

**MINUTES OF THE BCS 3437 (ESPANA) STRATA COUNCIL MEETING HELD ON WEDNESDAY,
DECEMBER 14, 2011, AT 4:30 PM IN THE TOWER B MEETING ROOM, 689 ABBOTT ST**

Present: Dianne Buckland President
Dave Tilley Vice President
Michael Schalke Maintenance Committee Chairperson
Ken Charko Member at Large (*by telephone*)

Regrets: Thomas Park Commercial Section Member
Kat Smith Treasurer
Karl He Member at Large

Agent: Rob Boyko ("PM") ColyVan Pacific

Business Conducted

1. CALL TO ORDER 4:30 PM

- a. Call to order – the PM called the meeting to order at 4:30 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. None tabled at the request of council

3. FINANCIAL REPORT & CONTRACT MATTERS

- a. Arrears discussion – IN CAMERA
- b. Treasurer's report – postponed to January meeting
 - i. ColyVan recoding as per outgoing treasurer's instructions
 - ii. PM to report to council members Buckland, Smith, and Tilley when completed
 - 1. COMPLETED – financials sent to Tilley & Smith for review.
 - a. Council president Buckland requested to be added to the financials distribution list.
 - b. Tilley to review year end statements and report to council
 - c. Tilley to assist with transition to new treasurer
- c. Eureka contract amendments accepted by vendor
 - i. COMPLETED
- d. Five Star Janitorial Contract review
 - i. Council completed the review with Five Star and received the vendor's revised proposal
 - 1. Council to request a 30 day termination provision
 - 2. Five Star's on-site staff are to report to the Espana's Building Superintendent, Ron McKinnon, to ensure the strata assigns the cleaners as priorities change
 - 3. Five Star discounted some items as an incentive to keep the strata as a client
 - 4. Council agreed to a reduction in the part time staffer's hours on site and the strata will receive an associated cost savings

4. COMMITTEES REPORT

- a. **Maintenance & Deficiencies Committee**
 - i. The Gym is being scheduled to be re-painted
 - 1. Notices will be posted when scheduling is confirmed

- ii. Gym noise issue
 - a. Review of installation
 - i. Council is satisfied with the installation
 - 1. COMPLETED
 - b. Gym equipment mounting proceeding according to Superintendent McKinnon
 - c. Warranty claim dispute scheduled for review in November w/Council
 - i. Pending for Dec – assigned to PM

b. Security & Safety

- i. Council discussed upgrading the closed-circuit security cameras DVR
 - 1. Pending report from vendor

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 president Buckland reported on behalf of the operations committee:
 - 1. The committee authorized replacement of the television in the theatre room with a 50" screen comparable to what was previously installed
 - 2. The committee directed the Superintendent to re-locate the small television to the gym where it was originally located
 - 3. Council is sourcing carpeting options to replace the common hallway carpeting
 - 4. 24 hallways remain to be painted w/ corner guards to be installed– quote pending on balance of work
 - 5. Corner guards installations continue
 - a. The Superintendent is attempting to source the corner guards at a lower price point
 - b. The Committee will review further installations being completed in-house subject to cost, liability, and warranty considerations

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- a. No additional items tabled

6. CORRESPONDENCE – IN CAMERA

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

7. NEW BUSINESS

8. 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

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

- a. None

10. NEXT MEETINGS & ADJOURNMENT

- a. The next strata council meeting will be held on: **January 14, 2011, 430 PM, Tower B Meeting Room**
- b. Meeting adjourned at: 5:55 PM