical regarding return of sump pump.
6. Obtained clarification from Trotter & Morton that they have a satisfaction clause in their contract.
7. Requested Robert look into a gate door closer.
8. Requested quote for peephole in HH door.
9. Contacted Travelers regarding the P3 leak.
10. Contacted Travelers for new adjuster.
11. Prepared Notice re: Bartec fire safety annual inspection.
12. Confirmed parking pass details with Robert.
13. Compactor repairs completed.
14. Electrical vault cleaning report filed.
15. Bar El in place for temporary janitorial.

D. In Progress

1. Annual fire safety inspection. (At the time of the meeting the testing and inspection had been completed. The report is pending.)
2. The Property Manager has requested the Travelers Guaranty adjuster be replaced.
3. Action on various warranty items has been requested of the warranty provider, in writing.
4. Accurate Glass repairs are required. The Property Manager will review the quotes and proceed with the approval of Council.
5. Sunwest Towing services have been in question. The owner of the company is deceased. The Resident Manager will be asked to look into a replacement towing company that is prepared to monitor the underground regularly.
6. Gate for Harmony House vs. installation of a hose bib was discussed. This item was tabled to the next Council meeting.

9. MEETING ADJOURNMENT

There being no further business, the meeting was adjourned at 9:05 p.m.

The next meeting is scheduled for **Tuesday, October 6th, 2009** (to be confirmed).

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Every person who moves in or out of the buildings at BCS 1559, The Taylor, MUST book through the Resident Manager, even if there is no furniture involved.

As per BCS 1559 Bylaws, unbooked moves are subject to a \$1,000 fee.

Your cooperation is appreciated.

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ATTENTION

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APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

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- These Minutes have been edited by Council. -



**The
Wynford
Group**

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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON MONDAY, OCTOBER 26th, 2009 AT 6:15 P.M., AT THE
HARMONY HOUSE CAFETERIA, VANCOUVER, B.C.**

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

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。

알려드립니다 이것을 번역해 주십시오

ਗੁਰਮਤਿ ਜਪਣਗੀ ਵਿਰਥਾ ਬਰਥੇ ਵਿਸੇ ਬੇਲੇ ਇਸ ਦਾ ਉਲੰਥਾ ਬਰਥਾਇ

Council in Attendance: Jordan Parente
Scott Miller
Brian Kiener
Rachel Wyles
Hamid Asna

President
Treasurer
Privacy Officer

Property Manager: Sue Matthews

The Wynford Group

Resident Manager: Robert Ganz

Regrets: Jennifer Thomas
Neil Xu

Vice-President / Secretary

1. CALL TO ORDER

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

2. MINUTES OF THE PREVIOUS MEETINGS

It was **MOVED / SECONDED** (Kiener / Parente) to approve the Minutes of the Council meeting held September 8th, 2009, as circulated. **CARRIED** (Unanimous).

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided a written report, a copy of which is attached to these Minutes.

After consulting with the Resident Manager for his agreement, it was **MOVED / SECONDED** (Miller / Kiener) to have the Resident Manager attend the Council meetings as a matter of course. Council thanked Robert for his attendance at the meeting.

4. FINANCIAL REPORT

A. Operating Statements

It was **MOVED / SECONDED** (Miller / Asna) to approve the financial statements for August, 2009, as prepared by The Wynford Group. **CARRIED** (Unanimously).

Council debated the benefits of using Van City for the corporation's banking needs and asked Management to investigate other options. The Property Manager will discuss this with the Controller.

B. Receivables Report

Council discussed the most recent receivables report. The Property Manager was instructed to make collections, as required.

5. COMMITTEE REPORTS

A. Landscaping

- The Property Manager informed council that Western Maintenance had been asked and agreed to return to finish the weeding for this year. Unfortunately, they have not attended to finish the work. The Property Manager also informed Council that only one of the three trades asked to quote on the weeding work had responded with a quote that was available to Council for this meeting. After some discussion, Council agreed to wait until the next meeting for the comparison quotes, prior to making an informed decision.
- Council discussed the continuing efforts of Joy Shin in conducting garden maintenance. Council remains very happy with the arrangement. The Property Manager informed Council that BC Tree Services has been to the property to inspect the trees for a quote on servicing. This will be forwarded to Council upon receipt.
- Brian Kiener volunteered to speak to the owner of Harmony House regarding an appropriate area to store the garden shed and will report to Council when able.

B. Security

The Property Manager informed Council that quotes are to follow for the fob readers and cameras, as requested. It was unfortunate that neither was available for the meeting, but they will be forwarded to Council upon receipt.

Council also discussed the Abacus art installation, and the requirement for security lighting in that area. Centre Electric is to offer recommendations and pricing to enhance security in the area. It will be forwarded to Council upon receipt.

C. Common Area Improvements

- Photo prints for the lobby were discussed. Council does not want the recently purchased prints installed in the lobby, as the scale is not to their preference. Scott Miller offered to look into an alternative piece of similar subject matter, but on a larger scale for the lobby, and report to Council. Council will find a preferable spot to hang the other smaller prints.
- Council is selecting the lobby paint color match for Remdal, who is waiting for the information. This will be passed along to the Property Manager in due course. Council discussed the décor in the lobby and the condition of the furniture.

