

**MINUTES
OF THE STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3995
CAPITOL RESIDENCES**

Held on Tuesday, March 6, 2012
Within the 8th Floor Amenity Room
833 Seymour St., Vancouver, BC

COUNCIL IN ATTENDANCE:	Shawn Bardi	President
	Kris Jankovic	Vice President
	Eileen Fong	Treasurer
	Melvin Lee	
	James Brown	
	Darcee Wise	
REGRETS:	Salvador Castro	
BUILDING MANAGER:	Ken McPherson	
STRATA MANAGER:	Don Wong	Crosby Property Management Ltd.

The meeting was called to order by the Strata Manager, Don Wong at 6:30 p.m. This meeting was re-scheduled from February 22, 2012 to allow the attendance by key Council members.

GUEST BUSINESS

Five Star Building Maintenance Ltd., who provide the Capitol's concierge and cleaning services, met with the Strata Council to address any concerns. In attendance from Five Star were President & CEO, Paul Pantazopoulos, Director of Operations, Dominic Corsetti and Assistant Operations Manager, George Ster. Council President, Shawn Bardi stated that the strata would like the concierge and cleaning staff to operate more as a team rather than separate parties. The concierge for example could perform some general cleaning duties resulting in greater overall cleaning coverage. Such increased cleaning coverage would be beneficial, especially if the building becomes dirty in between the cleaner's shifts. Also mentioned was the concierge should present a more professional image while providing residents with friendly, helpful and courteous assistance. The strata is considering increasing security services and asked that Five Star provide a quote. Again, for efficiency and cost savings, the concierge could perform further security services. It was noted that the concierge currently does perform daily routine checks of the building. Security staff could also perform some light cleaning duties. Five Star President & CEO, Paul Pantazopoulos assured the Council that Five Star will accommodate the requests and will provide a quote for increased security. Assistant Operations Manager, George Ster stated the he will make any necessary changes in the daily services provided. The Council and Five Star management mutually thanked each other for their time, and Five Star management then departed the meeting.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED / SECONDED to approve the Minutes of the Strata Council Meeting held January 17, 2012 as previously distributed. CARRIED

RESIDENT BUILDING MANAGER'S REPORT

Resident Building Manager, Ken McPherson presented his reports ending March 2, 2012 which detailed significant occurrences involving residents' concerns, repairs, contractor's services, security, etc. The actions taken and/or to be taken were discussed to the Strata Council's satisfaction.

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED / SECONDED to approve the December, 2011 and January and February 2012 financial statements. CARRIED

AGM (Annual General Meeting) Preparation

The strata's fiscal year end is March 31, 2012 and the AGM will be scheduled to be held in May, 2012. The actual date will be announced in the formal Notice of AGM that will be sent to all owners. The purpose of the AGM will be to approve the April 1, 2012 to May 31, 2013 operating budget, consider new/amended bylaws and elect a new Strata Council. The Strata Manager and Council will be preparing a draft operating budget to be presented to the ownership.

Owners who are interested in running for the 2012/2013 Strata Council are asked to notify the Strata Manager by e-mail.

REVIEW OF ACCOUNTS RECEIVABLE

The aged accounts receivable listing and the status of the collection procedures was reviewed.

Owners are reminded that strata maintenance fees are due on the 1st of each month and fees go towards paying the common expenses of the building, such as strata insurance, garbage disposal, common area lighting, etc. Note: Invoices are not sent out to owners for strata fees. However, arrear statements will be sent to those owners with outstanding balances.

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

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.

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A claim pertaining to a vehicle being towed from the building has been settled by the law firm, Dolden Wallace Folick LLP, acting on behalf of the strata.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies

Council member and Executive Vice President, Darcee Wise representing the Developer, The Capitol Residences Limited Partnership provided a brief update on the status of the common area deficiency list that was submitted on January 21, 2012. The detailed list by specific location was prepared by Crosby's Warranty Service Coordinator with the assistance of the Resident Building Manager, as approved by Council. Ms. Wise informed Council of the ongoing work and provided Council with the list of the developer's comments on each deficiency item. It was noted that should there be any significant disagreement on rectifying a common deficiency, the warranty provider may have to be involved.

Parkade Entry/Exit Ramp – Owners and residents are reminded to be careful when entering and exiting the parkade in their vehicles, since the ramp is quite narrow. Vehicle speed should not exceed 8 km/hr. Council is considering widening the ramp area without affecting the building's structural integrity. This ramp width was not deemed to be a common deficiency.

Window Cleaning – As soon as the anchor installation/changes are finalized and weather permitting, the remainder of the building's windows will be able to be cleaned.

2. Form K – Notice of Tenant's Responsibilities

Owners that rent out their suites are again reminded they must ensure they complete a Form K – Notice of Tenant's Responsibilities. The form must be signed by both, the owner/landlord and tenant, and submitted to Crosby Property Management. It is important that this form is submitted, as it provides suite contact information that is available in case of an emergency, especially if the owner cannot be reached. Building staff and the strata cannot deal with unknown residents.

A copy of the Form K was attached to the Welcome Package that was sent out to all owners, and is also attached to these minutes. Owners can also download a copy of this form from Crosby's website: www.crosbypm.com. The strata can levy a maximum fine of \$200.00 to the owner for not submitting a Form K.

CORRESPONDENCE

1. Various - Security

Council has received correspondence from owners and residents regarding upgrading the overall security. Council will be obtaining quotes for added security coverage, (including 24 hour service), parkade cameras. Such upgrading will affect the budget and may increase strata fees. To-date upgrades have/will be made to common door hardware, rear loading gates, bike enclosures, parkade gates and signage will be added. Such measures should deter and help against potential vandals and thieves. However, owners and residents must be pro-active as well. Below are security measures that should be practiced.

