

RESIDENT MANAGER'S REPORT THE TAYLOR

SEPTEMBER 2009

- 10—RICHMOND ELEVATOR—SAFETY TEST**
- 12—B+E—UNDERGROUND—MAN ARRESTED**
- 17—METAGENICS—GYM—PLANNED MAINTENANCE**
 - REPLACE CABLE**
 - FIX TREADMILLS**
- 19—RESTORATION SHOP—DRY WET CARPETS #408 #308**
- 20—RESTORATION SHOP--#408 WET, #308 WET—**
 - BROKEN 3" ROOF DRAIN**
 - ACTION LOCK--#507—LOOK FOR LEAK**
 - TROTTER AND MORTON—3" BROKEN ROOF DRAIN**
- 21—ROTO-ROOTER--#408—3" BROKEN ROOF DRAIN**
 - METAGENICS—REPLACE CABLE**
 - REBUILD ELLIPTICAL TRAINER**
- 22—RESTORATION SHOP—2 1ST FLOOR WALLPAPER**
 - #2704 DOOR NUMBER**
- 24—VIDTECH—INSTALL NEW DVR**
 - RICHMOND ELEVATOR—**
 - CLEAN PODIUM ELEVATOR SHAFT**
- 29—ROLAND—GENERATOR TEST**
- 30—RICHTEC—FIRE PUMP TEST**
 - SMITHRITE—ANNUAL COMPACTOR MAINTENANCE**

OCTOBER 2009

- 5—ACTION LOCK—4 DOOR HANDLES**
 - 2 DOOR CLOSERS**
 - 2 WINDOW SCREENS**
- 6—TROTTER AND MORTON—INSTALL LOW-FLOW BYPASS**
 - RE-INSTALL PODIUM ELEVATOR SUMP PUMP**

PAGE TWO

OCTOBER 2009

**9—TROTTER AND MORTON—LEAK IN WATER
ENTRY—BRASS COUPLING
CENTRE ELECTRIC—TROUBLE —SHOOT DEAD
LINE TO SUMP PUMP
ALL-PRO IRRIGATION—WINTERIZATION**

**13—ROTOROOTER—2401—BLOCKED 3" MAIN TO
KITCHEN**

**16—G E SECURITY—TROUBLESHOOT 6TH FLOOR
ALARM SPEAKERS--#608**

17—VIDTECH—BACK UP KEYSKAN TO 8-GIG STICK

**19—CLEANING CONNECTION—QUARTERLY
CLEANING**

20—BARTEC—FIRE PUMP TEST

21 --#306—KITCHEN TAP LEAKING INTO LOBBY

**22—TROTTER AND MORTON—FIX KITCHEN TAP IN
#306**

**RESTORATION SHOP--#308—BATHROOM SINK
LEFT RUNNING**

**RICHMOND ELEVATOR—ELEVATOR #1
BRAKES NOISY**

**23 --#703—FIRE ALARM—POT LEFT ON STOVE
RICHMOND ELEVATOR—REPAIR NOISY
BRAKES ON ELEVATOR #1**

A SEASONAL MESSAGE FROM THE WYNFORD GROUP



It's that time of year again when the weather turns cooler and we all prepare our "nests" for the winter. As an Owner, it is important to take an active role in maintaining your Strata Lot to help prevent damage during the winter months.

With this in mind, we thought the following information would be helpful.

Balconies / Decks & Patios

Keep your drains / gutters clear of leaves and debris. When (if) it snows, make a trough in the snow leading towards the drain. This will help guide the water to where you want it to go – the drain. You may also want to spread "ice melt" on the snow – but try to avoid using salt as it can be corrosive.

Exterior Taps (hosebibs) – Winterizing

If you have a tap on your balcony or patio, it is your responsibility to winterize it. How? Find the shut-off valve for the tap, this may be located in your unit. If you can not locate it, contact a Council member or the property manager. Turn it off; go outside to the tap and turn it on; all the water that is left in the pipe will drain out.

If there is a small drain plug on your shut-off valve, make sure to open it up to release air and provide final drainage after you have completed the first two steps (a container should be held underneath the plug as you loosen it to collect any small amounts of water). Then put the plug back in and tighten it well – but gently. Note also that if you have a hose attached or any type of splitter or device, it must be removed and drained – do not leave it attached.

