

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON TUESDAY, MARCH 9<sup>th</sup>, 2010 AT 7:00 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

**ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ** ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੇਖ ਕਰਵਾਓ

Council in Attendance:	Scott Miller	President
	Brian Kiener	Vice-President & Privacy Officer
	Patrick Lafontaine	Treasurer
	Jennifer Thomas	Secretary
	Joanne Chen	
	Neil Xue	(arrived at 7:10 p.m.)
	Hamid Asna	(arrived at 7:12 p.m.)
Property Manager:	Geraldine Svisdahl	The Wynford Group
Resident Manager:	Robert Ganz	
Guest:	Don McIntyre	
Regrets:	Jennifer Thomas	Secretary

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. GUEST BUSINESS**

The guest was present concerning building problems in one of the townhouses similar to problems being experienced in other townhouses. Repairs have been done and a contractor has attempted to make the area leak and was unable to do so. One of the units that is complaining about this problem is also complaining about a mould smell. This is caused by lifestyle. The fans were disconnected and the windows were never opened.

Some concrete cracks have been injected. It was noted that a five year warranty inspection is required.

It was **MOVED / SECONDED** (Kiener / Miller) to retain the services of RDH Engineering to do the five year inspection. **CARRIED**

It was noted that one of the Owners complaining about possible water ingress has a window that was installed by a previous Owner without permission, which could be part of the problem and which has voided the warranty.

The Property Manager was directed to ascertain who paid for the B.C. Building Service report.

The guest showed Owners photographs of the area he suspects to the cause of the leak into the stairwell. The guest was advised to put his concerns to the Council in writing. It was agreed that the Strata Corporation would take responsibility for caulking around the gas lines. The Owner also complained about plumbing problems in the suite and was told that the problem is the responsibility of the Strata Lot Owner, not the Strata Corporation.

3. **PROPERTY MANAGER**

Sue Matthews has left The Wynford Group and Geraldine Svisdahl has been retained on a temporary basis to manage The Taylor until such time as a replacement for Sue can be found.

4. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** (Kiener / Miller) to approve the Minutes of the Council meeting held November 12<sup>th</sup>, 2009 as presented. **CARRIED**

It was **MOVED / SECONDED** (Kiener / Xue) to approve the Minutes of the Council meeting held January 12<sup>th</sup>, 2010 as presented. **CARRIED**

5. **RESIDENT MANAGER'S REPORT**

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

January 18<sup>th</sup>: A crack in a tile grout in a unit caused leaking into the suite below.

January 23<sup>rd</sup>: Pinnacle attended the building to do various caulking repairs.

January 22<sup>nd</sup>: A 4" copper pipe on the 8<sup>th</sup> floor was repaired.

January 26<sup>th</sup>: Pinnacle on site again to do caulking.

February 1<sup>st</sup>: 4" copper hot water line repaired on the 8<sup>th</sup> floor.

February 2<sup>nd</sup>: Vertical 4" copper pipe repaired on the 8<sup>th</sup> floor. This caused damage to four suites.

February 3<sup>rd</sup>: Another leak in a suite on the 9<sup>th</sup> floor.

February 13<sup>th</sup>: Fire department attended to deal with gasoline that was dumped into a P3 drain.

February 23<sup>rd</sup>: Incident in the building concerning residents who "moved" a lobby plant throughout the building, resulting in extensive damage.

February 23<sup>rd</sup>: 2" copper pipe clamped on the 4<sup>th</sup> floor.

February 28<sup>th</sup>: Elevator problems.

March 9<sup>th</sup>: Richmond Elevator replacing cables in one of the elevators at no charge to the Strata Corporation, as this work was done under warranty.

It was agreed that a notice should be posted in the building and sent to Non-Resident Owners confirming that Owners are responsible for all in-suite maintenance and must have insurance.

Considerable discussion took place with respect to two leaks on the 9<sup>th</sup> floor and, as an Owner has hired a lawyer, it was agreed to defer discussion.

The Property Manager was directed to contact Richmond Elevator to ascertain what can be done to warn people that an elevator is possibly overloaded.

