

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

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Held on Thursday, April 15, 2010 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 Patrick Wendt Gary Chow Amy Li Gordon Hilliker	President Vice President Treasurer
<b>REGRETS:</b>	David Ashby Camilo Salamanca	
<b>GUEST:</b>	Manuel D. Yngson Jr. David Humphries Ken McPherson	Owner Remdal Painting Resident Manager
<b>LICENSED STRATA AGENT:</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 the meeting to discuss with Council regarding the Form K fine assessed. (Please see NEW BUSINESS – Form K Filing for more detail information).

Mr. Dave Humphries of Remdal Painting was invited to attend tonight's meeting to discuss with Council regarding the interior painting project. (Please see BUSINESS ARISING FROM PREVIOUS MINUTES – Interior Painting Project for more detail information).

**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:

- March 18<sup>th</sup> – At around 7:00 am received emergency call for a suite's toilet overflowing. Advised tenant to shut off water and call plumber and to advise their landlord of the incident;
- March 20<sup>th</sup> – One of Smithe Street maglock won't release. Locksmith found a glue-like substance on it. Cleaned it off and it worked fine;
- March 22<sup>nd</sup> – Gate company was in to check the gate and found a problem, will provide quote to repair;
- March 23<sup>rd</sup> – Restoration company on-site to survey damage to ceiling and inside as well. The damaged pipe could be shared with the Theatre, but to be confirmed. Restoration will start work on March 25<sup>th</sup> with scaffolding set up in the lobby;
- March 23<sup>rd</sup> – Elevator camera company came in yesterday for cab 3 and today for cab 1 screens. No word on camera access;

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- March 23<sup>rd</sup> – Restoration company sent someone in the morning to steam clean carpets on 3 floors by 10 units;
- March 23<sup>rd</sup> – Entryphone company came in around 11:15 am to look into why all of entry-phone system is off-line. 2 Doors working inside of 15 minutes. Smithe entry still won't release elevator floors due to a burnt out board. All in order around 1:00 pm;
- March 23<sup>rd</sup> – Mechanical company back in to look at Upper loop PRV and cleaned it out; it should raise temperature by at least 10 C upstairs;
- March 24<sup>th</sup> – Roof Anchor Annual Inspection, and arranged for access to 3 units and to Scotiabank Theatre. Anchor company will be borrowing our davit arms and doing some anchor repairs in about a week;
- March 24<sup>th</sup> – 11:40 am, able to clear fire panel after 1-1/2 days of Scotiabank fire system problems;
- March 27<sup>th</sup> – Around 2:00 pm, checked 14<sup>th</sup> floor after a move. Found that 14<sup>th</sup> N standpipe briefly opened and plastic cap did not hold. I cleaned up mess off of the walls and sopped up some of the water in the carpet. Standpipes with plastic caps should be replaced with the brass type;
- March 25<sup>th</sup> – Swept up 6 empty storage rooms and Steve cleaned tracks of elevator cab 3;
- March 30<sup>th</sup> – Contractor started parking power-washing on-time today, will be done April 1<sup>st</sup>;
- March 30<sup>th</sup> – A company came in to provide a quote for the lobbies window cleaning;
- March 31<sup>st</sup> – Council member pointed out to us not-seen-before scratches on a 19<sup>th</sup> floor window similar to the recent vandalism occurred in the lobby;
- March 31<sup>st</sup> – Glass company came in to re-attach a metal fitting around a glass panel in elevator 6;
- April 1<sup>st</sup> – Entryphone company came in and made an adjustment to Hornby lane door motion sensor;
- April 1<sup>st</sup> – Contacted elevator company because of noise cab 3 has been making. Elevator company came in and investigate the issue;
- April 1<sup>st</sup> – Anchor company came in and did the necessary repairs and we are now clear for window cleaning;
- April 5<sup>th</sup> – Contractor arrived mid-morning to start tile re-grouting; de-grouted cab 5;
- April 6<sup>th</sup> – Contractor arrived at 1:30 pm to de-grout cab 6;
- April 6<sup>th</sup> – Reported cab 1 door problem to elevator company; a technician came in to investigate this morning before noon;
- April 6<sup>th</sup> – Mechanical company was in and replace some of the standpipe caps with the brass; Mechanical company also recommend using metal cap for the drainpipes as well;
- April 7<sup>th</sup> – Contractor arrived just after 9 am to start on elevator cab 3 grouting;
- April 7<sup>th</sup> – Fire Alarm at about 1:05 pm – stair 17-P2 pull station;
- April 8<sup>th</sup> – Contractor grouted up elevator 2 and will seal it tomorrow and we will release it Saturday. Then, he is coming back in on Saturday 2pm to start on a 2<sup>nd</sup> elevator;
- April 9<sup>th</sup> – Tenants of a suite were noted using the Lounge to play pool without prior reservation;
- April 9<sup>th</sup> – It appears cab 3 was not looked after, called elevator company and asked for Monday service check. It is noisier than before;
- April 10<sup>th</sup> – Found elevator 3 stuck on 17<sup>th</sup>; could not open doors; called elevator company – ref. #530. Technician arrived at 12:10 pm. 2:45 – it was running;
- April 14<sup>th</sup> – 3 elevators at North will now have been grouted with 2 at South remaining to be done.

