

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1433
ELECTRIC AVENUE**

Held on Tuesday, May 6, 2008 at 6:30 p.m.
Within the 2nd Floor Meeting Room

COUNCIL IN ATTENDANCE:	Jason Upton Cory Sutton Gary Chow Ann Hilliker Marian Verdicchio Roy Grinshpan	President Vice-President Treasurer
REGRETS:	Mike Coric	
GUEST:	Ken McPherson	Resident Manager
SENIOR PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 6:30 p.m. by the President.

RESIDENT MANAGER BUSINESS

Ken McPherson was in attendance for this portion of this evening's meeting to provide a summary of the activities occurring within the building over the past month, the highlights being:

- On April 4th – Expecting Webb solutions to replace the batteries on the elevators' emergency phone system;
- On April 8th – HN Media re-install 4 new elevator cameras, they finished elevators 1 & 2 on April 9th;
- On April 11th – Fire Alarm was triggered by the smoke detector on stair #11 exit. Probably caused by a smoker but unconfirmed. Maglocks and all reset;
- On April 11th – Roger is surveying the building for the floors that need the painting most. I'm going through the tower still taking care of scuffs, dirty walls, carpet stains etc. I spent quite a bit of time on the Lounge;
- Air-Vac Services says only 1/6 suites have been missed; they're supplying a phone number now to call to have them made up on Friday during a time period before they're off the site. Posted sign;
- April 14th – Chambers in to investigate electrical problems with several fans in the building according to National Hydronics' findings. One Gym unit has never worked and several parkade fans tripped out;
- On April 18th – Air-Vac Services completed their 1st round in the building; only 98 suites they say were missed;
- I cleaned up under the Kitchen counter area in the Lounge; full of broken bottles, cups, litter... I propose that this area be boarded up so that it cannot accumulate junk;
- On April 21st – posted new notice by the elevators about the recent changes in the bylaws – paraphrased from April's minutes;

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- Next scheduled carpet maintenance by ServiceMaster: May 6th.
- Roger and I have identified 2 upper floors and 5 lower floors that could use painting. If we could do these over the next 3 – 6 months, I think that would do us for the year; Roger could still do smaller sections;
- Chambers Electric says they are going to confer with National about fan/electrical issues; both will likely have to return;
- On April 18th – Thyssen worked on corrections to elevator 3 today; riding rough for a few days;
- On April 19th – I changed all of the lights in the meeting rooms to lower wattages;
- On April 21st – Elevator 3 stuck on 18th floor and called Thyssen for service; it was running the next morning;
- On April 21st – Reset the enrtypnone on Smith Street 4 times just during my shift; it naturally wouldn't last the night; reset it 3 times the next day and then again on Wednesday morning. Advised Cobra Integrated Security;
- On April 22nd – Early morning hour of 1:45 – 2:30 am, the old HVAC unit above the ramp was removed causing disturbing noise up through some of the residential floors;
- On April 29th – At approximately 4:45 pm, I learned that elevator 3 was stuck on P1 due to someone losing a piece of furniture they were moving in the elevator track. They did not either notice this or advise me. The elevator remained caught there for over an hour prior to my finding it;
- On April 30th – Noticed a resident's door broken. Advised Landlord.

This concludes Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held April 1, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer provided the updates with regards to the month ended March and preliminary April financial position to the Council. The Treasurer mentioned that the financial is in a stable performance and we continue to have a surplus. The negative variances were generally caused by events that occurred prior to April 2008.

It was moved/seconded to accept the financial statements for the month of March and April 2008 as circulated. 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.

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BUSINESS ARISING FROM PREVIOUS MINUTES

Common Area Deficiencies

The Property Manager mentioned to the Council that Halsall Associates advised they did not receive the reply from the developer with regards to the remaining outstanding common area deficiencies items and Halsall Associates would initiate a claim adjustment inspection request and submit it to the warranty provider.

Cost Sharing with Bosa Properties

The final cost sharing agreement prepared by Clark Wilson and further reviewed by a colleague of Council Member, Mike Coric who worked in the same legal firm was presented to the Council for review. Council noted that the agreement was in order and the executed copy would be forwarded to Bosa Properties for completion.