As noted above, the cables on one of the elevators (#2 elevator) are being replaced, due to a manufacturer's flaw in the ropes.

The elevator company will be asked to solve the problem of both elevators going to the same floor when an elevator is called.

It was **MOVED / SECONDED** (Asna / Miller) to modify the card access to the main elevators for the 3<sup>rd</sup> and 4<sup>th</sup> floors by Harmony House residents, as they have their own elevator. **CARRIED**

6. **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 months of December 2009 and January 2010, as prepared by The Wynford Group. **CARRIED**

**B. Receivables Report**

The receivables list was reviewed and it was **MOVED / SECONDED** (Kiener / Chen) to register a lien against Strata Lot 141. **CARRIED**

It was **MOVED / SECONDED** (Chen / Kiener) to register a lien against Strata Lot #207 and Strata Lot #208. **CARRIED**

It was **MOVED / SECONDED** (Lafontaine / Kiener) to send a lien warning letter to Strata Lot #236. **CARRIED**

It was **MOVED / SECONDED** (Lafontaine / Asna) to send a lien warning letter to Strata Lot #14. **CARRIED**

**C. Invoices for Approval**

It was **MOVED / SECONDED** (Kiener / Miller) to authorize payment of the following invoices:

B.C. Tree Services Ltd. – \$1,732.50

Rudy Fehr Repairs Ltd. – \$645.75

Trotter & Morton – \$708.75.

Trotter & Morton – \$4,664.10

Trotter & Morton – \$3,870.10

**CARRIED**

7. **COMMITTEE REPORTS**

**A. Landscaping**

It was agreed that the Strata Corporation needs to retain the services of a part-time gardener. The Property Manager was directed to place an advertisement on Craigslist and that the wages would be \$15.00 per hour and that the person would be hired for 10 hours per week to start with, with more hours when special projects are undertaken.

We need residents to assist with seasonal planting in May. Please contact the Property Manager if you are interested.

Discussion took place with respect to the community garden and it was agreed that rules governing use of the garden need to be implemented. Brian Kiener and Joanne Chen volunteered to work on this project.

Insofar as the garden areas on the ledges are concerned, it was **MOVED / SECONDED** (Lafontaine / Chen) to retain the services of Peter Milner to weed these areas every other month in March, May, July and September, at a cost of \$750.00, plus taxes, per occasion. **CARRIED**

It was **MOVED / SECONDED** (Kiener / Chen) to authorize an expenditure of up to \$2,000 for landscape upgrades. **CARRIED**

**B. Security**

No report. However, it was agreed that additional signage is required to identify The Taylor and the Property Manager and the Resident Manager will research this issue.

**C. Common Area Improvements**

Patrick Lafontaine volunteered to serve on this Committee.

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

**8. BUSINESS ARISING FROM THE MINUTES**

See above re: the retention of RDH

**9. NEW BUSINESS**

**A. Noise Complaints**

The Council President has spoken to the Owner of one suite, which has been the source of many complaints.

It is hoped that the meeting between the Owner and the Resident concerned will resolve this problem.

**B. Form Ks (Tenant's Undertaking)**

It was **MOVED / SECONDED** (Kiener / Miller) to adopt the following Rule:

*"Tenants will not be permitted to book the use of the elevator to move in unless a Form K (tenant's undertaking) is on file."*

**CARRIED**

The Property Manager was directed to send a letter to all Non-Resident Owners concerning this new Rule.

**C. Moving In & Out**

It was suggested that a moving schedule be posted in the elevator and on the community notice board. The Property Manager and the Resident Manager will work on such a notice.

**D. Resident Manager's Time Off**

It was **MOVED / SECONDED** (Lafontaine / Asna) to provide the Resident Manager with five days off, with pay, as a token of appreciation for all the extra work he is doing around the building and the extra time during the Olympics. **CARRIED**

Robert advised that he will remain on call during this five day period, which is from March 15<sup>th</sup> to March 19<sup>th</sup>.

