

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

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Held on Thursday, May 28, 2009 at 6:30 p.m.  
Within the 2<sup>nd</sup> Floor Meeting Room

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<b>COUNCIL IN ATTENDANCE:</b>	Cory Sutton	President
	Mike Coric	Vice President
	Gary Chow	Treasurer
	Ann Hilliker	Secretary
	Marian Verdicchio	
	Roy Grinshpan	
<b>GUEST:</b>	Sean Lin	Owner
	Ken McPherson	Resident Manager
<b>PROPERTY MANAGER:</b>	Eric Chua	Crosby Property Management Ltd.

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

**GUESTS BUSINESS**

An owner attended tonight's meeting for a hearing with regards to the fines assessed to his account. The owner presented his explanation and the Council thanked the owner, who then left the meeting. Council deliberated and the Property Manager was requested to inform the owner of the decision accordingly.

**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:

- April 24<sup>th</sup> – Someone pulled the fire station at stair 17 on P2 causing the alarm about 6:25 p.m. Roger and Security attended to it and silenced the alarm;
- April 28<sup>th</sup> – Security camera company attended the site to replace the license plate camera, work on the defective door alarms and some training on the new DVR cameras system, and corrected the postal lock for the Hornby's side;
- April 29<sup>th</sup> – Commercial representative had a company on-site to re-patch membrane by compactor;
- April 29<sup>th</sup> – As Of May 1<sup>st</sup>, Waste Management will be doing our recycling pickups instead of International Paper as they have secured the contract with the City and they are stricter about the contents in the recycling bins, posted new notices in the elevators to remind the residents;
- May 1<sup>st</sup> – failure of electronic strike on P4 North and security camera company corrected it;
- May 1<sup>st</sup> – Emergency generator testing conducted;
- May 4<sup>th</sup> – Within an hour of the Junk Company picked up the personal items left by the residents, the pile started again;
- May 5<sup>th</sup> – Cleaning company buffing the gym floor this morning;
- May 6<sup>th</sup> – Measured the bike rooms, cleaned more baseboards & dusted the Smithe screen off;
- May 8<sup>th</sup> – Carpet cleaning company doing quarterly carpet maintenance on all floors;
- May 11<sup>th</sup> – A contractor was on-site to look at amenity vanities to provide quote for repairs;

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- May 11<sup>th</sup> – Elevator company started the cable replacement and was advised will take at least 2-3 days;
- May 12<sup>th</sup> – Original installer of bike racks came to quote for new lockers;
- May 13<sup>th</sup> – Pest Control company perform the routine service visit of Garbage room;
- May 14<sup>th</sup> – Cleaning company buffed the lobby floors;
- May 14<sup>th</sup> – Commercial section restaurant set off the fire alarm at around 4:33 am while doing some internal power washing, it was reset at 4:55 am;
- May 15<sup>th</sup> – At around 2:02 pm, fire alarm was set off by pull station on P2 at stair 17. Fire Department attended the site and fire panel, elevators and maglocks reset;
- May 16<sup>th</sup> – Fire Alarm triggered at around 8:24 pm. Pull station at P1 stair 17. Probably another prank. Alarm clear and reset around 8:45 pm. Tone fault still exists however after alarm in 17 floor north section. Cannot clear. Suspect that a suite has disconnected speakers or a system fault;
- May 19<sup>th</sup> – Mechanical company conducted their preventive maintenance and recommended the sanitary sump pit be cleaned;
- May 20<sup>th</sup> – The sanitary sump pit was cleaned;
- May 22<sup>nd</sup> – An owner reported vomit on 12<sup>th</sup> floor south mostly on carpet and wall by electrical room;
- May 23<sup>rd</sup> – A 7<sup>th</sup> floor Owner reported a similar mess;
- May 23<sup>rd</sup> – Around 4:15 am, someone damaged again the landscaped trees on Smithe entrance;
- May 23<sup>rd</sup> – A resident was noted holding the elevator cab#2 on P1 and needed to be reset;
- May 23<sup>rd</sup> – A resident had an un-booked party in the lounge and left the kitchen dirty and their garbage behind;
- May 24<sup>th</sup> – A resident of 15<sup>th</sup> floor reported a mess of vomit;
- May 25<sup>th</sup> – Exercise equipment company conducted the preventive maintenance service and a cable is damaged and needed replacement;

