

MINUTES OF A STRATA COUNCIL MEETING

STRATA PLAN BCS 1073 – CIELO

DATE: February 8th, 2010

PLACE: 31st Meeting Room – Cielo, 1205 West Hastings, Vancouver, BC

PRESENT: Sandra Stoddart-Hansen
Joyce Ma
Stamatia Davelos
Gwynfor R. Symmons
Allyson Baker
Amin Tabatabayi

REGRETS: Lorraine Maier

Also present from Colliers Macaulay Nicolls Inc. was Dali Janic, Property Manager. Colliers Macaulay Nicolls Inc. will be minuted as CMN.

The meeting was called to order at 6:30 PM.

ELECTION OF COUNCIL EXECUTIVE

It was **MOVED** and, **SECONDED** by that council executive be elected as follows;

President	Sandra Stoddart-Hansen
Vice President	Allyson Baker
Treasurer	Stamatia Davelos
Secretary	Allyson Baker

MOTION CARRIED

GUEST BUSINESS

Owner presented noise issues they were having with a suite neighbouring them. They were very concerned with the heavy stomping, loud talking and screaming. The council advised these owners that a letter had been sent to the unit in question and they were advised that if the noise continued, they would be requested to evict their tenants as well as pay a fine as per the Bylaws of Strata Corporation BCS 2555.

CONCIERGE REPORT

Council reviewed the report provided by the concierge staff. They noted that the Concierge desk looks forward to working with Colliers. They will continue to analyze and help to improve the building and keep it safe for all residents and guests. They will also try to make for a smooth couple of weeks during the Olympics for all the residents at the Cielo.

APPROVAL OF AGENDA

The agenda for this meeting was reviewed and it was **MOVED** and **SECONDED** to approve the agenda as presented.

MOTION CARRIED

APPROVAL OF MINUTES

It was **MOVED** and **SECONDED** to approve the minutes of the council meeting dated November 30, 2009

MOTION CARRIED

APPOINTMENT OF COMMITTEES

It was **MOVED** and **SECONDED** to approve the committees and committee liaisons as outlined below:

Committees

Building Committee:	Gwynfor R. Symmons & Amin Tabatabayi
Landscaping Committee	Sandra Stoddart-Hansen, Joyce Ma, & Amin Tabatabayi
Bylaw Committee	Allyson Baker
Social Committee	Lorraine Maier

MOTION CARRIED

REVIEW OF ADMINISTRATIVE AND FINANCIAL MATTERS

Council reminds owners that they **should have their monthly assessment fees set up on the automated plan** as this reduces the administration of collecting monthly fees. Contact Susy Ng at susy.ng@colliers.com or call her at 604-692-1434 to obtain a pre-authorized payment form.

Many thanks to all owners who provide their monthly strata fees promptly and without problems - either by PAC or post-dated cheques. Your co-operation is most appreciated.

APPROVAL OF FINANCIAL STATEMENTS:

The Strata Council Treasurer reported that the September, October and November 2009 financial statements are tabled due to the fact that she is still waiting for information from Crosby regarding some unanswered questions. Council is yet to receive financials from December 2009 and January 2010. CMN will contact Crosby to request the financials right away.

BUILDING DEFICIENCIES – SETTLEMENT WITH DEVELOPER

CMN reported to council an update on ongoing deficiencies with the developer:

- The balcony door handles will be completed in December 2010. Toro Aluminum reported that the incomplete suites are 2803, 2703, 2603, 2403, 2103, 2003, 1903, 1803, 1603, 603, & 503. They left a remaining amount of handles with the concierge for any miscellaneous suites that were missed and have problems. If you require a Toro Aluminum serviceman to do the replacements, please contact the concierge and an appointment can be set up for the job to be completed.
- The roof inspection work is ongoing and will continue to be weather dependant
- The work to repair the crack in the parking area is ongoing. Scott Construction will coordinate the repair work.

Gwyn Simmons advised that there a still couple of other issues to be addressed. He will be providing a list to CMN for further action.