Condensation (oh! those wet walls and windows)

As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your Strata Lot, use your humidistat, exhaust fans and/or from time to time, open your windows to exchange the inside air.

Leaks - YIKES!

With the 'leaky condo crisis' still facing many Owners, it is essential that you report any water ingress to your Property Manager immediately.



Snow Birds

For those of you who winter elsewhere, please remember to leave your heat at 16 degrees or higher; shut off the water to your toilet(s), hot water tank, washing machines and dishwashers (if possible).

Check your Homeowner Insurance policy before you go to find out how often your unit should be checked while you are away.

REMEMBER – YOU MAY BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO YOUR UNIT AND/OR OTHER UNITS.

It is essential that someone has a key to your unit while you are away and that either the Property Manager or Resident Manager (if you have one) knows who has it.

Fireplaces – Gas

Have your fireplace serviced and ensure the pilot light is set at the right pressure to save on natural gas consumption. If you want your fireplace serviced, call a certified fireplace technician (look under Fireplace Equipment-Retail in the Yellow Pages).

Fireplaces – Wood

If your Strata Corporation does not inspect chimneys on an annual basis, make sure you have it done. Birds may have nested in your chimney during the warmer months (and how will Santa get down the chimney?).

Snow Removal – Apartments

Refer to the item on the first page regarding your balconies.

Snow Removal – Townhouses

If it snows, carefully shake excess snow off shrubs adjacent to your Strata Lot; the weight of the snow can be too heavy for bushes. Keep your own sidewalks cleared and free of ice and snow (your Strata Corporation may or may not do snow removal of the common roadways and sidewalks).



....Winter is also a good time to inspect your unit from top to bottom, inside and out. Look for signs of moisture, mildew, and stains. If you find any of these symptoms, please contact your Property Manager. If you have ceramic tiles in your bathrooms, i.e. shower stalls, caulk/fill any cracks to prevent water from getting into the wall behind the tiles.

BC Hydro

BC Hydro offers the following general information on energy consumption:

- sitting, reading or watching T.V. – set thermostat to 21C or 70F
- working around the house – set thermostat to 20C or 68F
- sleeping – set thermostat to 18C or 64F
- on vacation – set thermostat to 16C or 61F
- avoid using portable electric space heaters
- avoid heating outside spaces, such as attics, garages, etc.
- close the chimney damper between fires
- avoid heating unused rooms
- clean your furnace filter regularly
- if you have single glazed windows, put plastic sheeting on the inside
- insulate your hot water tank
- repair leaking faucets and install aerators/water saving shower heads
- ensure your freezer, refrigerator and oven doors close tightly
- insulate recessed pot lights
- turn off unnecessary lights



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 THURSDAY, NOVEMBER 12th, 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	बहुत महत्वपूर्ण विषय बरबे बिसे बेतें दिस दा हुतेंब बरबर्द

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 6:20 p.m.

2. MINUTES OF THE PREVIOUS MEETING

Approval of the Minutes of the Council Meeting held October 26th, 2009, was tabled until the next Council Meeting. **CARRIED.**

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided a written report, the highlights of which are:

- November 3rd – Trotter and Morton – Installed a 3 inch clear-out in a unit on the 4th floor.
- November 5th – Dishwasher leak from a unit on the 16th floor to the 15th floor.
- November 6th – Richmond Elevator – Elevator #1 making noise at some floors.
- November 10th – Trotter and Morton – Replace a valve on the 19th floor.
- November 12th – Lathams – Slow toilet in a unit on the 18th floor.
 - Abell Pest Control – Routine maintenance.
 - Centre Electric – Replace halogen light at top of ramp.
 - Action Lock – Front door electric strike unreliable.

4. FINANCIAL REPORT

A. Operating Statements

As the Treasurer did not have the opportunity to review the financial statements prior to the meeting, approval of the financials for September 2009 was tabled to the next meeting.

B. Receivables Report

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

C. Banking Options

The Property Manager was not able to research alternative banking arrangements prior to the meeting. Further discussion on this topic was tabled until the next meeting.