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 23, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer updated the Council with regards to the April and May preliminary financial statements. It was noted that the strata is in the surplus, but some expenses have not been posted as invoices have not been received. The rates for Gas had decreased from the past months. Should there be a surplus at the yearend, Council should consider transferring some of the amount towards the interior painting of the building. With regards to the Long Range Study prepared by Halsall & Associates, it was suggested that the expenditures be planned for each year and budget carefully on an annual basis. To reduce the amount of administration work and costs, the levy amount can be included as a separate line item in the 2009/2010 budget. The collection of strata fees and the cost sharing with the commercial are progressing well.

It was moved/seconded to accept the financial statements for the month of April 2009 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.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Contingency Reserve Fund Study  
Council is in the process of fine tuning the most feasible scenario with Halsall & Associates to produce the final report for the Contingency Reserve Fund Study (i.e. Long Range Maintenance study).
2. Parking Security Upgrades  
The President mentioned to the Council that the security company had replaced the license plate security camera with a higher quality one and adjusted the distance at no additional cost to the strata. In addition, more training was provided to the Resident Managers so they can better manoeuvre the system. This project is now completed.
3. Rental - Lockers  
The President is in the process of finalising the details and costing. Once completed, this would be brought forward to the Annual General Meeting for ownership approval.
4. Smithe Lobby Ceiling Repairs  
Council reviewed the two quotes with regards to the Smithe lobby ceiling repairs and the Property Manager was requested to schedule with the selected company to have the work completed.
5. Lounge Carpet Repair  
Council noted that this item had been scheduled to be done.
6. Gym Weights  
It was noted that two rubber mats have been purchased and installed and the rack for the free weights is on its way.
7. Changing Rooms Countertop Repair  
Council reviewed three quotes with regards to the changing rooms' countertop repair. The Property Manager was requested to confirm the quote with the selected company and to have the work scheduled.
8. Exterior Window Cleaning  
This is scheduled for July 6<sup>th</sup> to July 9<sup>th</sup>. Notices would be posted to remind the residents regarding this event.

9. Annual Fire Inspection

**OWNERS ARE REMINDED:**

**THE ANNUAL FIRE INSPECTION IS SCHEDULED FROM JUNE 22 – JULY 3 (EXCLUDING WEEKEND AND CANADA DAY). GE SECURITY WILL BEGIN THE IN-SUITE TESTING ON:**

**TUESDAY, JUNE 23<sup>RD</sup> FROM FLOORS 23-20 (9:00 AM UNTIL 3:00 PM)**

**WEDNESDAY, JUNE 24<sup>TH</sup> FROM FLOORS 19-16 (9:00 AM UNTIL 3:00 PM)**

**THURSDAY, JUNE 25<sup>TH</sup> FROM FLOORS 15-12 (9:00 AM UNTIL 3:00 PM)**

**FRIDAY, JUNE 26<sup>TH</sup> FROM FLOORS 11-2 (9:00 AM UNTIL 3:00 PM)**

**AS ACCESS TO THE SUITES IS MANDATORY, OWNERS ARE RESPONSIBLE TO INFORM THEIR TENANTS ACCORDINGLY AND MAKE THE NECESSARY ARRANGEMENT FOR ACCESS.**

**STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION.**

10. Residential Maglock Reprogramming

Council discussed the quote provided by GE Security with regards to the reprogramming of the residential maglock so that the alarm set off by the commercial section would not trigger its release. For security concerns, Council approve the work to be carried forward.

11. Winter Olympic – Security Patrol

A quote was received and more are forthcoming. Council would make a decision once the quotes are all in place.