This concludes Resident Manager's report.

**APPROVAL OF COUNCIL MEETING MINUTES**

The following correction was made to the March 18, 2010 minutes:

Instead of Mike Coric as Vice President, it should be:

Patrick Wendt – Vice President

It was moved/seconded to approve the Minutes of the Council Meeting held March 18, 2010 as amended.  
CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer updated the Council with regards to the preliminary March financial statements. It was noted that there is a healthy surplus at month end of March, but not enough data for April to comment. The real impact of HST effective July 1, 2010 and the spending on repairs and maintenance projects on the budget will be realized after awhile. On the other hand, we have a better than expected insurance quote and lower than expected Olympic security costs. The collection of the strata fees continues to go well, but there are a number of fines still outstanding.

It was moved/seconded to accept the financial statements for the month of February 2010 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. Resident Manager's Office HVAC  
Council discussed the Resident Manager's office HVAC and would like to table this to the next meeting pending further investigation.
2. Smithe Lobby Water Damage  
The restoration company attended the emergency work and await their final repair quote. This item is still in progress.
3. Pigeon Mesh  
This item is still under review by Council.

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4. Hornby Lobby Wall Protector  
Council reviewed the various Hornby lobby wall protector samples as presented. The contractor would be advised to provide the Option#1 blue colour samples for Council to review.
5. Elevator Tile Grout Replacement  
The elevator grouting project has started and it was noted that there is one more elevator to go before completion. This item is still in progress.
6. Garbage Room Doors Replacement  
This item is still in progress.
7. Entrance Planters  
This item is still in progress.
8. Water Damage Claim  
The insurance deductible for the water claim charged back to the strata lot that initiated the loss on the 13<sup>th</sup> floor had been received. This item is now completed.
9. Glass & Stainless Steel Repairs  
This item is still in progress.
10. 5-Year Warranty Review  
Council reviewed the quote from Halsall & Associates with regards to the 5-Year Building Envelope Warranty review and agreed to proceed forward. Council Member, Gordon Hilliker graciously agreed to draft a letter to be included with the survey form to be mailed out to all the owners regarding this important review.
11. Interior Painting Project  
Council discussed the details of the interior painting projects with Mr. Dave Humphries of Remdal Painting. The painting of three Gym's columns and the painting schedule were discussed. Council is satisfied with the presentation of Remdal Painting and agreed that as soon as the details are confirmed, MPDA contacted, the project would commence.
12. Hallways Corner Guard  
The Resident Manager would count the number of hallways corner guard needed. This item is still in progress.
13. New Backup Compressor  
This item had since been completed.
14. Relocation of Exhaust Pipe  
This issue is still in progress pending legal opinion.
15. Additional Storage Locker  
Council discussed the cost to be charged for the different sizes of lockers available for rental. Once the details are finalized, owners would be advised accordingly.

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16. Breezeway Speed Bump  
Council discussed and would like to hold off on this item, pending further investigation.
17. Inaccessible Window Cleaning  
This item is tentatively scheduled for May 10<sup>th</sup> to May 14<sup>th</sup>. Once confirmed, notices would be posted to remind the residents accordingly.
18. Ground Level Lobby Window Cleaning  
This item is in the process of being scheduled.
19. Parkade Power Washing  
This item had since been completed.
20. Gym Washroom Floors Scrubbing  
This item had since been completed. Council agreed that this item should be performed every six months. The cleaning company would be advised to do so.
21. Cost Sharing Items with Commercial Section  
This item is still under Council's review.

