

**MINUTES OF THE BCS 3437 (ESPANA) STRATA COUNCIL MEETING HELD ON WEDNESDAY,
NOVEMBER 23, 2011, AT 4:30 PM IN THE TOWER B MEETING ROOM, 689 ABBOTT ST**

Present: Ken Charko
Dianne Buckland
Dave Tilley
Michael Schalke
Kat Smith
Karl He (*by telephone*)

Regrets: Thomas Park Commercial Section Member

Agent: Rob Boyko ("PM") ColyVan Pacific

Business Conducted

1. CALL TO ORDER 4:30 PM

- a. Welcome to new council members Karl He and Kat Smith
- b. Welcome to returning council members Charko, Buckland, Tilley, Schalke, & Park
- c. Call to order – the PM called the meeting to order at 4:39 PM
 - i. There being a quorum of strata council members present the meeting was duly constituted to conduct the business at hand

2. BUILDING SUPERINTENDENT REVIEW

- a. Informal report from Ron
 - i. Ron reviewed his team's work completed through Nov 18, 2011
 - ii. Water escape and restorations in A Tower
 1. The insurance adjuster awarded the final repairs contract on November 23, 2011.
 2. First General Services will begin repairs on Nov 24, 2011
 - a. For affected suites you can contact the FGS project manager, Steve Page:
 - i. 604 968 8073 or steve.page@firstgeneralservices.com
 - iii. PLAYFall tiles installation & related Gym noise transfer issues
 1. Reviewed plan to install support bolts to stabilize the equipment and protect the new flooring
 2. Reviewed soundproofing plan related to reducing noise transfer from the gym televisions to suites and other floors in the building
 - iv. Corner guards/painting update
 1. 21 floors remaining
 - a. Work planned to continue as of Dec 1, 2011
 - v. RSS start-up
 1. Noted successful start-up of the concierge service
 - vi. Elevator programming changes
 1. McKinnon to review the GUNN Consulting report on improving elevator efficiency including improvements that may be available to the C Tower elevator
 - vii. IHN Media cameras and monitors installation
 1. Installed and active

2. Notices declaring that each elevator cabinet is under video surveillance will be posted in each elevator

3. ELECTION OF STRATA COUNCIL OFFICERS

- a. President, Vice President, and Treasurer are to be elected
 - i. Dianne Buckland – President
 - ii. Dave Tilley – Vice President
 - iii. Kat Smith – Treasurer
 - iv. Michael Schalke – Maintenance Committee Chairperson
 - v. Dave Tilley and Karl He – Security Committee Chairpersons
 - vi. Dianne Buckland - Operations Committee Chairperson
 1. It was **MOVED & SECONDED** to elect the strata council members named above to the roles noted above

MOTION CARRIED

4. APPROVAL OF PREVIOUS MEETING MINUTES

- a. October 26, 2011 strata council meeting minutes (previously distributed)
 - i. Amendments: None
 - ii. It was **MOVED & SECONDED** to adopt the October 26, 2011, strata council meeting minutes as distributed

MOTION CARRIED (All in favour, 2 abstentions)

5. FINANCIAL REPORT & CONTRACT MATTERS

- a. Arrears discussion – IN CAMERA
- b. Treasurer's report – postponed to Dec meeting
 - i. ColyVan recoding as per outgoing treasurer's instructions
 - ii. PM to report to council members Buckland, Smith, and Tilley when completed

6. COMMITTEES REPORT

- a. **Maintenance & Deficiencies Committee**
 - i. Gym noise issue
 - a. Review of installation
 - i. Council is satisfied with the installation
 - b. Warranty claim dispute scheduled for review in November w/Council
 - i. Pending for Dec – assigned to PM
- b. **Security & Safety**
 - i. Video camera installations in the elevators
 - a. Completed
 - b. See Superintendent's report
- 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. Scheduled for review in December
- d. **Operations Update**
 - i. Council Member Buckland reported on the striking of an operations committee
 1. Council members Buckland, Tilley, and Schalke will form the operations committee and will liase with the Building Superintendent and the Strata Agent as needed

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- a. No additional items tabled

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. A commercial unit was recently sold and the purchaser requested council approval to complete renovations subject to the City of Vancouver issuing required permits
 - 1. The Commercial Section approved the plans subject to the City granting permits
 - a. It was **MOVED & SECONDED** to ratify the Commercial Section's approval of the owner's plans
 - i. MOTION CARRIED**
 - ii. PM to generate letter to the City on the strata's behalf
 - ii. Insurance Renewal
 - 1. Council reviewed the insurance renewal requirements
 - a. The PM reviewed how the strata's insurance is brokered through an independent broker and reviewed the underwriting process
 - b. It was **MOVED & SECONDED** to authorize the renewal
 - MOTION CARRIED**
 - iii. Five Star janitorial contract review
 - 1. Presentation from D. Buckland and R. McKinnon
 - a. Recommendation to approve moving to an-house cleaning staff
 - i. Council Member Buckland will interview potential cleaning supervisor candidates with the building superintendent, McKinnon
 - ii. Five Star to present modified proposal for Operations Committee consideration
 - iv. Eureka contract revision review and approval
 - 1. Council discussed assigning day to day oversight to the building superintendent as a component to the contract
 - 2. Council reviewed the proposed rates
 - 3. Council discussed considering moving the security service in-house
 - 4. It was **MOVED & SECONDED** to accept the contract subject to specific amendments being accepted by the vendor
 - a. Council directed the PM to present the amendments, and if accepted, execute the contract on the strata's behalf
 - MOTION CARRIED**

10. ITEMS FOR CONSIDERATION RECEIVED FROM SECTIONS EXECUTIVE

- a. **Commercial Section**
 - i. Review of maintenance fee schedule for fiscal year ending Nov 30, 2010
 - 1. Pending
- b. **Residential Section**
 - i. None tabled

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

- a. None

12. NEXT MEETINGS & ADJOURNMENT

- a. **The next strata council meeting will be held on:**
 - i. **Dec 14, 2011**
- b. Meeting adjourned at: 6:53 PM