12. Building Notices and Signs

This item is still in progress.

13. Garbage Room Doors Replacement

Council received two quotes for the replacement of the garbage room doors. Cost sharing with the commercial section was discussed. Once the agreement is in place, this would be scheduled and attended to.

14. Water Damage Claim – Faulty Dishwasher

Council deliberated on the water damage claim from a past owner and awaits further response and would take the necessary action.

15. Parkade Power Washing

This item had since been completed. Council agreed that now the parkade had been cleaned, a site inspection would be conducted with regards to oil leaks at the parking stalls and owners would be informed to have them addressed.

**RESIDENTS ARE REMINDED:**

**AS PER STRATA BYLAW 3 (5) – “...AN OWNER SHALL NOT ALLOW OIL LEAKS AND EXHAUST POLLUTION STAINS FROM VEHICLES AND SHALL CLEAN UP SUCH LEAKS AND STAINS FROM THE OWNER’S PARKING STALL(S).**

**OWNERS ARE RESPONSIBLE TO INFORM THEIR TENANTS ACCORDINGLY REGARDING THIS.**

**STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION.**

**CORRESPONDENCE**

Council received a request to waive the bylaws violation fine for inappropriate action of dumping personal items (carpet) in the garbage room. Council discussed and the request was denied.

**OWNERS/RESIDENTS ARE REMINDED:**

**STRATA HAVE TO PAY FOR A JUNK REMOVAL COMPANY TO DISPOSE OFF THE PERSONAL ITEMS YOU LEFT INSIDE THE GARBAGE ROOM. KINDLY ARRANGE TO HAVE YOUR PERSONAL UNWANTED ITEMS DISPOSE OFF PROPERLY. LEAVING YOUR UNWANTED ITEMS ON THE COMMON AREA (E.G. GARBAGE ROOM) WOULD RESULT IN A FINE BEING ASSESSED. OWNERS ARE RESPONSIBLE TO INFORM THEIR TENANTS ACCORDINGLY REGARDING THIS.**

**FOR YOUR INFORMATION, SHOULD YOU HAVE ITEMS TO DONATE, YOU COULD TRY CONTACTING THE FOLLOWING ORGANIZATIONS:**

**LARGE ITEMS – WWW.HOMESTART.CA – 604-708-9556  
SMALL ITEMS – WWW.GATHERANDGIVE.ORG – 604-637-2250  
CLOTHING – WWW.DEVELOP.BC.CA/CONTRIBUTE – 604-273-4332  
ELECTRONICS – HTTP://FREEGEEKVANCOUVER.ORG – 604-879-4335  
MISCELLANEOUS – WWW.SALVATIONARMY.CA – 604-299-3908**

**STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION**

Several warning letters and letters including fines were issued to the offending parties with regards to bylaw contraventions, specifically Unscheduled Moving, Washing of Balcony, Bike on Common Area, Smoking on Balcony and Dumping of Personal Items inside the garbage room (which is a common area despite the notices posted on the garbage room door and the minutes repeatedly reminding the residents not to do so).