**E. Concrete Cutting**

Council members took a “field trip” to take a look at an area behind the Harmony House cafeteria and it was **MOVED / SECONDED** (Lafontaine / Kiener) to authorize removal of part of the white wrought iron fence and a concrete curb. **CARRIED**

**F. Home Renovation Tax Credit**

The Property Manager was directed to provide Council with a ledger, which they will review to see whether or not they feel there are any expenses that might qualify for the Home Renovation Tax Credit.

**G. Dryer Vent Clean Out**

It was **MOVED / SECONDED** (Chen / Kiener) to retain the services of Air Vac Services Canada Ltd., at a cost of \$4,769, plus taxes, to clean all of the dryer vents from the exterior. **CARRIED**

Residents are asked to note that they must clean out the screen in the dryer after use and that booster fans must be used at all times. If you are having a problem with your booster fan, please report this to the Resident Manager.

**H. Request for Laminate Flooring**

It was **MOVED / SECONDED** (Kiener / Asna) to grant permission for an Owner on the 28<sup>th</sup> floor to install laminate flooring and to change the tiles in the kitchen and bathroom, subject to the Owner ensuring that adequate soundproofing is installed underneath the laminate flooring. **CARRIED**

**I. Damage to a Suite on the 28<sup>th</sup> Floor & the 27<sup>th</sup> Floor**

It was **MOVED / SECONDED** (Chen / Asna) that, as the cause of damage to these two suites was a leaking pump in the rooftop mechanical room, to undertake repairs to these two suites, at a cost of \$1,322.10, plus taxes. **CARRIED**

**J. Fire Safety Deficiencies**

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**

**K. Part Time Staff**

It was **MOVED / SECONDED** (Kiener / Scott) to retain the services of Roland one day per month to do the generator test and minor repairs, and that the hourly rate be \$25.00. **CARRIED**

**10. PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

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

**B. Correspondence**

Twenty-seven items of correspondence were reviewed.

It was **MOVED / SECONDED** (Xue / Chen) to refund an Owner the sum of \$50.00 for a deactivated prox card. **CARRIED**

Further discussion took place with respect to noise complaints and the Property Manager was directed to follow up.

**C. In Progress**

1. Brian Kiener to contact Harmony House re: garden shed.
2. Accurate glass quotes – being clarified.
3. Fence section replacement in Western's shop. Installation is pending.
4. Transom window to be installed in gym.
5. Artwork to be installed in lobby.
6. Third quote / opinion on TH repairs.
7. Corner beads to be installed.
8. Report from Trotter & Morton

**D. Deferred**

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

**E. Completed Items**

1. 4" DHW pipe replaced.
2. Repairs to Unit #1802 charged back to Unit #1902.
3. Elevator repair.
4. Web hosting company changed.
5. Fob audit.

**11. MEETING ADJOURNMENT**

There being no further business, the meeting was terminated at 9:23 pm.

The next Council meeting will be held on Tuesday, April 20<sup>th</sup>, 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.

**EASTER WEEKEND OFFICE CLOSURE**

The Wynford Group office will be closed on Good Friday, April 2<sup>nd</sup> and Easter Monday, April 5<sup>th</sup>, 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: \_\_\_\_\_

(S:\AA-Geraldine\BCS 1559\MINUTES\2010\MIN-03-09.1559.doc)

- These Minutes have been edited by Council. -





**The  
Wynford  
Group**

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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON MONDAY, APRIL 26<sup>th</sup>, 2010 AT 6:15 P.M., AT THE HARMONY  
HOUSE CAFETERIA, VANCOUVER, B.C.**

**IMPORTANT INFORMATION** Please have this translated

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**알려드립니다** 이것을 번역해 주십시오

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

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 9<sup>th</sup> and 19<sup>th</sup> 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 8<sup>th</sup> floor, 9<sup>th</sup> to 19<sup>th</sup> floor and 20<sup>th</sup> 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 9<sup>th</sup>, 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 9<sup>th</sup> 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 1<sup>st</sup>, 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 ECONDDED** (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 2<sup>nd</sup> 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 1<sup>st</sup>, 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 17<sup>th</sup>, 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 1<sup>st</sup>, 2010**, at 6:15 p.m.

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

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

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- These Minutes have been edited by Council. -