SOCIAL COMMITTEE

Council wishes to thank the four owners that volunteered at this year's Annual General Meeting to be part of the 2010 Social Committee. This group has already proven to be a very pro-active bunch. They have compiled a list of possible activities for the year and will be advising all owners of upcoming activities when the time comes.

COMMUNICATION

Newsletter – CMN suggested a newsletter be distributed to owners regarding the Cielo. Council discussed various items for the Cielo newsletter, which will be prepared and distributed following this meeting.

CORRESPONDENCE

Council reminds all owners that the Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Council, at a duly convened meeting, can deal with the correspondence officially. Thank you for your assistance.

Council reviewed correspondence from two different owners that were complaining about the noise coming from neighbouring units. Council will be sending a letter to the unit warning them that if further complaints are received, a fine will be placed on their strata lot.

Correspondence was sent to the manager of Urban Fare regarding damage to Cielo property by their delivery trucks. Council is requesting that the damage be repaired immediately.

Correspondence was received from an owner expressing concern for the main hallway wall on the 29th floor. It has become marked and dirty due to people moving in and out of the building. The owner was requesting that the walls be repainted in the near future. After discussing this matter further, Council will also be asking for a damage deposit of \$500 to cover more significant damage that might occur during a move. A check off form will be used to do an assessment of damage immediately following a move. The damage deposit will be returned promptly once the completed form has been received by Colliers.

BUILDINGS/GROUNDS UPDATE BY COMMITTEE & PROPERTY MANAGER

Staffing/Personnel

CMN and Council will perform a six-month performance review with all Cielo staff to ensure that everybody is following proper procedure. The review also gives the concierge and building maintenance team an opportunity to express any suggestions or concerns that CMN can follow up on. CMN will be implementing new procedures for all staff to follow in the coming months.

BUILDING

Cleaning Contract

CMN met with the current cleaning company, Everyday Allstar, to discuss the work that had been done in the building. CMN advised them that the work had not been up to standard and Everyday was therefore going to be given 60 days to improve or Council would be looking at other cleaning companies.

CMN further requested that all cleaning staff wear something that identified them as Everyday Allstar employees. They are asked to arrive promptly at 9:00am, and at that time check in with Bruno to see what the main priorities of the day are before moving on to the daily schedule. CMN expressed that consistency was paramount, a steady routine needed to be established and maintained. CMN asked that Everyday Allstar change the cleaning products they are currently using as they are proving to be inadequate. After the meeting, Everyday Allstar said that they would be giving the Cielo a credit, in which they would be scrubbing P2, P3, and P4 at no charge due to the fact that their work in the past had been unsatisfactory.

Landscaping Contract

CMN requested to meet with the current landscaping company to go over the contract in place and to perform a walk around of the property. Council is not happy with the landscaping that has been done and therefore requested that CMN obtain a few more quotes for the work.

Elevators

CMN presented to council a report from Otis Canada Inc. regarding the elevators which included the following updates:

1.) Following the initial elevator turnover, during tenant and owner move-ins, some of the elevator cab panels were damaged. Because the protective pads that accompany a new installation were misplaced and their delivery delayed, Otis agreed to repair the damaged glass and contracted for its replacement. In addition to the glass replacement some stainless steel caps were added to chipped panel edges to both cover damage by movers and protect against future damage. However, since the repairs standard cab pads for the side and rear walls were provided, it would appear that further damage has occurred. To assist the Owner, additional caps can be installed on the newly damaged panels. Otis is sourcing the cost for completion of this item and while this type of work is excluded from their service agreement, Otis will in an effort to mend the working relationship with council, make this repair.

2.) Otis issued a purchase order and requested their vendor provide new cab pad hooks at the time the request came in. The vendor provided standard pad hooks on 2 side walls and 1 back wall. The vendor returned to site on Monday Jan. 25th to re-measure for the installation of the new pad hooks that will be installed on the front return. The front return pads and pad hooks are not a standard item, and they would have been a special order made by either the Owner or the Property Manager previously in place. A cost for this installation will be forthcoming.

