

**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2756  
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Held on Tuesday, September 27, 2011  
Within the Meeting Room  
Ground Floor – 1255 Seymour Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Brian Mathae Derek Steven Andreana Yang Herbert Lachelt Mike Wilcox Imad Abu Jebara	President Vice President Treasurer Secretary
<b>GUESTS:</b>	Will Doug Bryan	Resident Manager Latham's Heating & Plumbing
<b>REGRETS:</b>	Nigel Fisher	
<b>STRATA MANAGER:</b>	Sean Ingraham	Crosby Property Management Ltd.

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It was MOVED/SECONDED for the Strata Manager to chair the meeting. CARRIED.

The meeting was called to order at 6:05 pm by Sean Ingraham, Strata Manager.

**GUEST BUSINESS**

Council requested a representative from Latham's to review the mechanical contracting for the building with the Strata Council. Doug Bryan represented Latham's and reviewed past quotes that have not been approved, and answered questions from the Council. Council specifically asked for an urgency level being noted on the quotes, so that better budgetary planning can be done. Latham's was asked to investigate improving energy efficiency, and create a midterm budgeted expected expenses. Council thanked Doug Bryan for his time, and the meeting continued.

**RESIDENT MANAGER'S REPORT**

August 31	Crosby Connect Training completed.
September 2	Gas Detection Stations tested, results sent to Latham's.
September 7	Cressey installed pressurization vent on 2nd floor that was missed during initial construction.
September 8	Supervised Gutter Cleaning.
September 12	Latham's replaced A/C filters.

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September 14	Adjusted Courtyard doors to close more quietly.
September 16	Glued down loose veneers on Millwork in lobbies.
September 19	Touch up staining of Millwork.
September 20	Entering answers to the frequently asked questions on Crosby Connect.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held August 30, 11 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the August, 2011 financial statements. CARRIED.

The Treasurer had a question regarding the miscellaneous charge for mail-outs. The Strata Manager will investigate.

**Banking Addendum**

Council reviewed a banking addendum forwarded by Crosby Property Management Ltd. The President had previously discussed the matter with the accounting staff at Crosby. The Strata Manager then expanded upon the previous explanation. Council asked the Strata Manager to have accounting follow up with Council members to provide more detail.

**Re-Mortgage of the Resident Manager Unit**

The Council reviewed a quote supplied by the Bank of Nova Scotia for a new five-year term. Council explained that the new term will save the Strata substantial funds. They will investigate another quote for re-mortgaging, and most likely proceed with the Special General Meeting as noted in the previous minutes.

**REVIEW OF ACCOUNTS RECEIVABLE**

The Council reviewed the amounts owing to the Strata.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

- 1) There are no updates on the Small Claims charge that was brought by a Board buying owner against the Strata in regards to repair to their unit.

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- 2) Council reviewed correspondence by the Strata's lawyers at Clark Wilson LLP. It was voted upon, and unanimously approved to hire Clark Wilson LLP to represent the strata in Small Claims to recover a \$15,000.00 insurance deductible, that has been charged back to a unit owner. The chargeback was in regards to the damage that was caused by a sprinkler head discharging in their unit.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- 1) Directives to Strata Manager

A detailed listing of the directives to the Strata Manager resulting from the previous Strata Council meeting was reviewed and approved.

- 2) Parkade Gate

Council approved a quote for the installation of black aluminium mesh. This will act as an added layer of security, making the parkade gate more resistant to break-ins.

- 3) Insulation/Firestop Issue

Council noted an issue with insulation/firestop on the parkade ceiling which has come away in certain areas. Strata Manager will have a trade advise to what can be done.

- 4) Bollard

Damage has been done to a curb in the parkade, therefore, the Strata has approved a quote for the installation of a bollard to protect that area. This will hopefully draw residents' attention to the curb and avoid future damage.

- 5) Building Painting

Council reviewed a quote from a painter regarding work in the building. Council is asked to meet with the painter to ensure that specific areas are being quoted on.

- 6) Lobby Stairwell Access

This item was tabled to a later date due to time.

- 7) Cleaning and Janitorial of the Building

Council previously discussed the cleaners and noted that the Resident Manager has met with them to discuss areas that they need to improve upon.

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**CORRESPONDENCE**

There are many items of correspondence, the highlights of them being:

- Letters were sent to owners regarding improper disposal of trash.
- Letters were sent to owners regarding excessive noise.
- A letter was sent to an owner regarding not waiting for the parkade gate to close before continuing on.
- Letters were sent to owners regarding unscheduled moves.
- A letter was sent to an owner regarding the light box on top of the building.

**NEW BUSINESS**

1. Council briefly discussed presentation by Doug Bryan representing Latham's Heating and Plumbing.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 7:56 pm.

Next meeting will be held on November 8, 2011 at 6:00 pm.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Sean Ingraham

Email: [singraham@crosbypm.com](mailto:singraham@crosbypm.com)

Direct Line: (604) (604) 689-6922

General Office: (604) 683-8900 (24 Hours)

[www.crosbypm.com](http://www.crosbypm.com)

<p><b>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</b></p>
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## CROSBYConnect™ Information Collection Form

Dear Owner(s):

We are excited to announce the imminent launch of **CROSBYConnect™** which includes a website portal for your strata corporation. The portal will give you secure access to minutes, bylaws, rules, news, a community calendar, notice of special events, maintenance schedules, statement of account and more features.

**CROSBYConnect™** is a new software that integrates the functions of the strata council, site staff, and manager and will allow us to email minutes and notices and provide *Resident Alert*, a mass communication tool that sends out emergency and non-emergency messages by phone and/or email.

Help us make a success of **CROSBYConnect™** by providing us with your contact information and return to us at:

**Crosby Property Management Ltd.**  
Suite 600 – 777 Hornby Street  
Vancouver, BC  
V6Z 1S4

Email: [connect@croscopym.com](mailto:connect@croscopym.com)  
Fax: 604-689-4829

If you have any questions, please contact our *Connect* Coordinator at 604-689-6920 or [connect@croscopym.com](mailto:connect@croscopym.com).

### REGISTERED OWNER(S) INFORMATION (\* indicates required fields – complete one form per household)

<b>Strata Plan # / Building Name</b>			<b>Strata Lot #</b>		
<b>Unit Address*</b>					
<b>Mailing Address*</b> (If different from Unit Address)					
	<b>OWNER 1</b> <b><u>Primary Contact</u></b>	<b>OWNER 2</b>		<b>OWNER 3</b>	
<b>Name*</b> (Please print clearly)	Last Name  Given Name	Last Name  Given Name		Last Name  Given Name	
<b>Email Address</b>					
<b>Phone Numbers</b>	<input checked="" type="checkbox"/> Please indicate which numbers are to receive <b>Emergency (EM)</b> and/or <b>Non-Emergency (NE)</b> messages (only applicable to phone numbers within North America).				
		<b>EM</b>	<b>NE</b>		<b>EM</b> <b>NE</b>
➤ Home		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
➤ Cellular		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
➤ Work		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>