

EASTER WEEKEND OFFICE CLOSURE

The Wynford Group office will be closed on Good Friday, April 2nd and Easter Monday, April 5th, 2010. If you have a maintenance emergency, please call 604-261-0285 and press “1” to be connected to the answering service.

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. -



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, APRIL 26th, 2010 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	सुबोी नउठकरी विरुध वरवे विमे वेले दिस दऱ सुलेन वरवऱरि

Council in Attendance:	Scott Miller Brian Kiener Patrick Lafontaine Joanne Chen Hamid Asna	President Vice-President & Privacy Officer Treasurer (arrived at 6:40 p.m.)
Property Manager:	Geraldine Svisdahl Tracie Williams	The Wynford Group
Resident Manager:	Robert Ganz	
Guest:	Dave Osmond Ali Kazemi	Trotter & Morton Unit #2304
Regrets:	Jennifer Thomas Neil Xue	Secretary

1. CALL TO ORDER

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

Tracie Williams was introduced as the new Property Manager for BCS 1559, The Taylor.

2. GUEST BUSINESS

A. Plumbing – Hot Water Cross Connections – Copper Piping

The Service Manager of Trotter & Morton attended the Council Meeting to update Council on the ongoing plumbing issues at the Taylor and to request authorization to further investigate.

1. Hot & Cold Water Cross Connections – Many Owners have experienced problems with either too much or too little hot water. Though there have been reports from all areas in the building, the majority of problems are from units between the 9th and 19th floor. Trotter & Morton has removed and examined some of the water cartridges from tubs and showers. The findings were inconsistent but it was determined that the most likely source of failed cartridges was the o-ring on the back half of the cartridge. In his opinion, this problem has been compounded with hot and cold water cross

connections in some suites. The cross connections can be caused by incorrectly installing a faucet. Literally, the hot and cold water are reversed on the installation. This can affect nearby suites by causing random hot and cold fluctuations. Finding the unit with the reversed installation is similar to finding a needle in a hay stack. The plumbing design at the Taylor does not currently allow isolation of the water supply system by area or floor Trotter & Morton will submit a quotation to supply and install valves that will allow them to isolate the building into sections. Ground to 8th floor, 9th to 19th floor and 20th floor and above. They will concentrate their investigation in the middle section floors 9 to 19 and will run tests after replacing 12 complete cartridges.

2. Tub / Shower Cartridges – Council discussed replacing all tub / shower cartridges as a result of Trotter & Morton’s findings. It was determined that these cartridges cannot be substituted for a different brand. Council will request a quotation from the supplier, Décor Brass for 253 cartridges.

Trotter & Morton reported an unnatural amount of debris in the water lines and have cautioned all Owners this may cause blockage in the taps. Taps are equipped with a screen and this screen should be periodically cleaned.

3. Section of Pipe Replacement – Trotter & Morton completed the replacement of a section of copper piping that had failed. This pipe was lacking any indication that it was CSA approved and, in their opinion, sub-standard. Council approved sending this pipe to CSA for testing.

B. Owner of Unit #2304

Mr. Kazemi spoke to the unit repairs outstanding due to the copper pipe replacement.

It was **MOVED / SECONDED** (Kiener / Miller) to proceed with the repairs and to issue a purchase order to The Restoration Shop in the amount of \$4,503.67, plus taxes. **CARRIED**

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** (Kiener / Asna) to approve the Minutes of the Council Meeting, held March 9th, 2010, as presented. **CARRIED**

4. RESIDENT MANAGER’S REPORT

The Resident Manager provided a written report to Council including:

Trades On-site – March

Vidtech – gym and P1 card readers

Action Glass – north lobby, north canopy, lobby canopy

Restoration Shop – attended various units for repairs

Onsite Communications – enterphone

Trotter & Morton – copper pipe replacement and water / plumbing issues

Abell Pest Control – routine inspection

Trades On-site – April

Richmond Elevator

Onsite Communications – enterphone

Creative Door – Main gate solenoid, P1 gate new spring and motor

Richtec – Repairs to fire pump

Action Glass – canopies

All-Pro – irrigation spring start up

Peter Ross

Restoration Shop – various repairs
Abell Pest Control – routine inspection

5. **FINANCIAL REPORT**

A. Operating Statements

Following a review of the statement of receipts and disbursements and invoices paid on behalf of the Strata Corporation, it was **MOVED / SECONDED** (Kiener / Asna) to approve the operating statements for the months of February and March 2010, as prepared by The Wynford Group. **CARRIED**

B. Receivables Report

The receivables list was reviewed and it was **MOVED / SECONDED** (Lafontaine / Chen) to begin lien proceedings against six Strata Lots. **CARRIED**

C. Contingency Funds

The Property Manager was asked to obtain current GIC interest rates from Vancity. Council would like to review the option of moving the Contingency Reserve Funds into a higher yielding savings account.

D. Account Maintenance Items

It was **MOVED / SECONDED** (Lafontaine / Kiener) to authorize The Wynford Group to write off an amount of \$5,600 that has been showing as “due from the developer” on the Taylor’s balance sheet. This amount has been carried forward each year. Council feels that other arrangements had been made with the developer and that this money was, in fact, not outstanding. **CARRIED**

It was **MOVED / SECONDED** (Lafontaine / Kiener) to authorize The Wynford Group to write off an amount of \$800 to balance the petty cash. Council determined the amount dispersed to the Caretaker was \$500, not \$1,300. **CARRIED**

6. **COMMITTEE REPORTS**

A. Landscaping

Committee Members:

Brian Kiener
Joanne Chen

Council approved the recommendations of the Landscape Committee to hire Raymon as a part-time landscaper. Eight to ten hours of Raymon’s work week will be dedicated to gardening.

