



**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 TUESDAY, JANUARY 6<sup>th</sup>, 2009 AT 6:15 P.M., AT THE  
HARMONY HOUSE CAFETERIA**

**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 lo traduzca

**알려드립니다** 이것을 번역해 주십시오

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

चतुर्थी महत्वपूर्ण विवरण सबसे विशेष है इसे हिंदी में अनुवाद करवाएं

Council in attendance:	Brian Kiener	President
	Chad McCrae	Vice-President
	Melanie Troyer	Treasurer
	Jennifer Thomas	
	Hamid Asna	
	Rachel Wyles	
	Jordan Parente	
Property Manager:	Sherry McCuaig	The Wynford Group
Resident Manager:	Robert Ganz	

**1. CALL TO ORDER**

The meeting was called to order at 6:20p.m.

**2. GUEST BUSINESS**

Owners of a 12<sup>th</sup> floor unit attended the meeting to discuss the charge back of a mechanical invoice to their unit. The Owners provided reasons why they felt they should not be responsible to pay the invoice. This issue had been discussed at a previous Council meeting. Council members explained to the Owners why they were responsible for the bill, after which the Owners requested that Council vote again on the issue. The Owners then left the meeting at 6:42 p.m.

The Owner of a 24<sup>th</sup> floor unit attended the Council meeting to discuss instructions from Council that he remove the hot tub he had placed on his balcony. The Owner provided information to Council for discussion regarding the hot tub prior to installation. The Owner requested that Council defer further action on the issue until it can be brought up as an item for discussion at the upcoming Annual General Meeting. The Owner then left the meeting at 7:10 p.m.

Council discussed issues raised by both Owners.

It was **MOVED / SECONDED** to advise the Owners of the 12<sup>th</sup> floor unit that they are responsible for the mechanical invoice in question. **CARRIED.** (Unanimous)

It was **MOVED / SECONDED** to defer further action regarding the hot tub until it can be discussed at the Annual General Meeting. **CARRIED.** (Unanimous)

3. **MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held December 3<sup>rd</sup>, 2008, as circulated. **CARRIED.** (6 in favour, 1 abstention)

4. **RESIDENT MANAGER'S REPORT**

The Resident Manager provided a written report.

Council discussed the Resident Manager's report. The following points were noted:

- Site staff were thanked for their dedicated snow removal work in recent weeks.
- Council discussed issues with items being left in the garbage / recycling area. This can be tracked by fob records. Owners are charged for clean up costs when Residents of their units leave items in the garbage room.
- The fan is now working in the garbage room.
- Parkade exhaust fans are now fully operational.
- Address signs for the elevators are ready for pick up.
- Inspection of the townhouse roofs has been delayed due to snow.
- Staggering of hours between the Resident Manager and the Caretaker has begun.
- Council advised site staff on action regarding any plumbing issues in future.

5. **FINANCIAL REPORT**

**A. Operating Statements**

Approval of the September, October and November 2008 operating statements was deferred for discussion at the next meeting.

**B. Receivables**

Council discussed the most recent receivables report, as well as a request from an Owner for a payment plan for arrears. Management was given instructions.

**C. Proposed 2009 / 2010 Operating Budget**

Council discussed the Proposed 2009 / 2020 Operating Budget. Revisions were made to several budget categories. The revised Budget was approved by Council for inclusion in the Annual General Meeting package to Owners.

6. **COMMITTEE REPORTS**

**A. Security**

- Further discussions on the contract for the night security guard were deferred until the item can be discussed at the upcoming Annual General Meeting.
- Council discussed options for security upgrades, including knob protectors on all stairwell doors and full-length astragal plates for locker room doors. This will be discussed further at the next Council meeting.

**B. Landscaping**

It was noted that there has been damage to some of the trees on the property from the snow. Trees will be monitored to determine if any work is required.

**C. Common Area Deficiencies**

- As-built drawings have now been received.
- Stamped engineered drawings for the roof anchors have been requested.
- A response letter from Travelers Home Warranty has been received. They have provided a list of items for which the developer will be held responsible. The Resident Manager will be provided with a list of items that will not be addressed by the developer. Site staff will be asked to address some of these items. Contractors will be asked to quote on the remainder.

**D. Social**

Council would like to thank those Residents who volunteered to decorate the lobby for Christmas. Your contributions are appreciated.

