

**MINUTES OF THE BCS 3437 (ESPANA) STRATA COUNCIL MEETING HELD ON THURSDAY,
SEPTEMBER 29, 2011, AT 4:30 PM IN THE TOWER B MEETING ROOM, 689 ABBOTT ST**

Present: Ken Charko President
Dianne Buckland Vice President
Michael Schalke Member at Large
Dave Tilley Treasurer

Regrets: Thomas Park Commercial Representative

Agent: Rob Boyko ColyVan Pacific

Business Conducted

1. CALL TO ORDER 4:30 PM

- a. The President called the meeting to order at 4:33 PM
- b. There being a quorum of strata council members the meeting was duly constituted to conduct the business at hand.

2. BUILDING MANAGER REVIEW

- a. Informal report from Debra

3. APPROVAL OF PREVIOUS MEETING MINUTES

- a. July 20, 2011 strata council meeting minutes (previously distributed)
 - i. *Note: No quorum for the August 3, 2011 strata council meeting, therefore no minutes to be produced*
 - ii. Amendments: None
 - iii. It was **MOVED & SECONDED** to adopt the July 20, 2011, strata council meeting minutes as presented

MOTION CARRIED

4. FINANCIAL REPORT & CONTRACT MATTERS

- a. Arrears discussion – IN CAMERA
- b. Treasurer's report
 - i. The Treasurer noted that income and expenses continue to track to budget
 - ii. The strata may wind up this fiscal year with a small operating surplus
 - iii. It was **MOVED & SECONDED** to adopt the strata's financial statements through to August 31, 2011

MOTION CARRIED

5. ANNUAL GENERAL MEETING PREPARATION

- a. **The ANNUAL GENERAL MEETING will be held on:**
 - i. **Wednesday, November 9, 2011, at 6 PM in the Party Room, "A" Tower lobby, 689 Abbott Street**
 1. If no quorum after 30 minutes the meeting will be adjourned until:
 - a. **Wednesday, November 16, 2011, at 6 PM in the Party Room, "A" Tower lobby, 689 Abbott Street**
 - ii. *Owners are invited to a Budget Review and Planning meeting on:*
 1. **Wednesday, October 12, from 4:30 PM to 6 PM, in the Party Room, "A" Tower lobby, 689 Abbott Street**
 - iii. Bylaw amendments proposed
 1. General Meeting Quorum addition to allow a meeting to continue as duly constituted after 30 minutes if there is no quorum

- a. Saves the strata the expense of holding a second general meeting (approximately \$1,000+ in additional costs per extra meeting for a strata the size of the Espana)
- b. Allows the owners present to constitute a quorum and conduct the strata's business required at a general meeting
2. Licensed Rental Agent required to manage any suite in the strata that is to be rented out
 - a. Council discussed proposing a bylaw amendment that would require owners who rent their suites to employ a licensed rental agent to manage the tenancy
 - b. Council noted that this bylaw should assist in improving the community by ensuring tenants are informed of and abide by the strata's bylaws as part of their tenancy agreement
3. Amend the move in fee to be charged to any move in
 - a. Note that waiving the move in fee for "furnished suites" appears to conflict with the requirement of the strata property act that the bylaws be applied on a fair and equal basis to all owners
 - i. IE those owners who rent their suites – some are subject to the move-in fee and some are not yet from the strata's perspective there is no difference between tenancies
4. PM to review notice from past year re bylaw amendments
 - a. PM to advise council of other possible bylaw amendments based on proposals from the previous annual general meeting

6. COMMITTEES REPORT

a. Maintenance & Deficiencies Committee

- i. Elevator efficiency review
 1. Awaiting report from GUNN Consulting
 - a. Due October 4 (consultant's delay)
 - i. Received and circulated to council for review
 - ii. Tabled for the November strata council meeting
 - ii. Gym noise issue
 - a. PM sent claim to National Home Warranty
 - i. Letter sent to NHW June 22 requesting an update
 - ii. Response received
 1. Agent to draft appeal to claim
 - b. Vendor selection and PLAYFALL tiles & installation ordered
 - i. Installation confirmed for last week of October and 1st week of November
 - ii. *NOTE: During installation portions of the gym will be temporarily unavailable as the new flooring is installed*
- iii. Corner Guards Project & Common Area Painting
 1. Painting of 10 hallways completed
 - a. Corner guards installation being scheduled
 2. Painting to continue in blocks of 5 hallways per week
 - a. Estimated to have 20 hallways completed by Oct 31

b. Security & Safety

- i. Video camera installations in the elevators
 1. IHN installation scheduled pending receipt of BCSA authorization (regulatory authorization)
 - a. Installation planned for October subject to receipt of BCSA approval

c. Bylaws Report

- i. Bylaw enforcement discussion – IN CAMERA
 - a. Bylaw enforcement continues as per strata council direction

- i. It was **MOVED & SECONDED** to adopt the issuing of fines for infractions where fines have been previously levied in similar circumstances

MOTION CARRIED

- ii. Council instructed the PM to issue fines according to the council's direction for all bylaw infractions where either the suite is a repeat offender or where the suite failed to provide a suitable response for certain bylaw infractions including no smoking in common areas and on balconies, excessive noise, and dumping of excess garbage/household goods
- b. Unauthorized Roof-Top shelters
 - i. PM scheduling inspection of structures for final report to Council on matter
 - 1. Pending

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- a. Pool maintenance
 - i. Request to move to a saline system to improve the recreation facility
 - 1. An owner wrote to voice a concern that the saline chlorinators did not comply with the City's bylaws or regulations
 - a. The vendor supplied the Canadian Safety Authority's certificate of compliance and the City issued a permit to install the equipment
 - i. Installation now scheduled for the week of October 17
 - ii. *Note: installation was postponed due to this owner's query

8. CORRESPONDENCE – IN CAMERA

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

9. NEW BUSINESS

- a. Floor open to Council Members to add New Business Items for discussion
 - i. None tabled

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

- a. None

11. NEXT MEETINGS & ADJOURNMENT

- a. **Budget Review Meeting (owners expressly invited): Wednesday, October 12, 2011, 430 PM to 6 PM, "A" Tower Party Room (lobby level)**
- b. **Next strata council meeting: October 26, 2011, 4:30 in the "B" Tower meeting room, 2nd floor**
- c. Meeting adjourned at 5:00 PM