3.) Otis was providing the previous property manager Bruce Adanac (Crosby PM) with EService Reports and Electronic Emails, confirming all elevator related work being performed on site. Additionally, a copy of our Otis customer booklet outlining the Otis Maintenance Management System, which provides information on the basis of our maintenance program was provided to Bruce. In conversations with Bruce, this method was identified as the proper communication route to Council.

CMN is currently awaiting quotes for the work required.

HVAC

A new company, PML, started at the Cielo on February 1, 2010. CMN, Gwyn Symmons and Sandra will meet with them on February 9th to review the contract and procedures in place. They want to make sure that everyone is in agreement regarding procedures and expectations.

Security

Council advises all residents that on February 3, 2010 at approximately 9:00p.m. There was an incident that occurred outside the building involving three people using pepper spray on pedestrians in the area.

Council believes that this is a matter of general community concern therefore recommends residents exercising caution when out in the evening hours.

OTHER BUSINESS

Annual Fire Inspection

CMN presented quotes to council for review. These quotes were at a substantially lower rate than the companies provided by the previous property management company. CMN will be contacting companies for a schedule of work so that they can see when they will be on each floor. This item is deferred until the next inspection is required.

Window Cleaning

CMN presented quotes to council for review. These quotes were also at a much lower rate. The first window cleaning will be scheduled for the end of April by Milner's Window Cleaning. After further discussion, it was **MOVED** and **SECONDED** to approve the quote as presented.

MOTION CARRIED

Pets Bylaw

At the Annual General Meeting held on January 25, 2010, some owners suggested that the current pet bylaw be amended therefore CMN provided sample bylaws for council's review. Allyson Baker volunteered to go through them and construct something that can be presented to owners at the next AGM.

Tiles on 31st floor

CMN provided council with a proposal to replace the tile and carpeting in the 31st floor elevator lobby with the same tile that is in the elevators for a cost of \$5,700. The quote was from Novax Tile. Council agreed unanimously that they should go ahead with the project and fund it out of this year's budget. Council is confident that, with the savings that have already been achieved under Colliers management, this project can be completed within under the AGM approved budget. The estimate of \$5,700 also includes repairing tiles in the P1, P2, P3 and P4 parking garage elevator lobbies and repairing tile and grout in the men's and women's bathrooms and the steamroom areas of the gym. After a further discussion, it was **MOVED** and **SECONDED** to approve the quote as presented.

MOTION CARRIED

Garbage

CMN provided a quote from Smithrite for cleaning of the compactor inside and out for the agreed price of \$300.00 and also for construction and installation of the cover for the garbage hopper at \$500.00. After a further discussion, it was **MOVED** and **SECONDED** to approve the quote as presented.

MOTION CARRIED

While the compactor is out for service, the building manager will be power-washing the walls, floor and ceiling of the garbage room.

New bins will be obtained for all recycled materials and will be covering the top of the hopper to reduce odour and spillage.

YOUR HELP IS NEEDED TO SUCCEED IN THE EFFORT TO IMPROVE THE SANITATION IN THE GARBAGE ROOM

1. Garbage must be securely bagged before being deposited in the chute. (no open spaces at the top of the bag and no leakage from the bag)
2. Kitty litter must not be disposed of in the chute; it must be double bagged and taken to the garbage room and thrown in the hopper.

Council will review the situation in two weeks from now to see if the problem has been resolved. If the problem persists, Council will have to take further steps to address the odour and health risk problems in the garbage room.

Council Meeting Schedule

CMN presented Council with the 2010-2011 meeting schedule. After a further discussion, it was **MOVED** and **SECONDED** to approve the schedule as presented.

MOTION CARRIED

NEXT MEETING DATE:

The next Strata Council meeting is scheduled for Monday, April 5, 2010 at 6:30pm

It was **MOVED** that the meeting adjourn.

The meeting adjourned at 8:30pm.

MINUTES OF A STRATA COUNCIL MEETING – “CIELO”, STRATA PLAN BCS 2555, HELD MONDAY, FEBRUARY 8th, 2010 AT 31st MEETING ROOM – CIELO, 1205 WEST HASTINGS, VANCOUVER, BC

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