

MINUTES
OF THE STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2756
ELAN

Held on Wednesday, January 16, 2013 at 6:30 pm
Within the Meeting Room
Ground Floor, 1255 Seymour Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Brian Mathae	President
	Imad Abu Jebara	Treasurer
	Herbert Lachelt	Secretary
	Nima Tousi	
	Michael Wilcox	
REGRETS	Laura Skosnik	
	Nigel Fisher (left at 9:10 pm)	Vice-President
STRATA MANAGER:	Derrin Geisheimer	Crosby Property Management Ltd.

The meeting was called to order at 6:30 pm.

RESIDENT MANAGER REPORT (NOVEMBER – DECEMBER 2012)

The Resident Manager attended the meeting from 6:30 pm to 7:00 pm. His report is as follows:

- Dec. 1 - Saturday: Lounge room inspected and rented*
- Dec. 2 - Sunday: Training of new CLD cleaner*
 - Move in w/inspections*
- Dec. 6 - Latham's inspected bathtub connections to check for possible leaks.*
 - 9pm attended a noise complaint from a townhouse owner about a resident of the homeless shelter*
- Dec. 7 - D&L Security doing annual maintenance of security system*
 - Pyramid Stonework quote for tiling front entry stair edges*
 - Lindel Painting do repairs for move in damage (charged back to resident)*
- Dec. 8 - Saturday move in w/ inspections*
- Dec. 10 - IHN installing elevator software*
 - Hallway paint touch ups*
 - 7am Fob reader reset*
- Dec. 14 - Trotter/Morton onsite to quote maintenance contract*
- Dec. 17 - Richmond Elevator 2 day annual maintenance*
 - Telus maintenance of backup batteries*
- Dec. 19 - Shovelled snow twice*
 - 1:30 am emergency water damage call*
 - 4am ramp heater turned on*
- Dec. 20 - Creative Door here to fix Ramp Gate - roller popped out*

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- Dec. 22 - Saturday: Met with CLD to make holiday cleaning arrangements.*
- Lounge room inspection
- Lounge room rented
- Jan. 5 - Saturday: Move in 2304 w/inspections*
- Move out 2001 w/inspections
- Jan. 6 - Sunday: Complaint about car being towed*
- two separate noise complaints
- Jan. 7 - Gained access to suite where water damaged the unit below.*
- Design Roofing quoting on bird spike solution for skylights
- Jan. 8 - Complaint of someone using a shop vac in the hall on 6th floor - smell of dust*
- Contacted owner of unit that has a bathroom leak they are unaware of and that has leaked through into the unit below.
- Jan. 9 - Left a notice for unit owner to call me in regards to deck access to inspect exterior of the building.*

GUEST BUSINESS – TROTTER & MORTON PROPOSAL

Two representatives from Trotter & Morton, Chris and Trevor, attended the meeting from 7:00 pm to 7:45 pm. Council discussed the two proposals and further information will be requested from Trotter & Morton; an updated proposal will then be re-circulated to Council via email. Council would like to make a decision by the next Council meeting on February 27, 2013.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held November 6, 2012 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to approve the August – December 2012 financial statements. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

Council reviewed the Accounts Receivable statement and at this time, there is no action to take. The Strata Manager advised that a lien had been placed on a strata lot account in regards to foreclosure proceedings by the lender that holds a mortgage on the strata lot. The amount owing to the Strata Corporation as of January 11, 2013 was \$2612.04.

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.

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REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1) Directives to Strata Manager

Council reviewed a detailed listing of the directives to the Strata Manager that was created from the previous Council meeting. It was MOVED/SECONDED to approve these directives. CARRIED. Council noted there were a number of items that included outstanding maintenance concerns that the Resident Manager should review and the Strata Manager advised he would follow up with him.