It was **MOVED / SECONDED** (Miller / Kiener) to hire a decorator to consult on refurbishing the area. **CARRIED** (unanimously).

Scott Miller volunteered to contact a decorator in this regard. Further discussion was tabled, pending results of the inquiry.

D. Staff Advisory

Council welcomes the newly hired Caretaker, Alejandro Innocentio. Robert is working closely with him to ensure he is fully versed in the requirements of the building. Due to Alejandro's customised shift, the Strata was able to cut back on the hours given to Garda Security until further notice. As Council is not entirely convinced this is adequate coverage, the Property Manager was instructed to look into details for hiring a concierge and / or increasing the Garda hours again, if required. The Property Manager will monitor the situation with the assistance of the Resident Manager.

6. BUSINESS ARISING

A. Mechanical Deficiencies

For the Minutes, the valve repairs were expedited after the last Council meeting once the Trotter & Morton contract was signed. There were no significant mechanical deficiencies to report according to Trotter & Morton.

7. NEW BUSINESS

A. Insurance Renewal

Council discussed the renewal of the Corporation's common property insurance policy and it was **MOVED / SECONDED** (Miller / Wyles) to enhance the Crime and Directors coverage, as per the quote from BFL. **CARRIED** (unanimously).

B. 12th Floor Suite Door Replacement.

As the entrance door was not damaged by the former tenant's dog on the common area side of the door, Council agreed to forward the replacement quote to the Owner for consideration, as Council will not pursue the item any further.

C. Repairs Required on 26th Floor

Council agreed that bathroom repairs required, resulting from a common property leak, will be repaired.

D. Repairs Required on 5th Floor

Repairs required to the ceiling of the laundry room, resulting from a common property leak, will be repaired, as per Council.

E. Repairs Required on 4th, 3rd & 2nd Floors

Council discussed the repairs required resulting from actions allegedly committed by an Owner who has recently moved from the building.

It was **MOVED / SECONDED** (Miller / Wyles) to subrogate the expenses incurred by the Strata in making repairs in this regard against the former Owner.

F. Entrance Matting

It was **MOVED / SECONDED** (Miller / Wyles) to approve purchase of entrance matting, as quoted by Henderson Creative Carpets. The Property Manager will place the order.

G Lost Key Protocol

Council discussed the recent abuse of emergency contact protocols by an Owner in the building, and agreed that Residents must be reminded that the Resident Manager is not to be contacted after hours if the person cannot get into the building because they have lost or misplaced their key. The Wynford Group emergency after hours service is to be reminded not to assist on such calls either. This is not an emergency for the corporation.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

The Property Manager has had an introductory inspection of the building. There was nothing to report other than those items dealt with at this meeting.

B. Correspondence

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

- Renovation requests were approved, subject to the Owner's agreement to accept the Corporation's terms.
- Noise complaints were reviewed and the Property Manager will send the Section 135 correspondence.
- Plumbing issues will be investigated.

C. In Progress

1. Horizon to return for weeding on 16th and 20th floors.
2. Three quotes required for weeding planters – one quote outstanding.
3. B.C. Tree to quote on pruning.
4. Following up on fob reader for S4 door entrance to parkade and gym door.
5. Paint colour choice to be made by Council.
6. Action Lock to install mesh guards on parkade door windows.
7. Brian Kiener to contact Harmony House re: garden shed.
8. Rowing machine to be installed in gym.
9. Annual fire safety inspection report pending.
10. Accurate glass quotes.
11. Replacement towing company.
12. Installation of faucet, caddy and hose at Unit #1609.
13. Trotter & Morton to confirm details of deficiency list (say no deficiencies were found).
14. Trotter & Morton to install PRVs and the sump pump in storage from DMS.
15. Travelers to respond to replacement of adjuster.
16. Travelers to respond to enquiry re: exterior paint.
17. Action Lock target hardening (approved September 16th, 2009, as per Council).

Council reviewed the quotes from Accurate Glass and approved installation of the transom window in the gym to improve air circulation in general, but mainly for the summer months. The broken canopy glass will be replaced under an insurance claim, if possible.

D. Deferred

1. Centre Electric quote for bringing power to front of lobby.
2. Tile repairs in parkade elevator lobbies.
3. Gate for Harmony House vs. installation of a hose bib.

E. Completed Items

1. Demand letters for A/R of \$4,000 or more.
2. Trotter & Morton contract signed, as per Council.
3. DVR replaced by Vidtec.

9. MEETING ADJOURNMENT

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

The next meeting is scheduled for **Thursday, November 12th, 2009.**

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PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 11 th , 2009	At 12:00 Noon (Staff Function)
Thursday, December 24 th , 2009	At 2:00 p.m.
Friday, December 25 th , 2009	All Day (Statutory Holiday)
Monday, December 28 th , 2009	All Day (Statutory Holiday)
Thursday, December 31 st , 2009	At 2:00 p.m.
Friday, January 1 st , 2010	All Day (Statutory Holiday)

24-hour emergency service is provided via 604-261-0285

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APPROVED _____
BY
COUNCIL: _____

DATE: _____

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- These Minutes have been edited by Council. -

Attachments: Resident Manager's Report
Seasonal Reminders