**7. BUSINESS ARISING**

**A. Report from DMS Mechanical**

Council discussed a report from DMS Mechanical regarding the copper used in the 4" water mains and seal failures in the rooftop mechanical equipment. DMS Mechanical will be asked to confirm that they have listed a schedule of all valves in the building, as promised at a previous meeting.

**B. Generator Exhaust Area**

Council discussed options for removable fence panels for the generator exhaust area. This item will be discussed further at a future meeting.

**8. NEW BUSINESS**

**A. Resolutions for Consideration at Annual General Meeting**

Council discussed the Resolutions to be included in the Annual General Meeting package. A number of Resolutions will be presented, including suggestions for changes to the common property, a revision to the Bylaw prohibiting smoking on common property / limited common property, a Resolution to allow hot tubs on balconies and patios, and a Resolution to prohibit leaving pets unattended on balconies in addition to other housekeeping items.

**B. Solid Waste Costs**

Council considered a letter from the waste removal contractor, explaining increases in the costs of removing solid waste. This was for information only. No action was required.

**C. Metered Utilities**

Council considered a letter from the City of Vancouver explaining changes in the way metered utilities will be invoiced. This was for information only. No action was required.

**9. PROPERTY MANAGER'S REPORT**

**A. Correspondence**

Council considered 15 items of correspondence. There were no items requiring a Council decision or response.

**B. Completed Items**

1. E-mailed quote from Eureka Security to Council for their consideration.

**B. Completed Items**

1. E-mailed quote from Eureka Security to Council for their consideration.
2. Contacted ICBC re: damage to garage door.
3. Ordered repair work to 2<sup>nd</sup> floor common hallway as approved by Council at last meeting (*The Restoration Shop*).
4. Asked Resident Manager to follow up on three vehicles misusing the visitor parking area, to inspect security hardware upgrades and make recommendations, to obtain engineered drawings for roof anchors, to copy and review maintenance manual, and to arrange stencilling in parkade, as per Council's instructions.
5. Prepared proposed Operating Budget for Council consideration.
6. Contacted Joe Ciulla at DMS Mechanical re: 4" copper water mains and pump seal failures.
7. E-mailed last site inspection report to Council and Resident Manager for review.
8. Fined an Owner for stealing a locked off elevator.
9. Instructed Resident Manager to order a part for the sprinkler system on the 9<sup>th</sup> floor.
10. Processed change of address and Form K for a 5<sup>th</sup> floor unit.
11. Followed up on elevator safety test.
12. Sent a sign "No Liquids" to the Resident Manager for posting on the garbage compactor.
13. Arranged and delivered year-end bonuses, as advised by Council.
14. Borrowed \$48,000 from Contingency Reserve Fund for cash flow (required mostly due to the insurance premium invoice coming due).
15. Sent letters to a number of Owners re: oil in parking stall(s).
16. Arranged troubleshooting and repair of clicking noise from speakers in some of the Townhouse units.
17. Sent letter to Owners of upper Townhouse units to check for leak staining on ceilings.
18. Emailed preliminary budget for Council for review.
19. Addressed deleted FOBs for an 11<sup>th</sup> floor unit.

**10. TERMINATION**

There being no further business, the meeting was terminated at 9:18 p.m.

The next meeting is scheduled for **Tuesday, February 3<sup>rd</sup>, 2009.**

**NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.**

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

**ATTENTION**

**Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

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

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

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- These Minutes have been edited by Council -



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Council in attendance: Brian Kiener  
Chad McCrae  
Jennifer Thomas  
Hamid Asna  
Rachel Wyles  
Jordan Parente

President  
Vice-President (left at 7:37 p.m.)  
(arrived at 6:44 p.m.)  
(arrived at 6:32 p.m.)

Property Manager: Sherry McCuaig

The Wynford Group

Resident Manager: Robert Ganz

Regrets: Melanie Troyer

Treasurer

**1. CALL TO ORDER**

The meeting was called to order at 6:20 p.m.

**2. MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the meeting held January 6<sup>th</sup>, 2009, with the following amendment on Page 2 Item 5C: there is a reference to the year "2020"; this should read "2010." **CARRIED.** (Unanimous)

**3. RESIDENT MANAGER'S REPORT**

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

- Tagging of valves in the building has already been completed; however, the valve schedule has not been received.