Contingency Reserve Fund Study

The Property Manager mentioned to the Council that Halsall Associates had confirmed that any major repairs items (e.g. Caulking, Window, Roof, Mechanical Equipment Replacement, etc) for the building would be included in the Contingency Reserve Fund Study. A second quote obtained was also presented to the Council for cost comparison. It was noted that the cost of the second quote from another engineering company is much higher than expected. Council discussed and authorization was given to the Property Manager to proceed forward with Halsall Associates to have the Contingency Reserve Fund Study prepared.

Dryer Vent Cleaning

This item had since been completed. Council noted that there are a number of suites where accesses were not granted. Council discussed and deemed this to be an extremely important maintenance item for the integrity of the building and access to the suites must be gained. The Property Manager was requested specifically to contact the dryer vent company again to schedule for additional dates for the cleaning of the suites that were missed. Council further agreed that the cost incurred for this additional schedule of cleaning would be divided equally between those units that were missed accordingly.

Elevator Cameras

The Property Manager mentioned to the Council that the four elevator cameras that had been stolen had since been replaced.

Underground Parkade Security Cameras

Council reviewed and discussed the revised quote from Cobra Integrated Security. Council was satisfied with the revised proposal as presented and would like to proceed forward as planned. The Treasurer presented his assessment on how the cost of the underground parkade security cameras is to be expended. Council agreed with the options as presented and authorization was given to move forward. Council Member, Roy Grinshpan mentioned to the Council that he is scheduling with the police to provide the strata with a security assessment report and once received it would be forwarded to the Council for further review.

CORRESPONDENCE

Several letters were received from the owners with regards to the bylaws violation fine assessed. Council reviewed each case as presented and the property manager was requested to reply to the owners accordingly.

Several requests were received from owners seeking permission from Council to install laminated floor in their suites. The approvals were granted subject to the proper underlayment materials being used and the bylaws of Strata Plan, BCS 1433, Electric Avenue are strictly adhered to.

Several letters including fines were issued to the offending parties with regards to bylaw contraventions, specifically noise, dog's barking, and dumping of personal items in the garbage room and common area.

OWNERS/RESIDENTS ARE REMINDED THAT:

- 1. FEEDING OF SEAGULLS ON BALCONY IS PROHIBITED AND ANY OFFENDER CAUGHT WOULD BE FINED AS PER BYLAW 3 (1) (A) & (C).**
- 2. SMOKING ON THE BALCONY IS PROHIBITED AND VIOLATORS CAUGHT WOULD BE FINED AS PER BYLAW 3 (7).**
- 3. EXCESSIVE NOISE FROM THE SUITES IS PROHIBITED, ANY OFFENDER CAUGHT WOULD BE FINED AS PER BYLAW 3 (1) (A), (B) & (C).**
- 4. DOG IS NOT ALLOWED IN THE AMENITY AREA AND ON THE GARDEN LEVEL, INCLUDING BUT NOT LIMITED TO THE PENTHOUSE, 19TH FLOOR, 11TH FLOOR, AND 4TH FLOOR, VIOLATORS CAUGHT WOULD BE FINED AS PER BYLAW 3 (6).**

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION.

NEW BUSINESS

Strata Fees Arrears

It was noted that there are two owners who are seriously in arrears of their strata fees and the Property Manager would place a Lien on the strata lots and follow the proper procedures to have the arrears resolved.

ATTENTION

OWNERS ARE REMINDED OF THE PROCESS THAT TOOK PLACE IF YOUR STRATA FEES ARE IN ARREARS FOR MORE THAN 90 DAYS:

- 1. LETTER SENT OUT WITH 2 WEEKS DEMAND WITH A LIEN WARNING.**
- 2. CERTIFICATE OF LIEN IS ISSUED AND REGISTERED AT LAND TITLE OFFICE AGAINST THE PROPERTY.**
- 3. IF NO ACTION FROM THE OWNERS TO RECTIFY THE ARREARS, LITIGATION PROCESS IS COMMENCED TO COLLECT THE OUTSTANDING STRATA FEES.**
- 4. FORECLOSURE INITIATED BY THE COURT AND OUTSTANDING STRATA FEES ARE COLLECTED BEFORE THE MORTGAGE IS REPAID AS LIEN HAS A HIGHER PRIORITY OVER THE MORTGAGE.**

IT IS ABSOLUTELY PARAMOUNT THAT THE OWNERS PAY THEIR STRATA FEES ON TIME (1ST OF THE MONTH). IT IS POSSIBLE TO PREPAY YOUR STRATA FEES IN ADVANCE, PLEASE CONTACT CROSBY PROPERTY MANAGEMENT FOR ARRANGEMENT AND DETAIL.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION

Inaccessible Window Cleaning

This item had since been completed. It was brought to the attention of the Council that while the window cleaners were on-site, they inadvertently made some footprints on the wall of the 12th floor while cleaning the windows and some part of the windows were missed. The Property Manager would inform the company to have the concerns rectified.

