

**MINUTES OF THE BCS 3437 (ESPANA) STRATA COUNCIL MEETING HELD ON WEDNESDAY,
OCTOBER 26, 2011, AT 4:30 PM IN THE TOWER B MEETING ROOM, 689 ABBOTT ST**

Present: Ken Charko President (via phone at 5:00 PM)
Dianne Buckland Vice President
Dave Tilley Treasurer
Michael Schalke Member at Large (arrived at 5:05 PM)

Regrets: Thomas Park Commercial Representative

Agent: Rob Boyko ColyVan Pacific

Business Conducted

1. CALL TO ORDER 4:30 PM

- a. The meeting was called to order by the Vice President at 5:00 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
 - i. Water escape and restorations in A Tower
 1. A fire sprinkler head was accidentally torn from the wall of a suite
 2. Water damage occurred to approximately 20 suites and several common areas
 - a. First General Services is attending to emergency services including removal of wet drywall and flooring, area dry-out, mould prevention, etc
 - b. The strata has filed an insurance claim with its insurer
 - c. Pierre-Luc Thiffeault is the adjuster assigned. Any owner with concerns regarding this claim should contact Pierre via email at: pthiffeault@cl-na.com. Mr. Thiffeault's full contact information is:
 - i. PL Thiffeault, BA, FCIP
Claims Adjuster
Cunningham Lindsey Canada
410-1200 West 73rd. Ave
Vancouver (BC) V6P 6G5
PThiffeault@cl-na.com
Direct [\(604\) 293-2615](tel:6042932615)
Fax [\(604\) 669-4711](tel:6046694711)
 - ii. Gym area - PLAYFall tiles installation
 1. RecTec industries will be on site Nov 1 – Nov 15 to complete the installation of a sound proofing and improved safety flooring system in the gym.
 - a. The tile system will be installed in sections and will be similar to the system installed where the free weights are located
 - b. Large plates will be installed between each piece of heavy equipment and the tile system to ensure the equipment continues to perform as intended
 - c. The flooring system will be installed in stages and certain areas of the gym, and certain pieces of equipment, will be unavailable for between 2 and 4 days at a time, during the installation
 - iii. Salt-water chlorination system install
 1. COMPLETED
 - iv. Corner guards/painting update
 1. Approximately 10 floors are now complete

2. An additional 15 floors have been painted with corner guard installation pending

3. OWNER HEARING

- a. In camera (4:45 PM – prior to quorum being established)
 - i. NOTE: An owner requested a hearing with the strata council regarding a bylaw breach notification and related closure of said file.
 1. There was no quorum at the time the owner presented himself, and the owner did not have the time to wait to present his concern after a quorum was established
 2. The vice president and the owner agreed to have the owner present his concern to the vice president, who would, in turn, report to the council in camera

4. APPROVAL OF PREVIOUS MEETING MINUTES

- a. September 29, 2011 strata council meeting minutes (previously distributed)
 - i. Amendments: None
 - ii. It was MOVED & SECONDED to adopt the Sept 29 strata council meeting minutes as presented

MOTION CARRIED

5. FINANCIAL REPORT & CONTRACT MATTERS

- a. Arrears discussion – IN CAMERA
- b. Treasurer's report
 - i. Review through to Sept 30, 2011
 - ii. Discussion of account allocation changes to finalize year-to-date expenses by category
 - iii. It was MOVED & SECONDED to amend the financial statements to re-classify certain expenses as per the Treasurer's direction and then to adopt the financial statements through September 30, 2011, as amended

MOTION CARRIED

- iv. The Strata Council reviewed the Committee recommendations regarding several contracts (in camera)
 1. It was MOVED & SECONDED to adopt the committee's recommendations subject to completion of certain tasks as defined by the strata council and assigned to the Property Manager

MOTION CARRIED

6. ANNUAL GENERAL MEETING PREPARATION

- a. NOTICES for the Annual General Meeting were sent for distribution on Oct 20, 2011
- b. **The Commercial Section is planning its Annual General Meeting for Tuesday, November 8, 2011, Tower A, Lobby Level Party Room (689 Abbott Street)**
 - i. The Residential Section executive will host a wine and cheese for the Commercial Owners & Occupants after the Commercial Section AGM
- c. **Budget Review Meeting**
 - i. Report from the Treasurer and Property Manager
 1. The Treasurer noted that approximately 10 owners attended the Budget Review Meeting
 - a. A full discussion of each line item in the budget occurred with the majority of the time spent discussing items that have an annual budget of more than \$5,000
- d. **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. 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

7. COMMITTEES REPORT

a. Maintenance & Deficiencies Committee

- i. Elevator efficiency review
 1. Report received and circulated to Council
 - i. Tabled for the November strata council meeting
- ii. Gym noise issue (Warranty Claim filing)
 - a. Warranty claim dispute scheduled for review in November w/Council
 - b. See item above in Building Manager's report
- iii. Corner Guards Project & Common Area Painting
 - a. See item above in Building Manager's report

b. Security & Safety

- i. Video camera installations in the elevators
 - a. BCSA approval received
 - b. Installation expected in mid-late November

c. Bylaws Report

- i. Bylaw enforcement discussion – IN CAMERA
 - a. Bylaw enforcement continues as per strata council direction
 - b. Unauthorized Roof-Top shelters
 - i. PM scheduling inspection of structures for final report to Council on matter
 1. Pending

8. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- a. Pool maintenance
 - i. The Pool and Spa (Hot Tub) are now operating on a salt-water chlorination system
 1. COMPLETED

9. CORRESPONDENCE – IN CAMERA

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

10. NEW BUSINESS

- a. Floor open to Council Members to add New Business Items for discussion
 - i. An in camera discussion was held

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

- a. None

12. NEXT MEETINGS & ADJOURNMENT

- a. **Annual General Meeting: Wednesday, November 9, 2011, 6 PM, A Tower Party Room (Lobby level), 689 Abbott St**
 - i. **If no quorum, meeting will be adjourned and re-constituted on Wednesday, November 16, 2011, 6 PM, A Tower Party Room (Lobby level), 689 Abbott St.**
- b. Meeting adjourned at: 6:10 PM