R. Wyles arrived at 6:32 p.m.

- Council discussed maintenance work required in the parkade level elevator lobbies. One quote has been received for tile replacement work to address the problem of loose tiles. A second quote will be obtained.

J. Thomas arrived at 6:44 p.m.

6. **BUSINESS ARISING**

**A. Overpayment to Janitor**

Council discussed a request from the janitor regarding rectifying an overpayment of his wages. Management was given instructions.

7. **NEW BUSINESS**

**A. Resident Manager's Vacation**

Resident Manager has requested vacation time from March 20<sup>th</sup> to 30<sup>th</sup>, 2009. Council approved the request.

8. **PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

Council discussed the recent site inspection report. Letters will be sent to Owners as required. Maintenance items will be referred to site staff.

**B. Correspondence**

Council considered 21 items of correspondence. The following items require a Council decision or response:

- A letter was received from an Owner with concerns regarding the temperature settings for the H-VAC system. Adjustments have been made where possible.
- A letter was received from an Owner regarding a fine for not providing a copy of liability insurance for a vehicle in the Owner's parking stall. Management was given instructions.

**Reminder to all Owners / Residents**

**Vehicles not insured for the road must have current liability insurance. A copy must be provided to management, as well as posted on the vehicle with personal information blacked out. Your cooperation is appreciated.**

- A letter was received from an Owner regarding drapes in a townhouse window. It was noted that the Owner has the original blinds in place as well as drapes. No Bylaw is being broken.
- A letter was received from an Owner regarding water on the Owner's balcony. The Resident Manager has investigated and determined that the source of the water is from inside the unit (coming from the dryer vent).

**C. Completed**

1. Provided options for arrears – 21<sup>st</sup> floor unit, as approved by Council.
2. Prepared and mailed out Annual General Meeting package to Owners.
3. Booked Choi Hall for Annual General Meeting.
4. Received drawings for roof anchors.
5. Ordered inspection of roof anchors (routine inspection).
6. Contacted DMS Mechanical re: valve schedule.
7. Processed B.C. Hydro Incentive Rebate Application re: parkade lighting.
8. Prepared Notice re: items stored in locker #119.
9. Ordered 20 shower cartridges from Décor Brass.
10. Provided Resident Manager with information on repair / replacement of elevator blanket.

- Council discussed a quote for a locking bulletin board to be used on the lobby level. The existing locking bulletin board will then be moved to the parade level elevator lobby areas.

It was **MOVED / SECONDED** to order a 24-inch by 36-inch locking bulletin board, as per the quote from Staples. **CARRIED.** (Unanimous)

**Owners / Residents**

Please be sure to use "front-loading", low sudsing detergent in your washing machine, as other detergents tend to cause backups in the plumbing systems. Low sudsing front-loading washer detergent is available at Costco. Your cooperation is appreciated.

4. **FINANCIAL REPORT**

**A. Operating Statements**

Approval of the September, October and November 2008 operating statements was deferred to the next Council meeting.

**B. Receivables**

Council discussed the most recent receivables report. It was noted that lien letters have been sent to eight Owners.

5. **COMMITTEE REPORTS**

**A. Security**

There was a recent break-in where four common area doors were compromised. A bicycle was stolen from a locker.

A quote has been requested for installation of knob protectors on all stairwell doors and full-length astragals on all locker room doors. Once the quote is available, it will be sent to a Council member for final approval.

A security specialist will be contacted to do a walk-around of the property and make any recommendations to Council.

**B. Landscaping**

Council is still considering options for the area outside the exhaust for the diesel generator. This will be discussed further at a future Council meeting.

**C. Common Area Deficiencies**

Site staff is reviewing the list of common area deficiencies that will not be addressed by the developer, to determine which items they can address. Quotes will be obtained for the remaining items. Management will follow up with the developer and warranty provider regarding the scheduling of items to be addressed by the developer.

**D. Social**

A notice has been posted seeking running partners. Happy New Year from the Social Committee: "Gung Hay Fat Choy."



Due to time constraints, C. McCrae left the meeting at 7:37 p.m.

9. **In Camera**

Council discussed the site staff position of Caretaker. Management was given instructions regarding communications with the Caretaker.

10. **Termination**

There being no further business, the meeting was terminated at 8:10 p.m.

