

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

Held on Tuesday, September 25, 2008 at 6:00 p.m.
Within the Meeting Room
1010 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Tammy Sharp	President
	Sara Ahadi	Treasurer
	Kevin Simmonds	Secretary
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.
PROPERTY MANAGER:	Anca Ciobanu	Crosby Property Management Ltd.

The meeting was called to order at 6:10 p.m. by Fern Barker, Senior Property Manager.

The Senior Property Manager, Fern Barker, introduced Anca Ciobanu, recently assigned as the new Property Manager for Gallery by Crosby Property Management Ltd.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held August 12, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the July and August 2008 financial statements. CARRIED.

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

The Resident manager had not noted anything out of the usual during the past month except for an incident in which the inner garage gate hit someone's car. The gate maintenance company was called onsite, and the gate was deemed to be in perfect working order. The circumstances were reviewed and it was determined that the resident did not follow the correct procedures of waiting for the gate to close fully behind the car in front of you before using your fob to enter the garage.

BUSINESS ARISING FROM PREVIOUS MINUTES

- 1) **Repairs Safety/Fire Extinguishers** – Repairs completed.
- 2) **Resident Manager Vacation** - The Resident Manager will be required to take a minimum of three of the vacation weeks by the end of March. The remaining vacation time must be taken during 2009. Dates to be confirmed.
- 3) **Flashing** - Flashing on 2nd floor back laneway is still on order. The property manager has been instructed to follow up on this matter and to get more quotes.
- 4) **Warranty** - A formal confirmation regarding the warranty expiry dates was received by Crosby Property Management Ltd. The 5 year common property warranty expiry date is November 17th, 2008. The warranty inspection was completed last year and all outstanding issues addressed.

Warranty Information

Under the terms of the Homeowner Protection Act and Regulations, the common property, common facilities and other assets of the Strata Corporation are covered under warranty with St. Paul Guarantee as follows:

In the first 5 years: For defects in the building envelope of a new home, including any defects, which permit the unintended water ingress to the extent that it causes, or is likely to cause, material damage to the new home. Expiry Date: November 17, 2008

- 5) **Recycling Signs** – New signs on order. The property manager will follow up on this matter
- 6) **Compactor:** It was noted that the compactor is rusting and a call will be made to determine if there is preventive maintenance that can be done to ensure the rust does not reduce the life span of the compactor.

CORRESPONDENCE

Correspondence dealt with regular moves, moving fees and other miscellaneous items. A letter from a property management company was reviewed, which dealt again with complaints regarding the disposal of household garbage into the garbage bins belonging to Richards on Richards. **Owners are reminded that all waste must be disposed of in the Gallery garbage room.**

NEW BUSINESS

- 1) Window cleaning has been completed by Champion. The wiping of window ledges will be done with the spring window cleaning.
- 2) Garage gate – Preventive maintenance. **Completed.**
- 3) Annual Fire Inspection
The annual fire inspection will be conducted on **January 6 & 7, 2009**. Please see the attached Notice. As a requirement by the City, each year the Strata Corporation arranges for the testing of the building's fire safety equipment which includes the testing of in-suite fire safety devices. All annual testing is documented and filed with the proper authority having jurisdiction for this area, noting not only deficiencies but also the units that did not provide access. **Any owner that does not provide access for in-suite testing may be held liable for negligence, should a fire start in their unit.**

4) Water Leak – Insurance claim

The Strata Corporation has initiated an insurance claim with respect to water damage caused by a shower overflowing in one unit, and causing extensive damage to three units below. Firstonsite Restoration was called to mitigate damages. The project is in progress.

Noted below is the procedure should you have any damage to your unit.

- Contact the Property Manager.
- Contact your personal insurance company.
- Provide your contact information for suite access.
- The restoration company will then be called to mitigate further damage.
- The insurance company will assign an adjuster who will oversee the repairs.
- Should owners have to leave their units and live off site, please be advised that this is **NOT** covered under the strata's insurance but must be claimed under your own personal insurance coverage.
- Any damage to contents must also be claimed under your own personal insurance.

The owners are reminded that the Strata Corporation's water loss insurance deductible is currently \$10,000.00 and that it is the owners' responsibility to cover any water losses below the deductible that they (or their tenants) were responsible for in regards to their strata lot, other owners' strata lots which were damaged, and any common area property.

5) Winterization of the irrigation system is scheduled for October

6) Annual Winterization of Dry Sprinkler System.

Winterization or draining of low points of the dry system significantly reduces the risk of freezing pipes. The Property Manager has been instructed to contact Fire Pro Fire Protection and request that they attend to winterize the parkade dry sprinkler system.

There being no further business the meeting was adjourned at 7:45 pm. The next scheduled meeting is to be announced.



Anca Ciobanu
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 www.1010richards.ca

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.



FIRE - PRO FIRE PROTECTION LTD.
FIRE PROTECTION SALES AND SERVICE

TO ALL RESIDENTS
PLEASE BE ADVISED THAT FIRE-PRO
WILL BE AT

**1010 RICHARDS STREET
ON JANUARY 5, 8, 9 & 12 2009
BETWEEN 8:00AM & 4:00PM
AND JANUARY 6 & 7 BETWEEN 12:00PM & 8:00PM**

**INSUITE TESTING WILL BE
BETWEEN 4:00PM-8:00PM
JANUARY 6 – FLOORS 24TH TO 12TH
JANUARY 7 – FLOORS 11TH TO
TOWNHOUSES**

TO PROVIDE THE ANNUAL SERVICE AND TESTING OF
THE BUILDING'S FIRE ALARM SYSTEMS.

DURING THIS TIME,
BELLS WILL BE RINGING INTERMITTENTLY.

PLEASE MAKE SURE THAT ARRANGEMENTS ARE MADE
FOR OUR TECHNICIANS TO ACCESS YOUR PREMISES
AND TEST YOUR LIFE SAFETY EQUIPMENT. WE WILL
NOT ENTER ANY SUITES UNESCORTED.

**THIS IS A REQUIRED PART OF FIRE SYSTEM
MAINTENANCE.**

THANK YOU FOR YOUR COOPERATION.

"WE TAKE PRIDE IN OUR WORK AND BELIEVE LIFE SAFETY COMES FIRST"

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