

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

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Held on Tuesday, August 28, 2012  
Within the 8<sup>th</sup> Floor Amenity Room  
833 Seymour St., Vancouver, BC

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

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The meeting was called to order by the Strata Manager, Don Wong at 6:35 p.m.

**RESIDENT BUILDING MANAGER'S REPORT**

Resident Building Manager, Ken McPherson presented his report ending August 28, 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.

Security Services – Regent Security

Strata Council was updated as to the corrective action taken with Regent Security regarding recent service provided and hours worked. The security officer involved has been transferred to another location.

The use of a security pager by Regent is being considered.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED / SECONDED to approve the Minutes of the Strata Council Meeting held July 12, 2012 as previously distributed. CARRIED

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED / SECONDED to approve the June and July 2012 financial statements. CARRIED

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Depreciation Report

Strata Council was provided with Crosby's August 2012 Newsletter containing a reminder on the important transition dates and cost savings to clients for obtaining the Depreciation Report. Morrison Hershfield, a well-respected engineering firm, and Suncorp Valuations, an insurance appraisal company, are able to offer Crosby clients a discount on their fees. Included in the Newsletter were fee range tables, indicating the expected cost of a depreciation report. The Strata is welcome to use other qualified companies, but the discounts negotiated by Crosby are with Morrison Hershfield and Suncorp Valuations. Several companies were reviewed and these two companies were selected based on cost, experience and reliability.

As per Council's directive, the Strata Manager will obtain actual fee quotation from both companies.

Contingency Reserve Fund Investments

The Council prudently requested that the Strata Corporation's funds be invested in GIC / Term Deposits to maximize returns. Council unanimously approved the following:

\$300,000.00 of prior year's surplus to Vancity 3 Year Escalator Term Deposit

\$200,000.00 "extra" to Vancity 1 year cashable (30 days lockout)

Subsequent to this meeting, Crosby accounting invested the above on August 30, 2012.

**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 1<sup>st</sup> 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**

To the best of our knowledge there is no current 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. Common Area Deficiencies

A detailed list of the common deficiencies by specific location, prepared by Crosby Property Management Ltd. and approved by Council, was forwarded to the developer on January 31, 2012 to rectify. The Strata Manager will continue to assist the Strata with follow up to ensure completion.

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2. Window Cleaning / Anchor Certification

Scaflat Staging Ltd. is scheduled to complete the tightening of the roof socket bases so that the anchor system can be certified. Access to the 37<sup>th</sup> floor balcony area is required. Upon certification, the window cleaning will be completed by Pacific Heights Window Cleaning. Subsequent to this meeting, notices have been distributed to 37<sup>th</sup> floor owners / residents to arrange access.

3. Elevator - Security Cameras

Council approved the installation of elevator security cameras; however, it was decided not to have subsidized security cameras installed by media advertising companies, as there are adverse maintenance, privacy and long-term contract concerns. Installation will be arranged to be done by late September. The cost per camera installed is approximately \$3,000.00.

4. Suite Air Conditioning

A quote is being requested for the installation / maintenance of those suites that have air conditioning. The Strata will determine what will be covered by the strata corporation.

5. Elliptical Machine

Council has approved the purchase of a commercial use elliptical machine (Life Fitness CT9500 HR). The total cost, including delivery and set-up is \$2,800.00 plus taxes.

6. Removal of "Piano Key" Blocks

Council approved proceeding with the removal of the front entrance "piano key" concrete / marble blocks. The blocks are used by passersby as seats, which has resulted in garbage and loitering.

**CORRESPONDENCE**

1. Handicap Door Openers

The Council reviewed an owner's suggestion regarding the installation of handicap door openers to all residential parkade elevator lobby doors. Council will need to further investigate the suggestion as necessity, cost and maintenance need to be considered.

**OTHER BUSINESS**

1. Suite Rentals – Form K Required

**Owners that rent out their suites 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 Ltd. It is important that this form is submitted as it ensures there is suite contact information in case of emergency and for overall security. Note: The building staff and Crosby cannot deal with unknown residents.

**The strata can levy a maximum fine of \$200.00 to the owner for not submitting a Form K.**

**Section 146 of the Strata Property Act of BC states that a Form K must provided to the strata within 2 weeks of renting.**

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A copy of the Form K was attached to the Welcome Package sent out to all owners, and is **attached** again to these minutes. Owners can also download a copy of this form from Crosby's website: **www.crosbypm.com**

2. Undelivered Mail

The Strata Manager will contact Canada Post to determine how best to handle / secure undelivered mail.