DON'T LET ANYONE IN WHOM YOU DO NOT RECOGNIZE. (JUST LET THE PERSON FOLLOWING YOU KNOW THAT YOU ARE DOING THIS FOR SECURITY REASONS).

DON'T JUST BUZZ TRADES IN...GO DOWN AND MEET THEM IN THE LOBBY.

DON'T LEAVE PARKADE REMOTE, KEYS OR ANY VISIBLE VALUABLES IN YOUR VEHICLE.

WAIT FOR THE PARKADE GATE TO CLOSE WHEN ENTERING AND EXITING TO ENSURE NO ONE IS FOLLOWING BEHIND.

CALL 911 FOR EMERGENCIES:

- POLICE (IMMEDIATE THREAT TO PERSON AND/OR PROPERTY, SERIOUS CRIME IN PROGRESS)**
- FIRE**
- MEDICAL**

**SECURITY IS EVERYONE'S RESPONSIBILITY!
DON'T BE A VICTIM OF CRIME!**

*** There was a recent dangerous incident at approximately 3:00 a.m. on the morning of Sunday, February 26, 2012. Bottles and fruit were being thrown at residents and the public. The Vancouver Police officers who happened to be in the area immediately investigated several floors, to determine who the offenders were.

The strata will fine the maximum of \$200.00 for such reckless acts.

NEW BUSINESS

1. Depreciation Report (Contingency Fund Reporting)

Strata Council members were provided with Crosby's Newsletter regarding Depreciation Reports that outlined the strata's obligations and options under the new provisions of the Strata Property Act. Below is some of the information contained in the Newsletter.

Other provinces have had legislation in place for some years mandating condominium corporations to develop long-term reserve studies and associated funding requirements (typically over a period of 30 years). The concept of such long-term reserve studies is to effectively establish, with some certainty, exactly what cash requirements the Corporation will face in the coming years in order to maintain, repair, and replace key components of the physical asset. This commendable process intends to alert current and future owners as to their personal financial obligations. It also avoids surprises associated with those dreaded special levies. In British Columbia, no such provision has been enacted since the Strata Title Legislation was created in 1966, until now.

Section 94 of the *Strata Property Act* used to say:

"The strata corporation may prepare a depreciation report..."

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Because of the optional language (“may” instead of “must”) very few Strata Corporations undertook such Depreciation Reports. There were two prime reasons for the general lack of interest:

- (a) The cost to obtain the report.
- (b) The resulting cost to actually fund the long-term reserve requirements.

Such Depreciation Reports are now mandatory (“may” has become “must”), however, Strata Corporations may pass a $\frac{3}{4}$ vote resolution to waive the requirement. The regulation also mandates that Depreciation Reports, where they exist, must be attached to the Form B - **Information Certificate** for prospective purchasers by March 1, 2012. Depreciation Reports are essentially the same as a Reserve Fund Studies or Capital Plans.

The Option:

Section 94(3) of the new legislation states:

“A Strata Corporation need not comply with the requirements if the Strata Corporation, by a resolution passed by a $\frac{3}{4}$ vote at an Annual or Special General Meeting within the prescribed period, waives that requirement.” (Abbreviated)

As it stands right now, your Strata Corporation must obtain a Depreciation Report and develop the 30-year funding program. You may postpone this obligation by presenting a $\frac{3}{4}$ vote resolution to waive the requirement at your next Special General Meeting or Annual General Meeting.

This waiver, as we understand it, is not a permanent release from the requirement but rather only for the current term. The waiver process will be required annually, failing which the Depreciation Report requirement will remain. Crosby Property Management Ltd. will continue to assist and provide updated information to the strata to allow the ownership to determine the course of action to be taken.

2. Performance Reviews

Council is considering doing a self performance review of Council and contractors to ensure issues are promptly resolved and that proper services are provided.

OTHER BUSINESS

1. Strata Insurance Renewal

The Strata Council has reviewed the renewal terms provided by broker, BFL Canada Insurance and binded coverage effective February 28, 2012 to February 28, 2013. The following minimum deductibles have increased:

- All risk (for fire resistive buildings) \$2,500 to \$5,000
- Water Damage/Sewer Back up \$5,000 to \$10,000

Rates have also increased by 15% for all such buildings.

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Owners and tenants are reminded that homeowner's insurance and tenant's insurance should be purchased, as the strata insurance policy does not cover such items as personal belongings/contents, upgrades. Coverage for the strata's deductible(s) should also be considered when obtaining such insurance.

Note: The strata can charge back the strata's insurance deductible to an owner if a claim is made under the strata's insurance policy is a result of owner negligence.

2. Gym – Elliptical Machine

The Council is considering adding another elliptical machine. The Strata Manager will obtain quotes for Council's review.

3. Dunn's Restaurant

The Strata Manager and Building Manager met with the Manager of Dunn's Restaurant to ensure that the rear loading and building doors are to be kept locked at all times by staff. In addition, the common hallways are to be kept clear of any storage items because of fire and safety requirements. Dunn's management has been very cooperative.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 9:00 p.m.

The next meeting is a Budget Preparation Meeting (Note: There will be no minutes) and is scheduled for Tuesday, April 24, 2012 at 6:30 p.m. in the 8th floor lounge.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Don Wong

Email: dwong@crosbypm.com

Direct Line: (604) 648-6996

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

<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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