

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

Held on Wednesday, October 3, 2012
Within the 8th Floor Amenity Room
833 Seymour St., Vancouver, BC

COUNCIL IN ATTENDANCE:	Shawn Bardi	President
	Kris Jankovic	Vice President
	James Brown	Treasurer
	Melvin Lee	
	Natalia Garbuzova	

REGRETS:	Eileen Fong
	Salvador Castro
	Ken McPherson

STRATA MANAGER:	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.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED / SECONDED to approve the Minutes of the Strata Council Meeting held August 28, 2012 as previously distributed. CARRIED

Note: Strata Council determined that target and completion dates will always be disclosed in the minutes where possible to keep the ownership informed.

RESIDENT BUILDING MANAGER'S REPORT

Strata Council reviewed the Building Manager's report ending October 2, 2012 which detailed significant occurrences involving residents' concerns, repairs, contractors' services, security, etc. The actions taken and/or to be taken were discussed to the Strata Council's satisfaction.

Concierge

Strata Council discussed some concerns regarding protocol and procedures that should be adhered to by Concierge staff to ensure proper service is provided to owners and residents and to maintain a good working relationship with other building staff. The Building Manager and Strata Manager should be consulted and/or advised of any special circumstances so that proper action is taken. Five Star's Assistant Operations Manager, George Ster will, as usual, be kept up to date on any concerns.

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Security and Concierge Coverage

Strata Council authorized the Building Manager and the Strata Manager to make any necessary changes / additions in Regent Security's shifts and Five Star's concierge shifts to ensure proper coverage for peak times, holidays and for more overall efficient security coverage. Strata Council will be updated as to the changes.

APPROVAL OF FINANCIAL STATEMENTS

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

CARRIED

REVIEW OF ACCOUNTS RECEIVABLE

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

<p>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.</p>

Note – Statements are only sent to those owners who are in arrears. Monthly statements are not sent to owners for strata fees. Late charges can not be reversed if strata fee payments are late without legitimate cause, as it is not fair for those owners who pay on time to subsidize those owners who do not pay on time.

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. Roof Equipment Inspection / Window Cleaning

Scafcats Staging Ltd. still needs to get access to the 37th floor balcony area to complete inspections in accordance with Health & Safety Code for suspended equipment operations and elevating platforms for the building's window washing system.

Subsequent to this meeting, access was obtained via assistance from suite 3706 and the inspection was completed on October 20, 2012 on levels 37, 41, 42 and 43, which included tightening and inspecting socket plates, lifeline anchors, davit arms and approximately 4,000 square feet of wire rope. Hoists were removed from building and overhauled by Scafcats. Inspection also included checking welds and lifeline anchors on levels 7, 8 and tracks and trolley on level 31. All equipment is approved for use. Scafcats has sent their report to Bogdonov Pao Associates Engineering for their approval stamp.

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Upon approval, Pacific Heights Window Cleaning will then schedule to complete the window cleaning in November 2012.

2. Elevator – Security Cameras

Webb Solutions is co-ordinating with Richmond Elevator to have security cameras installed in two elevators. Due to pre-installation work as required under BCSA (BC Safety Authority) requirements, installation will be scheduled to be done before the end of December 2012.

3. Air Conditioning Maintenance / Filter Replacement (31st Floor and Up)

Strata Council approved the quote from Werner Smith Mechanical Inc., the strata's current mechanical contractor, to replace the filters in the fan coils for those suites with air conditioning (31st floor to penthouses). Total cost of labour, including filters, will be \$3,855.00 plus HST for one complete service to be scheduled and completed by early November 2012. A sign up sheet will be posted as suite access will be required.

4. Inaccessible Planter Maintenance

Strata Council approved the revised quote from Moscone Bros., the Strata's current landscaper, to also provide service to those suites which are not accessible by owners. The annual amount is \$8,940.00, plus HST, for monthly service of rooftop and penthouse gardens, and quarterly visits to deck gardens located in suites on various floors. Service is scheduled to start in October 2012.

5. "Piano Key" Block Removal

Three quotes have been obtained to remove the "piano key" blocks and then store them on P2 level. Vincent Moving's was approved to perform the move; cost will be approximately \$900.00 to \$1,000.00. The move will be scheduled to be done by the end of October 2012.

6. Elliptical Machine Purchase – Life Fitness

The elliptical machine is due for delivery in mid-October 2012.

Subsequent to this meeting, the elliptical machine was delivered and installed on October 18, 2012.

CORRESPONDENCE

There was no significant outstanding and/or new correspondence. All routine and/or minor concerns received from owners and residents have been dealt with accordingly by the Strata Manager and Building Manager. Any significant concerns are always presented to Strata Council for authorization as to the proper action to be taken.

NEW BUSINESS

1. Storage Locker Set Up - Update

Strata Council President, Shawn Bardi proposed that the Strata consider setting up storage lockers to rent to residents. The Strata Manager will investigate and report back at the next meeting.

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TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 8:15 p.m.

The next Strata Council meeting is scheduled for **Monday, November 19, 2012** in the 8th floor Lounge.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Don Wong

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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!