5. COMMITTEE REPORTS

A. Landscaping

- The Property Manager informed Council that Western Maintenance has still not returned to finish the weeding work required for the planters. Three quotes for the service were provided to Council for review. After some discussion, it was **MOVED / SECONDED** (Kiener / Miller) to approve the quote by Peter Milner for the service. **CARRIED UNANIMOUSLY**. The Property Manager was instructed to contact Milner for fall maintenance, should Western not be willing to attend.
- The Property Manager informed Council that the quote from BC Tree Services for pruning has not been received yet. This will be forwarded to Council when available.
- Brian Kiener had previously 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

Council reviewed the quote from Vidteck for fob readers, as requested. As Council was satisfied with the quote, it was **MOVED / SECONDED** (Miller / Kiener) to approve the quote for \$8,660, plus tax, for the installations. **CARRIED**. Payment will be funded by surplus funds brought forward from the previous year's security improvements budget. The Property Manager will confirm the funds are available for use.

Council also discussed the Abacus art installation and the requirement for security lighting repairs in that area. Centre Electric offered recommendations to repair the lighting in the area. Council agreed to have the lighting de-energized for the winter months as Centre Electric suggested to repair it in the spring with better weather.

C. Common Area Improvements

- Scott Miller informed Council that historical prints had been found and in a scale that was appropriate for the lobby installation. Council will review the selection and make the arrangements with Mr. Miller to move forward with the project.
- Council provided the Property Manager with their selection of paint color to refresh the lobby walls. The quote for the work to be done by Remdal was previously approved by Council. The green painted walls and the high ceiling areas are not included in the scope of work. The paint colors selected work aesthetically with the areas not included.
- Council discussed the décor in the lobby and the condition of the furniture. Scott Miller informed Council that he had contacted Jordan's for a consultation on the matter and was waiting for a reply. Further discussion was tabled to the next meeting.

6. BUSINESS ARISING

A. Insurance Deductible Claim

Council reviewed information regarding an insurance claim deductible payment that is unpaid, regarding a sewer back up some time ago. The Resident Manager recalled the incident.

It was **MOVED / SECONDED** (Asna / Parente) to pay the \$10,000 deductible on the claim. **CARRIED.**

7. NEW BUSINESS

A. Dryer Vent Issues

After some discussion, Council agreed that certain dryer ducts may require more attention than others. The Property Manager will attend to those ducts, as required. Building-wide servicing is done every second year.

B. Booster Fan/Relav Issues

Council was informed that some booster fans have become problematic. As they were a developer installation, the Strata Corporation will make the repairs. The Property Manager will make the arrangements, as required.

C. Lobby Canopy Glass Replacements

It was **MOVED / SECONDED** (Miller/ Parente) to replace the shattered pieces of canopy glass with glass again, as opposed to lexan. **CARRIED.**

The Property Manager will make the arrangements. It was further agreed that the Property Manager may attend to any further broken canopy glass issues without further consultation with Council.

D. Dishwasher leak – 16th Floor

Council discussed the issue of dishwasher leaks. The maintenance of in-suite appliances is known to be an Owner's responsibility. Owners (non-Resident or not) would be well advised to have their appliances inspected for maintenance from time to time.

E. Balancing Valve Replacement – 14th Floor

Council had previously approved this repair. It was just recently accomplished by Trotter and Morton.

F. Shower Control Fixtures

Council discussed the issue of damages arising from unapproved alterations to in-suite plumbing fixtures. No additions or alterations to the existing fixtures are approved by Council. Any repairs required resulting from alterations are the Owner's responsibility and any costs directed to the Strata Corporation will be charged back to the Owner involved as done in previous incidents.

G. Plumbing Issues – 18th Floor

As recent repairs to a toilet on the 18th floor were as a result of repairs made previously by the Owner, Council agreed that any costs directed to the Strata Corporation will be charged back to the Owner in this regard.

H. Move-in / Form K Issues

Council discussed the recent abuse of the move-in arrangements in the building. A \$1,000 fine is allowed, as per the Bylaws, for illegal moves. Council reminded the Property Manager to enforce the Bylaws in this regard. All moves have to be scheduled with the Resident Manager.

I. Parkade Lighting – Warranty Repairs

The Property Manager informed Council that repairs to lighting in the parkade are being done under warranty and at no cost to the Strata.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

The Property Manager provided Council with the site inspection reports for the period.

B. Correspondence

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

- Council reviewed the annual fee review from The Wynford Group. It was **MOVED / SECONDED** (Miller/Parente) not to agree with the proposed management fee increase **CARRIED UNANIMOUSLY**. The Property Manager was asked to relay their decision to the principals of the company.

