

**MINUTES OF THE BCS 3437 (ESPANA) STRATA COUNCIL MEETING HELD ON WEDNESDAY,
MAY 25, 2011, AT 4:30 PM IN THE TOWER B MEETING ROOM, 2nd FLOOR, 188 KEEFER PL**

Present: Ken Charko President
Dianne Buckland Vice President
Dave Tilley Treasurer
Thomas Park Commercial Section Representative
Michael Schalke Member at Large

Regrets: None

Agent: Rob Boyko ("PM") ColyVan Pacific

Business Conducted:

1. CALL TO ORDER

- a. The President called the meeting to order at 4:32 PM

2. APPROVAL OF PREVIOUS MEETING MINUTES

- a. April 20, 2011 strata council meeting minutes (previously distributed)
- b. Amendments: None
 - i. It was **MOVED & SECONDED** to adopt the April 20, 2011, strata council meeting minutes, as presented

MOTION CARRIED

3. FINANCIAL REPORT

- a. Arrears discussion – IN CAMERA
- b. Treasurer's report
 - i. Noted that the strata's steam-heat costs were higher year over year
 - ii. Council to direct the Building Manager to post notices to remind owners to turn their thermostats down if possible in order to conserve energy and reduce costs
- c. Adoption of April, 2011, Financial Statements (previously distributed)
 - i. Postponed until the Treasurer completes his review of the April expenditures

4. COMMITTEES REPORT

a. Maintenance & Deficiencies Committee

- i. Elevator Efficiency Review
 - 1. Gunn Consulting recommendation from B Carleton
 - a. It was **MOVED & SECONDED** to accept the Gunn Consulting proposal to review the elevators
- ii. Gym Noise Issue
 - 1. PM noted that a warranty claim has been filed with National Home Warranty to require the Developer to complete the improved flooring installation across the entire gym room
- iii. Gym Window Film
 - 1. Building Manager dispatched to have film removed
- iv. Pita King Restaurant Odour Issue Discussion
 - 1. Council discussed the owner's plans to complete the ventilation work and noted that the owner had hired a contractor and ordered the necessary equipment

MOTION CARRIED

2. Council remains concerned that the issue has not been addressed in a timely manner and is considering bylaw enforcement action
- v. Unauthorized Surveillance Cameras Installations at TH 225, 226, 237
 1. An owner wrote regarding one of the installations and the strata agent (“property manager”) responded on behalf of the strata corp
 2. The engineer hired by the strata to verify the warranty concerns the Developer had due to these unauthorized installations has verified that there is little or no concern subject to the removal being completed as anticipated
- vi. Unauthorized Roof-top Shelters (TH)
 1. Owner continues to comply with the strata’s requests
 - a. Engineer’s report expected May 10, 2011
 - b. Remains pending – PM has written to the owner in question
- vii. Corner Guards Project
 1. PM awaiting quotes and proposals
- viii. Common Area Painting
 1. PM to coordinate with the vendor and the strata’s subcommittee
 - a. Council Member Buckland has been designated by Council to manage quote receipt, vendor interviewing, and initial scheduling such that the Building Manager can then have the work completed as per the Council’s direction
- ix. Pond/Water Feature Maintenance Discussion
 1. Shiny Fish began the water feature maintenance on May 20.
 2. Council will review the effectiveness prior to the June strata council meeting
- x. Parkade Cleaning
 1. Scheduled for mid June
 - a. Notices will be posted one week prior to the start of the cleaning
 - b. Residents will be allowed to park on the visitor parking level at no cost during the day that their parking level is being cleaned
 - c. Residents who do not move their vehicle will have their vehicle towed up to visitor parking and the owner of the strata lot will be assessed a fee of \$50 for this service

b. Security & Safety

- i. Video camera installations in the elevators
 - a. Council president Charko to speak with IHN vendor prior to council approving the system
 - b. Council members Park and Tilley will review final costing including lease terms and their approval of said terms will be required prior to the strata proceeding
 - c. It was **MOVED & SECONDED** to proceed with the IHN installation of video cameras in the elevators and the installation of related video monitors to improve the safety and security of the strata’s common property subject to the above terms