Vancouver Downtown Bottle Recycling Proposal

The Property Manager presented a proposal from Vancouver Downtown Bottle Recycling for the Council to review. It was noted that the company would collect the recyclables from the strata and agrees to pay the Strata Corporation fifty percent (50%) of the Net Proceeds from the recyclables collected. Council reviewed and discussed the proposal presented and requested that two issues (profit sharing of flat rate and frequency of collections) be forwarded to the company for further clarification.

Gate Signage

The Property Manager was requested to contact a sign company to have the signage made to remind the residents to slow down and wait for the gate to close completely before proceeding.

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Short Term Rental

The Property Manager presented to the Council for reference the section on Dwelling Units from the City of Vancouver bylaws. Council noted that short term rental is not allowed as per the City's bylaw. The Property Manager further presented a set of rental bylaws specifically for Electric Avenue for the Council to review. **Council requested that owners who have rented out their units to submit their FORM K immediately and promptly or risk being fined as per Bylaw 37 of the Strata Corporation.**

OWNERS ARE REMINDED OF CITY OF VANCOUVER BYLAW 10.21 – DWELLING UNITS:

- (6) NO PERSON SHALL USE OR PERMIT TO BE USED ANY DWELLING UNIT FOR A PERIOD OF LESS THAN ONE MONTH UNLESS SUCH UNIT FORMS PART OF A HOTEL OR IS USED FOR BED AND BREAKFAST ACCOMODATION.**

OWNERS ARE REMINDED OF BYLAW 37 OF ELECTRIC AVENUE:

LEASING REQUIREMENTS – AN OWNER MUST:

- (A) PROVIDE THE STRATA CORPORATION WITH A TRUE AND COMPLETE COPY OF EVERY WRITTEN TENANCY AGREEMENT (AS DEFINED IN THE RESIDENTIAL TENANCY ACT (BRITISH COLUMBIA) AS AMENDED OR REPLACED); AND**
- (B) CAUSE THE TENANT TO EXECUTE A FORM K – NOTICE OF TENANT'S RESPONSIBILITIES AS PROVIDED IN THE STRATA PROPERTY ACT (BRITISH COLUMBIA), AS AMENDED OR REPLACED, PRIOR TO HIS OR HER OCCUPATION OF THE STRATA LOT, AND PROVIDE THE STRATA CORPORATION WITH A COPY THEREOF.**

Shut Down of Main Electrical Breaker

A request was received from a rental suite to shut down the main electrical breaker to a portion of the building in order to replace the branch circuit breakers in the unit. Council reviewed the proposal received and agreed that this request is out of the norm. The Property Manager was requested to reply to the agent of the rental suite the requirements as discussed by the Council accordingly.

Solarium's Door

A request was received from an owner to replace the old door in the Solarium of his unit with a new door without any modification to the present space. Council reviewed the photos provided and location of the door and noted that this door is inside of his strata lot and another unit has a similar door. Council discussed and approval was granted based on the understanding that the owner pays for all related cost and future cost should the door needs to be removed and the door needs to match the existing one and to be installed by the original contractor of the building.

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Electrical Maintenance Proposal

A proposal was received from the Commercial representative with regards to the electrical preventive maintenance service to be conducted by Houle Electric. Council noted that the Infrared Thermographic Imaging/Ultrasonic Testing would reduce the risk of loss of power and to assure the quality, performance and integrity of the electrical system. Council discussed and agreed to share the cost of this proposed maintenance by splitting it 50/50 with the Commercial section.

Resident Manager's Vacation

Council discussed the number of weeks of vacation for the Resident Manager. Currently, the Resident Manger has 2 weeks of vacation per year. Council agreed that the number of weeks of vacation for the Resident Manager is to be increased from 2 weeks to 3, in lieu of his excellent service to Electric Avenue.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be on Tuesday, June 3, 2008.



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

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.