C. In Progress

1. Horizon to return for weeding on 16th and 20th floors.
2. B.C. Tree to quote on pruning – site inspection was conducted.
3. Paint colour choice to be made by Council.
4. Brian Kiener to contact Harmony House re: garden shed.
5. Annual fire safety inspection report pending.
6. Accurate glass quotes – being clarified.
7. Centre Electric to offer quotes for security lighting.
8. Leak repairs on order – 26th floor – Restoration Shop.
9. Leak repairs on order – 4th, 3rd, 2nd floors.
10. Trotter & Morton have replaced the drain elbow for 4th floor.
11. Entrance mat on order.
12. Richmond Elevator to replace broken mirror. P.O. issued.
13. Fence section replacement on order.

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. Insurance renewal.
2. 12th floor door replacement – quote sent to realtor.
3. Elevator sump pump repaired.
4. Booster pump repaired.
5. Three quotes required for weeding planters – one quote outstanding.
6. Following up on fob reader for S4 door entrance to parkade and gym door.

7. Action Lock to install mesh guards on parkade door windows.
8. Rowing machine to be installed in gym.
9. Replacement towing company.
10. Installation of faucet, caddy and hose at Unit #1609.
11. Trotter & Morton to confirm details of deficiency list (say no deficiencies were found).
12. Trotter & Morton to install PRVs and the sump pump in storage from DMS.
13. Travelers to respond to replacement of adjuster.
14. Travelers to respond to enquiry re: exterior paint.
15. Action Lock target hardening (approved September 16th, 2009, as per Council).

9. **MEETING ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:20 pm.

The next meeting is scheduled for **Tuesday, December 8th, 2009.**

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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.

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

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

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

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- These Minutes have been edited by Council. -

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,
THE TAYLOR, HELD ON TUESDAY, DECEMBER 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

महती महत्वकी विरयध वरवे विमे वेहे रिम दा विसंघ वरवरधि

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

1. CALL TO ORDER

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

It is noted for the meeting Minutes that Rachel Wyles had handed in her resignation from Council prior to this meeting being conducted, for personal reasons, as she has sold her unit in the building. Council thank her for her contribution to Council over the past year.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** (Miller / Parente) to approve the Minutes of the Council meeting held October 26th, 2009 as presented. **CARRIED.**

Approval of the Minutes of the Council meeting held on November 12th, 2009 was tabled until the next Council meeting.

3. RESIDENT MANAGER'S REPORT

The Resident Manager provided a written report for the period following the last council meeting, the highlights of which are:

- November 13th: Creative Door – broken drive shaft repairs.
- November 16th: Richmond Elevator replaced mirror.
- November 17th: Generator test done by Roland.
- November 19th: Trotter & Morton – hot water supply investigation for repair.
- November 20th: Centre Electric – exterior lights, pot light, abacus attended to.

- November 24th: Cummins Diesel – annual maintenance done.
November 25th: Richmond Elevator – routine maintenance; Vidtech – buzzers on 15th & 16th floors investigation.
November 27th: Vidtech – enterphone; Richtech – fire pump test done.
November 30th: B.C. Tree Service – pruning done, as per quote.
- December 1st: Trotter & Morton – gas leak, hot water in TH; Metagenics – routine maintenance done.
December 2nd: Michael Smith – dryer vent in townhouse inspected for repair.
December 5th: Action Lock – replace front door strike.
December 7th: Bartec – fire alarm devices inspection done.

Three garbage infractions noted.

4. FINANCIAL REPORT

A. Operating Statements

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

Approval of the financials for November 2009 was tabled to the next meeting.

B. Receivables Report

Council discussed the most recent receivables report. It was noted that Owners were bringing their accounts to order. The Property Manager was instructed to make collections, as required.

C. Banking Options

Discussion on this topic was tabled until the next meeting.

5. COMMITTEE REPORTS

A. Landscaping

- The Property Manager informed Council that Milner's is scheduled to do the planter weeding the week of December 7th.
- Brian Kiener informed Council that B.C. Tree Services had been given the approval to do pruning on the common property and had completed the work, as per their quote.
- Brian Kiener had previously 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

Council discussed Olympic security and Jordan Parente described the communal efforts being considered by neighbouring Stratas to deal with the issues that may arise. Council also discussed hiring Guarda Security to do extra security during the period of the Games, but did not reach consensus on the item. It was felt that the area will already be under strict security due to the location of the building. Council will discuss the item again at the next meeting before making a determination.