The next meeting is scheduled for **Tuesday, March 3<sup>rd</sup>, 2009.**

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

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

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- These Minutes have been edited by Council -



## PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1559,  
THE TAYLOR, HELD ON THURSDAY, MARCH 5<sup>th</sup>, 2009 AT 6:15 P.M., AT THE  
HARMONY HOUSE CAFETERIA, VANCOUVER, B.C.**

重要資料 請找人爲你翻譯

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**ਚਗੁਰੀ ਜਾਣਕਾਰੀ**    ਕਿਰਪਾ ਕਰਕੇ ਵਿਸ਼ੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੇਖ ਕਰਵਾਓ

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

**1. CALL TO ORDER**

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

## 2. MINUTES OF THE PREVIOUS MEETINGS

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

### 3. ELECTION OF OFFICERS / COMMITTEES

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

Jordan Parente	President
Jennifer Thomas	Vice-President
Scott Miller	Treasurer

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

Committees were struck as following:

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

Security: Hamid Asna, Jordan Parente and Brian Kiener.

Common Area Improvements: Brian Kiener, Rachael Wyles, Scott Miller and Jordan Parente.

Site Staff Advisory Committee: Brian Kiener and Amid Asna.

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

4. **RESIDENT MANAGER'S REPORT**

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

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

5. **FINANCIAL REPORT**

**A. Operating Statements**

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

**Administrative Expenses**

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

**Utilities**

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

**Building Maintenance**

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

**Exterior Maintenance and Repairs**

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

Recreation Centre

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

Total Operating Expenses

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

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

**B. Receivables Report**

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

**6. COMMITTEE REPORTS**

**A. Security**

Security Guard Contract

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

Security Upgrades

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

Camera Monitoring

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

Camera / Monitors for Elevators

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

**B. Landscaping**

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

**C. Common Area Deficiencies**

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

**D. Social Committee**

Nothing to report.

7. **BUSINESS ARISING**

**A. Valve Schedules**

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

8. **NEW BUSINESS**

**A. Site Staff**

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

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

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

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

**C. Opening Window for Harmony House**

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

**D. Common Area Improvements**

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

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

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

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

**F. Suggested Bylaw Revisions**

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

**Reminder to all Owners / Residents**

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

**G. Artwork for Lobby**

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

**9. PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

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

**B. Correspondence**

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

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

**C. In Progress**

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

**D. Completed Items**

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

**10. MEETING TERMINATION**

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

The next meeting is scheduled for **Tuesday, April 7<sup>th</sup>, 2009.**

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

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

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**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 TUESDAY, APRIL 7<sup>th</sup>, 2009 AT 6:15 P.M., AT THE HARMONY  
HOUSE CAFETERIA, VANCOUVER, B.C.**

**IMPORTANT INFORMATION** Please have this translated

**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 ਵਿਰਾਮ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੇਖ ਕਰਵਾਓ

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

**1. CALL TO ORDER**

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

**2. MINUTES OF THE PREVIOUS MEETINGS**

It was **MOVED / SECONDED** to approve the Minutes of the Council Meeting held March 5<sup>th</sup>, 2009, as circulated. **CARRIED.** (Unanimous)

**3. RESIDENT MANAGER'S REPORT**

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

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



**Reminder to all Owners / Residents**

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

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

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

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

**4. FINANCIAL REPORT**

**A. Operating Statements**

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

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

**B. Receivables Report**

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

**5. COMMITTEE REPORTS**

**A. Landscaping**

Nothing to report.

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

**B. Security**

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

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

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

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

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

**C. Common Area Improvements**

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

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

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

**D. Staff Advisory Committee**

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

**6. BUSINESS ARISING**

**A. Missing Roof Anchor**

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

**B. Maintenance Manuals**

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

**C. Common Area Deficiencies**

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

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

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

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

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

**7. NEW BUSINESS**

**A. High Voltage Electrical Vault Maintenance**

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

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

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

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

**C. Damage to Elevator Door**

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

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

**D. Site Staff / Security Hours**

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

**E. Strata Corporation's Website**

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

**F. Touch Up Painting**

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

**G. Power Washing**

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

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

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

**8. PROPERTY MANAGER'S REPORT**

**A. Site Inspection Report**

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

**B. Correspondence**

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

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

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

**C. Completed Items**

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

**9. MEETING TERMINATION**

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

The next meeting is scheduled for **Thursday, May 7<sup>th</sup>, 2009.**

**NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN BCS 1559" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.**

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

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

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