2) Quote on Tile Sealing and Kick Plate

The Strata Manager obtained three quotations for the work described above. After review of the quotations, it was MOVED/SECONDED to approve using Pyramid Stoneworks. The first quote is in the amount of \$1,640.00 plus taxes for installation of approximately forty square feet of mosaic tile on the side pony wall of a staircase. The cleaning and repair of damaged and stained grout lines in the floor tiles of the lobby will be at a cost of \$1,724.00 plus taxes. An additional quote was approved for the replacement of six broken concrete slab pavers and repairs to five to eight of the worst, unlevelled pavers that are considered to be a tripping hazard at the exterior front entrance of 1255 Seymour at a cost of \$1,200.00 plus taxes. CARRIED.

3) HEAT Shelter

The Council President noted he had received communication from a few residents and had been trying to contact the City with the building's concerns about the shelter. He noted he has not received any response from the City.

All residents: The HEAT Shelter's presence should be noted. If an owner or resident has concerns, please contact the City. If it is an immediate concern, please contact the Vancouver Police's non-emergency line.

4) Resident Manager

Council entered into a lengthy discussion in regards to last year's pay structure. After discussion, Council noted they will not be continuing with a bonus pay structure plan. After review of the Resident Manager's duties and the additional work he has completed, it was MOVED/SECONDED to put into place an annual review that will take place prior to the fiscal year end. Any increase in the Resident Manager's salary will be incorporated into the next fiscal year's budget. The Resident Manager will also be requested to create a list of items that will be completed over the course of the year; Council and

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the Strata Manager will be able to add this list as the year goes along. CARRIED.

5) Mock-Up Elan Sign

The Strata Manager had followed up with the contractor in regard to the font. After review, the Council President noted he would circulate a number of fonts for Council's review and approval. Suggestions will be forwarded to the contractor to do an additional mock up for the proposed Elan sign along the 1255 Seymour Street entrance.

6) Grates

Council noted they have discussed the item previously. The Strata Manager was directed to follow up with Ocean West Construction now that they have access to the balcony needed in order to reinstall grates.

7) Light Box

Council entered into a lengthy discussion in regard to the light box.

8) Parking

Council still has some concerns about Cressey's parking stalls, and after further discussion, the Strata Manager was requested to send a letter to the City of Vancouver in regard to the size of the visitor parking stalls.

CORRESPONDENCE

1) Falling Window Hardware

The Strata Manager had followed up with the insurance company, BFL, requesting that an adjustor be placed on this particular incident. After discussion with BFL, they noted they will not be assigning an adjustor to this incident. The Strata Manager was then directed to request an appropriate window company to inspect a number of windows to see how the hardware has been performing since original construction.

2) Water Damage

A letter was received in regard to water damage from repairs that had taken place in another unit's bathtub. Council requested the Strata Manager to have Latham's inspect the bathtub and the Resident Manager suite. Latham's inspected this bathtub and noted that it was installed properly.

3) Incorrectly Installed Vents

A Council member noted that vents have been installed incorrectly at his strata lot. Pictures will be sent to the Strata Manager for follow-up with an appropriate contractor for review.

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NEW BUSINESS

1) Leaks

The Strata Manager advised that two leaks directly associated with unit fixtures and appliances have been reported. The Strata Manager and Resident Manager were having difficulty in communicating with the source units. The Resident Manager advised that contact had been made with these two units and, to his knowledge, one unit has called Latham's to resolve the issue. The other unit has been contacted but work has not been completed as of this date.

2) BC Property Assessment

The Strata Manager provided a copy of the BC Property Assessment for Council's review.

3) Form K Request

The Strata Manager was advised to follow up with a unit regarding a Form K request.

4) Renovations in Suite

The Strata Manager was advised to follow up with a unit regarding renovations that took place inside the suite.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 9:35 pm.

The next meeting is scheduled for Wednesday, February 27, 2013 at 6:30 pm

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Derrin Geisheimer

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<p>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.</p>
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CROSBYConnect™

Crosby Property Management provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

✓ Account balance & history	✓ Owner's profile update
✓ Meeting minutes	✓ Bylaws and rules
✓ Building notices & announcements	✓ Insurance summary of coverage
✓ Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.)	✓ Event calendars

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

To sign up, please visit <http://www.crosbypm.com/forms/connect/> and complete our online "CROSBYConnect Information Collection" form.

Let's Connect!