3. Resident List for Fire Department / Emergency Services

The Strata Manager will investigate establishing a list for those residents that may require special assistance from the Fire Department / Emergency Services in the event of a on-site building emergency.

**DISCLAIMER**

- Use of the locker and storage area and equipment implies agreement with the rules governing its usage. Use of the bike storage areas and equipment is at the sole risk of the user.
- The Strata Council or building management reserves the right to deny use of the facilities to any individual at any time for non-compliance with these rules.
- The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including legal fees, which may result of use of the locker and storage area and equipment by any reason.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 9:15 p.m.

The next Strata Council meeting is scheduled for Wednesday, October 3, 2012 at 6:30 p.m. in the 8<sup>th</sup> floor Lounge.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Don Wong

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

Direct Line: (604) 648-6996

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

**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.**

**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!

## **NOTICE OF TENANT'S RESPONSIBILITIES - (FORM K)**

**IMPORTANT!** Please ensure that you **sign the Form K** before submitting to our office. Thank you.

Section 146 of the Strata Property Act of British Columbia stipulates that if an Owner within a Strata Corporation wishes to rent his/her unit, the Owner must provide the Strata Corporation with the attached completed Notice of Tenant's Responsibilities (FORM K), within two (2) weeks of renting.

It is the Owner's responsibility to send in a new FORM K when tenancy changes. If you are a Non-Resident Owner and not renting out your unit, we would appreciate your completing the FORM K regardless. However, in the space "Tenant's Name", please indicate **the reason for not renting**. This ensures that our computer and files are properly updated and you will not receive reminder letters or be fined.

**FAILURE TO SUBMIT A COMPLETED FORM K WHEN REQUIRED COULD RESULT IN FINES BEING LEVIED IF APPLICABLE IN THE STRATA CORPORATION'S BYLAWS.**

In addition, it is a requirement of the Act that you provide your Tenant with the Bylaws governing your Strata Corporation, together with other Rules to ensure that your Tenant is aware of his/her rights and obligations.

*The personal information requested and subsequently provided in this document is for the purpose of communicating with tenants and owners, ensuring the orderly management of the Strata Corporation and complying with legal requirements.*

*Strata Property Act*  
**FORM K**  
**NOTICE OF TENANT'S RESPONSIBILITIES**  
*(Section 146)*

To the Owners Strata Plan No. \_\_\_\_\_

Re: Strata Lot \_\_\_\_\_

Civic Address \_\_\_\_\_

Tenant's Name (Please print) \_\_\_\_\_

Tenant's Name (Please print) \_\_\_\_\_

Phone (Work) \_\_\_\_\_

Phone (Home) \_\_\_\_\_

Phone (Work) \_\_\_\_\_

Tenancy commencing [month, day, year] \_\_\_\_\_

**IMPORTANT NOTICE TO TENANTS:**

- 1 Under the *Strata Property Act*, a tenant in a strata corporation **must** comply with the bylaws and rules of the strata corporation that are in force from time to time (current bylaws and rules attached).
- 2 The current bylaws and rules may be changed by the strata corporation, and if they are changed, the tenant **must** comply with the changed bylaws and rules.
- 3 If a tenant or occupant of the strata lot, or a person visiting the tenant or admitted by the tenant for any reason, contravenes a bylaw or rule, the tenant is responsible and may be subject to penalties, including fines, denial of access to recreational facilities, and if the strata corporation incurs costs for remedying a contravention, payment of those costs.

Date [month, day, year] \_\_\_\_\_

**NOTE TO LANDLORD: A VALID FORM "K" MUST BE ISSUED WITH EACH TENANT CHANGE**  
***PLEASE DO NOT FORGET TO SIGN BELOW.***

\_\_\_\_\_  
Signature of Landlord, or Agent of Landlord

\_\_\_\_\_  
Landlord's Name (Please Print)

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of Tenant

The address to which any notices to the registered owner of the strata lot shall be delivered is:

\_\_\_\_\_  
Owner's Address (Please Print)

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
(Phone numbers - Home/Cell and/or Office)

*The personal information requested and subsequently provided in this document is for the purpose of communicating with tenants and owners, ensuring the orderly management of the Strata Corporation and complying with legal requirements.*

\*\*\* Fax copy of completed Form K is acceptable\*\*\*

**CROSBY PROPERTY MANAGEMENT LTD.**  
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