

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 552
GALLERY**

Held on Tuesday, April 22, 2008 at 6:00 p.m.
Within the Meeting Room
1010 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE: Tammy Sharp
Baydo Yousefian
Kevin Simmonds

REGRETS: Sara Ahadi

SENIOR PROPERTY MANAGER: Fern Barker Crosby Property Management Ltd.

The meeting was called to order at 6:25 p.m. by the Property Manager.

The Executive Positions are:

Tammy Sharp	President
Sara Ahadi	Treasurer
Kevin Simmonds	Secretary

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held March 13, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for January 2008 were approved as presented. February and March 2008 Financial Statements were deferred as there was a change of Treasurer.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

RESIDENT MANAGER REPORTS

There was nothing out of the ordinary to report. Kevin noted that the Resident Manager had asked if he could attend the first 10-15 minutes of a Council meeting on a monthly basis. The Strata Council agreed

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that he would be more than welcome to attend if he so wished.

BUSINESS ARISING FROM PREVIOUS MINUTES

- 1) **Landscaping Upgrades:** The 1st phase of the landscaping upgrades, for a cost of approximately \$8000, which would be the front areas of the building, is underway. The irrigation was started up by the Resident Manager on April 18th as it will be needed to maintain water to the new plants. The cost of the upgrade had been included and thus approved in the new operating budget.
- 2) **Special Projects planning:** The Property Manager will obtain a quotation for blinds for the library as approved under special projects in the budget. Projects throughout the year to be looked at and if possible, completed depending upon the cash position closer to the end of the fiscal year are timers on lights in the gym and library and additional mirror in the gym.
- 3) **Work in Progress and Schedule of Work:** As per the schedule of work drawn up over the past few years, painting touch ups will be done throughout the year, 7 floors will be repainted later in the summer, pressure washing has been done for spring, dryer vent cleaning will be set up again as well as fall cleaning. It was agreed that the hallway leading to the elevators from visitor parking be painted as well this year. A "traffic membrane" paint will be used, which is the same material as that used on the 1st couple levels of parkade.
- 4) **Building Maintenance Plan:** During the year the Strata Council will be looking at the preventive maintenance plans prepared by Morrison Hershfield and added to the schedule of work that was drawn up by Council in the second year. Quotes for exterior preventive maintenance will be obtained and any exterior work will be arranged later in the summer.
- 5) **Latham's Review of Rooftop Make-up Air Unit:** Latham's presented an estimate of possible repairs and time frames for work on the ICE rooftop air make-up units, which will assist Council in planning for the next 5 years.
A credit had been issued for an invoice which was considered due to a warranty call back.
- 6) **Warranty Work - Roof Repair, Leak in Stairwell:** Polygon had forwarded information and pictures with regard to the ongoing work on the roof repairs which have been completed. A response to the leak in the stairwell has not been received which the Property Manager will follow up on.

CORRESPONDENCE

- An owner had written that they had moved in, in late 2005 and no one had been available to put up pads, however they had been charged a moving fee and were refusing to pay it.
Owners/residents are reminded that a moving fee applies to all changes of occupants and that this rule has been in place since July 2005.
- A townhouse owner had written with regard to a leaking tap and repair of such. The Resident Manager had looked at the drawings and through the suite trying to locate the shut off, without success at the point of the meeting. The owner felt that the cost to repair should be that of the strata corporation. However the Property Manager had advised that if the shut off was located inside the strata lot it the cost to repair the tap and line was that of the owner. Until the shut off was found the determination of who pays is unknown.
- Other correspondence dealt with vehicle leaks, residents parking in visitor parking and noise from a strata lot.

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NEW BUSINESS

- 1) **Web Site Maintenance:** James has volunteered to continue to maintain the web site for posting minutes ect., Kevin will be in touch with James to assist as well.
- 2) **CIS - Transmitter Replacement:** Cobra had forwarded a letter and quotation to replace the transmitter to provide a secondary line of communication for the fire monitoring, as Rogers no longer provides the service. The work had been approved for a cost of \$450.
- 3) **Flashing on 2nd Floor Back Laneway:** Discussion ensued as to whether the cost of installing flashing on the 2nd floor "patio" area on the back lane and entranceway is cost effective and would reduce the stains that occur in this area from water running off the ledge. Baydo and Kevin will investigate and advise.
- 4) **Other Work:** AGR had done some repairs on the treadmill and Latham's had cleaned the boiler as there was a problem with suet build-up which caused lack of hot water.
- 5) **Signs:** 2 new "Stop and wait for the gate to close" signs were approved. A proof will be sent to Council for review prior to ordering.
- 6) **Elevator Call Buttons:** The matter of the damaged (scratched) buttons was raised again, and it was noted that this item had been raised for the past couple years and had not been done as the quote received in about 2004 had been a couple thousand dollars, as the elevator would need to be shut down and the panel removed from the wall to replace the buttons. Baydo noted that he was looking into this with Thyssen as he had them on another job and might be able to get a reduced rate. Kevin suggested just getting a paint pen and seeing if this would work.

The next scheduled meeting dates are:

May 27, June 17, July 22, September 23, October 21, November 18th, 2008 @ 6 PM

There being no further business the meeting was adjourned at 7:30 pm.



Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

Owners are reminded that minutes are available on the website.
<http://members.shaw.ca/the.gallery>

<i>These minutes are not official. Should you require an official copy, please contact Crosby Property Management Ltd.</i>
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