

IMPORTANT INFORMATION Please have this translated

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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुदुगी सादरवारी किरपुा वरवे किरि वेसें हिस रा लुसेवा वरवार्

**MINUTES OF THE BCS 3437 (ESPANA) STRATA COUNCIL MEETING HELD ON
WEDNESDAY, JANUARY 18, 2012 AT 4:30 PM IN THE TOWER B MEETING ROOM,
689 ABBOTT ST, VANCOUVER, BC**

Present	Ms. Dianne Buckland	President
	Mr. Dave Tilley	Vice-President
	Ms. Kelsey Lunn	Treasurer
	Mr. Michael Schalke	Maintenance Committee
	Mr. Ken Charko	At Large
	Mr. Pedro Ho	At Large
	Mr. Thomas Park	Commercial Representative

Agent: Kenneth Bro, Property Manager
ColyVan Pacific Real Estate Management Services Ltd.

1. CALL TO ORDER

The meeting was called to order by Ms. Dianne Buckland, Council President, at 4:30 PM.

2. PRESENTATIONS:

It was **MOVED/SECONDED** to welcome Ms. Kelsey Lunn as Treasurer and Mr. Pedro Ho, Member At Large to council and with regrets announce the resignation of Ms. Kat Smith and Mr. Karl He. The Council would like to thank Ms. Smith and Mr. He for their service and to recognize their commitments in other areas at this time. **CARRIED**

The council went into an in-camera discussion with ColyVan Pacific on various topics at which time Kenneth Bro was introduced as the new Strata Agent for the Owners BCS 3437.

Kenneth Bro's contact info is as follows:

604-683-8399 local 232

Email: kbroy@colyvanpacific.com (best way to communicate)

As always 24/7/265 through ColyVan Pacific's emergency number 604-683-8399

3. Building Superintendent's Report

The final resolution to the recent lack of hot water in Tower C should be solved with the replacement of a flow switch. Council would like to thank Ron for his ongoing diligence in trying to solve this with various trades and for all owners' patience.

There was another water escapement from a faulty steam heat radiator in Tower B which necessitated a restoration call-out and the involvement of the strata's insurance to make a claim. The deductible will be charged back to the owner. The agent has met with the adjuster and restoration company on-site to assure everything is proceeding as quickly as possible.

The building manager is proceeding with the installation of the remaining corner guards. Council would like to thank Ron for finding a better pricing on them.

The DVR to the security cameras is being replaced by Smart Tec. As well Smart Tec should have a resolution to the ongoing intercom issue in Tower C shortly.

The repairs to the flooring in the elevator in “C” building have been slower than anticipated because the management didn’t want to inconvenience the owners by shutting down the elevator for two-three days. Installers are working throughout two nights to hurry the process along.

All floors have now been painted and carpet-cleaned. Touch-up on the walls and carpet cleaning will continue on a regular basis

Four abandoned cats were rescued by the SPCA. A tenant had left the cats on their own for a couple weeks

4. APPROVAL OF PREVIOUS MEETING MINUTES

It was **MOVED/SECONDED** to approve the adoption of December 14, 2011 minutes as distributed.

CARRIED

5. COMMITTEES REPORTS

Maintenance Committee

The gym painting was finalized; the committee is pleased with the results.

6. FINANCIAL REPORTS

Arrears Report

Deferred until the February meeting.

Financial Statements

Deferred until the February meeting to allow the new treasurer to meet with the controller of ColyVan Pacific to go over the current financials.

7. CORRESPONDENCE

The Strata Council will deal with the current month's correspondence prior to the following Strata Council meeting. This will be accomplished by e-mail among themselves. Currently many issues are managed in this manner by the Strata Council, resulting in more time being available at Strata Council meetings for discussions on larger issues.

Rooftop/patio structures: City of Vancouver has confirmed that they have received a request for inspection and will follow-up with the Espana

8. NEW BUSINESS

Police Requests to Access the Security System

The agent was directed to come up with a policy that council and staff can follow when confronted by requests by the VPD, RCMP, etc...to access the security systems on policing issues by the next council meeting.

Five Star Contract

The agent was directed to look into the proposed contract and the cancellation clause(s). The building manager has recommended that the Espana hire its own cleaning staff. This will provide not only a cost savings, but will allow for in-house supervision and greater flexibility of duties. Ron McKinnon and Dianne Buckland have conducted interviews, and have identified a suitable candidate for Head Housekeeper.

RSS Concierge Contract

The agent was directed to look into the proposed contract and the cancellation clause(s). The building manager has recommended that the role of Concierge also include maintenance duties. This will provide ongoing maintenance and repairs when the Concierge is not busy, both during the week and on weekends. The Espana has identified two qualified candidates (both with Security training) who will be hired, resulting in a cost savings from employing the service through a service company.

It was **MOVED/SECONDED** to issue a 30-day notice of termination to RSS and Five Star.

CARRIED

Storage Areas

The Strata Council is looking into the possibility of renting out unused storage rooms to outside concerns. This could be a good revenue stream for the Espana. The agent brought forward a concern of tax liability with Revenue Canada and will look into if BCS 3437 is current with their filings.

Window Cleaning

The agent heard that BCS 3437 was not pleased with their window cleaning in 2011 and the agent committed to council to look into this with the service provider and get back to council as soon as possible.

NEXT MEETING & ADJOURNMENT

The meeting was adjourned at 6:30PM. The next meeting date(s) are: February 22, 2012, March 21, April 18, May 23, June 20, July 18 – OK, August 22, September – TBD, October 24 - PRE-AGM , November 21 - AGM

Per Kenneth Bro Property Manager, 604-683-8301 Ext. 232 - Email: kbro@colyvanpacific.com