The Committee is asking for any volunteers to participate in a Community Garden. Please leave your name and contact information with the Resident Caretaker.

Garden Planting Party is being organized for May 9th 9:00 a.m. – 1:00 p.m.

Please join us in the lobby at 9:00 a.m. – First refreshments and then outside to plant spring and summer annuals in our garden areas. Bring your garden gloves. Notices will be posted in the elevators.

B. Security

Committee Members:

Scott Miller
Brian Kiener
Hamiv Asna

It was **MOVED / SECONDED** (Lafontaine / Asna) to terminate the security guard contract with Garda Security, effective May 1st, 2010. **CARRIED** Council feels the building has evolved to a point that the cost of the security guards can no longer be justified. It was noted that Raymon will be moving into the building and will be available after hours to assist the Resident Caretaker, when needed.

C. Pet Committee

Committee Members:

Jennifer Thomas

Jennifer was unable to attend the meeting. No report.

D. Common Area Improvements

Committee Members:

Scott Miller
Patrick Lafontaine
Brian Kiener
Hamiv Asna

The lobby upgrade, consisting of pictures and chairs, is a work in progress.

7. BUSINESS ARISING FROM THE MINUTES

A. RDH Engineering Five-Year Inspection Report.

RDH circulated questionnaires for Residents to complete. The information in these questionnaires will be used by RDH in their report.

B. Unit Repairs

It was **MOVED S ECONDED** (Lafontaine / Keiner) to approve the quotation received from The Restoration Shop to complete repairs to three units. Repairs: \$8,431, plus taxes. The damage in these units was caused by the failed common area 2” copper pipe. **CARRIED**

C. Overloaded Elevators

This item was deferred until the next meeting.

D. Harmony House Elevator Access

No further action is required.

E. Front Door Signage

Council has requested quotation for signage for the front door.

8. **NEW BUSINESS**

A. Updated Bylaws / Rules

The updated Bylaws and Rules have now been posted to the Taylor website.

B. Unit Request for Flooring Alteration

It was **MOVED / SECONDED** (Kiener / Chen) to approve a request for an Owner to install slate flooring subject to receipt of a signed Owner's agreement. **CARRIED**

C. Request to Reverse Fines – Uninsured Vehicle

Council denied an Owner's request to have his fine reversed as he had now insured the vehicle in question.

D. Gym Flooring

This item has been deferred for further discussion.

E. Elevator Door Frames Painting.

No further action will be taken at this time.

F. Suite Inspections

Council has approved the commencement of mandatory preventative maintenance inspections for all suites. The Caretaker will schedule the inspections and provide 24 hours notice to all suites.

G. Exterior Painting

The painting project will be carried forward to the next year as no money has been allotted in this year's budget. Council discussed the need for exterior painting from the 2nd floor to the street level and will update quotations prior to the next fiscal year.

H. Caretaker Salary

It was **MOVED / SECONDED** (Lafontaine / Kiener) to increase the Caretaker's salary to \$55,000, per year, effective May 1st, 2010. **CARRIED**

It was **MOVED / SECONDED** (Lafontaine / Kiener) to increase Raymon's salary by \$1,500, per month, to cover additional work of landscaping, assisting afterhours caretaking and security. **CARRIED**

I. Window Cleaning

It was **MOVED / SECONDED** (Kiener / Chen) to proceed with the cleaning of the exterior inaccessible window, the exterior of the lobby, common area windows, the top of the glass canopies and the exterior of the balcony railing glass at a cost of \$5,110, plus taxes. **CARRIED**

J. Annual Maintenance Schedule

Council were provided with the annual maintenance schedule for review.

A list of fire safety deficiencies discovered after the last annual inspection was reviewed and it was **MOVED / SECONDED** (Kiener / Chen) to proceed with the repair of these deficiencies. **CARRIED**

9. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Copies of the Property Manager's site inspection report were presented to Council.

B. Correspondence

Seventy-three items of correspondence were reviewed.

Twelve units received warning letters to clean the oil stains in their parking stalls. Council instructed the Property Manager to arrange cleaning in any parking stall not cleaned and charge all associated costs to the appropriate Strata Lot account.

Council directed the Property Manager on responses to correspondence.

C. In Progress

1. Service of roof anchors.
2. Five year warranty inspection.
3. Replace suite door Unit #703 – charge back.
4. Dryer vent clean out (week of May 17th, 2010).
5. Irrigation start up.
6. Replace broken window – Unit #501.
7. Install opening window in gym.
8. Weed ledges.
9. Replace canopy panel(s) TH #51, TH #15.
10. Repair Units #2304, #2204, #2104, #2004 – post CP pipe leak in Unit #2304.
11. Repair Unit #2802 post leaks in mechanical room on roof.

D. Deferred

1. Centre Electric quote for bringing power to front of lobby.
2. Tile repairs in parkade elevator lobbies.

E. Completed Items

1. ICBC storage policy received for stall #309.
2. Treadmill repairs.
3. Vacuum purchased.
4. Fire pump repaired.
5. Access cards purchased.
6. Glass repairs: front canopy, Shanghai Alley, upper lobby, Harmony House.
7. Elevator repairs.
8. Robert found an old fax machine and got it working.
9. Garage gate repairs.
10. Repair 2" pipe 2304 CP.
11. Dry Suite #401 (charge back).
12. Repair Units #2703 / #2803 post leak in mechanical room on roof.

10. MEETING ADJOURNMENT

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

The next Council Meeting will be held on **Tuesday, June 1st, 2010**, at 6:15 p.m.

Starting in January 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.

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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