MOTION CARRIED

c. Bylaws Report

- i. Bylaw enforcement discussion – IN CAMERA
 1. It was **MOVED & SECONDED** to adopt the Bylaws Committee’s recommendations

MOTION CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- a. Painting Update
 - i. Council vice president Buckland is coordinating quotes, vendor selection, and test area application

- ii. Note: test areas to be A tower, 2nd floor at the entrance to the library, and C tower courtyard entrance hall, 2nd floor
- b. Pool Maintenance
 - i. Request to move to a saline system to improve the recreation facility
 - 1. Discussion by Council & direction to the PM
 - a. PM to generate a cost-benefit comparison
 - i. Life-cycle expectancy and related information to be included in the report from each vendor
- c. Form K Service – Council Motion to authorize strata to offer tenancy verification service
 - i. The Strata will offer owners the option of having a monthly physical check done on any suite that is tenanted
 - ii. PM investigating compliance requirements under PIPA (Privacy Act) and the Residential Tenancy Act
 - 1. Pending

6. CORRESPONDENCE – IN CAMERA

- a. The Property Manager processed a variety of correspondence on behalf of the strata

7. NEW BUSINESS

- a. It was MOVED & SECONDED to offer to rent to Commercial Section owners and occupants designated parking spaces from 8 AM to 9 PM (6 PM on event nights), 7 days per week, on a monthly basis, for a rate of \$50 per month per parking stall
- MOTION CARRIED**
- b. Landscaping Contract Review
 - i. The strata council requested that council member Schalke and the PM review the ParaSpace contract proposal and report back to the strata council standing committee
 - c. Vehicles Parking Illegally in Other Owners' Spots
 - i. Council noted that residents, their visitors, and owners are not permitted to park in any space other than their own or in visitor parking at the prescribed cost as posted at the parking meter on the visitor level
 - ii. Council noted that vehicles will be towed at the owners' expense if parked in an unauthorized stall
 - iii. ***Please ensure neither you nor your visitors park in any stall that is not yours***
 - d. Door Closers
 - i. Council noted that door closers have been installed by the strata's handy-man as directed
 - e. Minutes Distribution
 - i. Council directed the PM to develop a plan to allow for electronic-only distribution of minutes and other documents at no extra charge to the owners
 - ii. ***Note: the minutes are available on the strata's website: www.espanacondos.com***
 - iii. Owners continue to enjoy the right to order minutes or any other strata record kept by the strata corporation in compliance with the Strata Property Act for a nominal charge from the property management company
 - f. Crosstown Residents Association meeting set for June 7, at 7 PM in the Party Room ("A" Tower, lobby level) subject to the Canucks' schedule being published
 - g. Enterphone Issues Concern
 - i. Council discussed enterphone reliability concerns raised by an owner and directed the PM to contact the vendor to review repair and maintenance options

8. ITEMS APPROVED BY STRATA COUNCIL'S MAJORITY VOTE VIA E-MAIL

- a. None

9. MAJOR ITEMS OPERATIONAL SUMMARY:

- a. Finances
 - i. Income is tracking to budget
 - ii. Expenses are tracking to budget or are less than budgeted year to date
- b. Gym Noise Issue – partially remedied by installation of improved flooring
 - i. Council has filed a claim with the National Home Warranty program to require the Developer to fully remedy the issue at its cost
- c. Saline System Installation for Pool and Spa

- i. Council continues to investigate cost and warranty items prior to proceeding
- d. Gym Window Film Test – owners decided to forgo film installation
- e. Pita King Odour Issue – new ventilation work started to remedy the problem
- f. Water Feature maintenance has begun
- g. Parkade Cleaning
 - i. Scheduled for mid-June**
- h. Video Camera and Monitor Installation in the Elevators
 - i. Approved subject to final cost analysis/approval
- i. Common Areas Painting
 - i. Work to begin mid-late June and continue on an as-needed basis
- j. Commercial Section monthly day parking – a rate was established for Commercial Section owners and occupants
- k. ParaSpace Landscaping is now servicing the strata on an interim basis

10. NEXT MEETINGS & ADJOURNMENT

- a. **The next strata council meeting will be held on:**
 - i. Wednesday, June 22nd, 2011, 4:30 PM in the “B” Tower meeting room, 2nd floor**
- b. Meeting adjourned at 5:53 PM