**OWNERS/RESIDENTS ARE REMINDED THAT:**

1. TO ENSURE THE AVAILABILITY OF AN ELEVATOR AT THE REQUIRED TIME, A BOOKING MUST BE MADE WITH THE MANAGER AS PER BYLAW 32 (4).
2. EXCESSIVE NOISE FROM THE SUITES IS PROHIBITED, ANY OFFENDER CAUGHT WOULD BE FINED AS PER BYLAW 3 (1) (A), (B) & (C).
3. AN OWNER SHALL NOT USE OR RIDE, OR PERMIT OTHERS TO USE OR RIDE, AS THE CASE MAY BE, ROLLERBLADES, INLINE SKATES, SKATEBOARDS, BICYCLES, SCOOTERS OR SIMILAR ITEMS ANYWHERE ON COMMON PROPERTY OR LIMITED COMMON PROPERTY OR IN A STRATA LOT AS PER BYLAW 3 (2) (R).
4. ELECTRIC AVENUE IS A NON-SMOKING RESIDENCE. PERSON WANTING TO SMOKE MAY DO SO OUTSIDE OF THE BUILDING AT SIDEWALK LEVEL OR IN THE PRIVACY OF A RESIDENT'S SUITE. THERE IS NO SMOKING PERMITTED ON THE COMMON AREA AND LIMITED COMMON AREA (E.G. BALCONY, PATIO, ETC) OF THE BUILDING. RESIDENT VIOLATORS OR VIOLATING GUESTS OF RESIDENT WILL BE FINED. THE FINE IS \$200 PER VIOLATION.
5. DUMPING OF PERSONAL ITEMS IN THE GARBAGE ROOM IS PROHIBITED, ANY OFFENDER CAUGHT WOULD BE FINED AS PER BYLAW 3 (2) (K).

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION

**NEW BUSINESS**

1. Office Relief Help  
It was noted that occasionally the office requires some assistance in terms of emergency situation. Council Members agreed to participate should the need arises.
2. Office Receiving Mail Packages  
Council deliberated and agreed that the Manager's office should not be accepting packages for the residents. Residents are reminded to contact the Canada Post or private courier delivery on their own to make the appropriate receiving arrangement.
3. Rooftop Drainage Pipe  
It was noted that there is a roof drainage pipe that is located not in the best ideal position and water is splashing down onto the lower units. The President and the Property Manager had investigated the situation and re-directing of the pipe would be the most feasible/economical solution. Cost would be obtained for further discussion.
4. Special Levy Outstanding  
Council noted that some of the owners are still in arrears with regards to the Special Levy that had

been passed at the last Annual General Meeting. Council agreed that the last warning letter would be issued to those owners and fine would commence thereafter.

**OWNERS ARE REMINDED**

**THE SPECIAL LEVY PAYMENT PASSED AT THE ANNUAL GENERAL MEETING ON DECEMBER 18, 2008 IS DUE ON MARCH 1, 2009.**

**PLEASE NOTE THAT EVEN THOUGH YOU ARE ON PRE-AUTHORIZED PAYMENT PLAN, YOU MUST STILL GIVE THE ACCOUNTING THE AUTHORIZATION TO WITHDRAW YOUR PORTION OF THE SPECIAL LEVY FROM YOUR ACCOUNT. WITHOUT YOUR AUTHORIZATION, THIS WILL NOT BE DONE AUTOMATICALLY.**

**KINDLY SEND IN A CHEQUE TO HAVE YOUR PORTION OF THE SPECIAL LEVY PAID UP TO AVOID A LATE PAYMENT FINE BEING ASSESSED TO YOUR ACCOUNT. ALTERNATIVELY, PLEASE CONTACT MERILYN ON (604-689-6982) TO MAKE THE NECESSARY ARRANGEMENT FOR THE PAYMENT.**

**STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION**

5. In-Suite Film Shoot  
Council reviewed a request for a short in-suite film shoot as a Vancouver Film School project. Council discussed and authorization was granted.
6. Kiosk Network  
Council received a proposal from a company to install a digital directory Kiosk service in the lobby. Council agreed that the proprietor be contacted to provide more detail information and a presentation regarding the Kiosk service at the next Council Meeting.
7. LED Lights Replacement  
To conserve energy and save cost, Council is contemplating replacing some of the lights to LED. This would be tabled to the next meeting for further discussion.
8. Media Room  
Council is investigating the feasibility of installing a connection for computers to fully utilize the media room. Cost would be obtained for further discussion.
9. Elevator  
It was noted that one of the elevators is not stopping on level. Elevator company would be contacted to have this rectified.

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There being no further business, the meeting was adjourned at 8:23 p.m. The next meeting will be on Thursday, June 25, 2009.



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Eric Chua  
Senior Property Manager  
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**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.**