C. Common Area Improvements

Council reviewed the quote from Remdal to include the high lobby ceilings in the scope of work to refresh the lobby.

It was **MOVED / SECONDED** (Kiener / Thomas) to approve the estimate of \$ 1,780.00, plus tax. **CARRIED.**

6. **BUSINESS ARISING**

A. Common Area Deficiencies Update

The Property Manager informed Council that the engineer with BC Building Science is prepared to do a site inspection with Council, to review the report prepared in response to the report issued by RDH. Council asked the Property Manager to make the arrangements.

7. **NEW BUSINESS**

A. Fob Audit

Council discussed the Resident Manager's request for a fob audit in the New Year and agreed that it be conducted in January. It was also agreed that a Rule be adopted to incorporate a \$50.00 administration fee to reactivate any fob that is derelict after the audit. This Rule will be ratified by the Owners at the next Annual General Meeting. Further discussion was tabled to the next meeting and prior to the actual audit being conducted.

B. Olympics Security Issues

See under Committee Reports.

C. Town Home Water Ingress Issues

It was **MOVED / SECONDED** (Thomas / Parente) to obtain a third opinion on the issues experienced in the unit, as some have been labeled "lifestyle", but there are issues that may be worthy of noting on the deficiency claim to Travelers Guarantee. **CARRIED.**

The Property Manager will make the arrangements.

D. Lobby Corner Protector Quote

It was **MOVED / SECONDED** (Xue / Thomas) to approve a quote from Style Pro Painting to install corner bead edges in the lobby after the paintwork has been completed. **CARRIED.**

E. Bylaws Review for AGM

A Resolution to amend the Bylaws is being considered for the upcoming Annual General Meeting, as follows:

BE IT RESOLVED as a 3/4 Vote Resolution of the Strata Corporation that the following Bylaw be adopted as Bylaws 3(15), 3(16), 3(17) and 3(18) of the Strata Corporation:

3(15) In addition to the obligations and liabilities by Bylaw 3(14), an Owner is strictly liable to the Strata Corporation and to other Owners and occupants for any damage to common property, limited common property, common assets or to any Strata Lot as a result of:

- (A) any of the following items located in the Owner's Strata Lot:
 - (1) dishwasher;
 - (2) refrigerator with ice/water dispensing capabilities;
 - (3) garburator;
 - (4) hot water tank;
 - (5) washing machine;
 - (6) radiant heating system, including boiler;

- (7) toilets, sinks, bathtubs and, where located wholly within the Strata Lot and accessible to the Owner, plumbing pipes, fixtures and hoses;
- (8) fireplaces;
- (9) anything introduced into the Strata Lot by the Owner.

8. **PROPERTY MANAGER'S REPORT**

A. Site Inspection Report

The Property Manager provided Council with the site inspection reports for the period.

B. Correspondence

Council considered 17 items of correspondence. Council directed the Property Manager on responses.

C. In Progress

1. Milners to weed on 16th, 20th & 24th floors.
2. B.C. Tree to contact Brian Kiener.
3. Paint colour choice made by Council. Remdal to schedule.
4. Brian Kiener to contact Harmony House re: garden shed.
5. Annual fire safety inspection report received. Second inspection scheduled.
6. Accurate glass quotes – being clarified.
7. Leak repairs on order – 26th floor – Restoration Shop.
8. Leak repairs on order – 4th, 3rd, 2nd floors.
9. Entrance mat on order.
10. Fence section replacement in Western's shop. Installation is pending.
11. Transom window to be installed in gym by Accurate Glass.
12. Artwork to be installed in lobby.
13. Dryer vent / booster fan repairs underway.
14. FirstOnSite to provide invoice for deductible repairs.

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. "Abacus" lights de-energized.
2. Quote from Remdal for high ceilings received.
3. Richmond Elevator has replaced mirror.

9. **MEETING ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:35 pm.

The next meeting is scheduled for **Tuesday, January 12th, 2010.**

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Friday, December 25 th , 2009	All Day (Statutory Holiday)
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