**CORRESPONDENCE**

Council reviewed a request for a short in-suite film shoot as part of a Vancouver Film School project. Council discussed and authorization was granted.

Several warning letters and letters including fines were issued to the offending parties with regards to bylaw contraventions, specifically for Items on Balcony, Noise Disturbance, Smoking on Balcony, Window Coverings, Unscheduled Moving, 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. AN OWNER SHALL NOT PLACE ON THE BALCONY OF THE STRATA LOT BICYCLES, MOTORCYCLES, BOXES, MACHINERY, EQUIPMENT, OR IN ANY WAY USE SUCH BALCONY AS A STORAGE AREA AS PER BYLAW 3 (2) (G).
2. EXCESSIVE NOISE FROM THE SUITES IS PROHIBITED, ANY OFFENDER CAUGHT WOULD BE FINED AS PER BYLAW 3 (1) (B) & (C).
3. 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.

4. AN OWNER SHALL NOT ALTER, SUPPLEMENT OR REMOVE THE WINDOW COVERINGS ORIGINALLY INSTALLED IN THE STRATA LOT EXCEPT, IF NECESSARY DUE TO DAMAGE OR WEAR, TO REPLACE THEM WITH SUBSTANTIALLY SIMILAR WINDOW COVERINGS IN THE SAME COLOUR AND STYLE; OR HANG OR PLACE ANY SIGNS OR OTHER OBJECTS WHICH WILL ADVERSELY AFFECT THE CONSISTENCY OF THE EXTERIOR APPEARANCE OF THE BUILDING AS PER BYLAW 3 (2) (F).
5. A RESIDENT MUST PROVIDE NOTICE TO THE STRATA CORPORATION OF ALL MOVING ARRANGEMENTS AT LEAST 48 HOURS BEFORE THE MOVING DATE. ALL MOVES MUST TAKE PLACE BETWEEN 9:00 AM AND 6:00 PM, MONDAY THROUGH FRIDAY AND 10:00 AM AND 5:00 PM ON SATURDAY, SUNDAYS AND STATUTORY HOLIDAYS AS PER BYLAW 32 (2).
6. DUMPING OF PERSONAL ITEMS IN THE GARBAGE ROOM IS PROHIBITED, ANY OFFENDER CAUGHT WOULD BE FINED AS PER BYLAW 3 (2) (K).

OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY  
STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION

Several requests were received from an owner seeking permission from Council to install laminated floor in the suite. The approval was granted subject to the proper underlayment materials being used and the bylaws of Strata Plan, BCS1433, Electric Avenue are strictly adhered to.

#### NEW BUSINESS

1. Form K – Amenity Room Access  
To prevent the misused of the Amenity room by unregistered tenants, Council agreed that the use of the Amenity rooms is restricted to Authorized Residents and their guests. **“Authorized Residents” are owners and tenants for whom a Form K has been provided to the Strata Corporation.** The revised Rules would be re-posted on the Website for owners’ reference.
2. Entryphone Repairs – Reimbursement  
It was noted that when the front entrance lobbies were power washed by an employee of a contractor prior to painting, the seepage of the water into the entryphone systems had caused some damages. The entryphone systems had since been repaired and they are in proper working condition. A meeting was held with the contractor in charge of the project and the Council President as well as the Strata Agent was in attendance. The contractor agreed to reimburse the strata for all the cost incurred for repairing the entryphone systems. In addition, for goodwill, the contractor would not charge for the cost of painting the front entrance lobbies at all. The Strata Agent mentioned that a reimbursement cheque had since been received. This item is now completed.

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3. Entryphone Preventive Maintenance  
Council received a quote to implement a preventive maintenance for the entryphone systems. Council discussed and would like to table this pending further investigation.
4. North Elevator Standpipes' Cap  
For safety and liability concerns, the plastic caps for the standpipes located by the North Elevator had been replaced with the brass caps.
5. Landscaping  
The Strata Agent mentioned that the Japanese maple tree located on the 11<sup>th</sup> floor had been trimmed by the landscaper.
6. Form K Filing  
Council discussed the request of waiving the fine assessed for contravention of Form K filing. After deliberation, Council unanimously agreed that the fine would stay.

**Council agreed that owners who are renting should provide their up to date Form K to the Strata Corporation as per Bylaws of the Electric Avenue and fines would be assessed for contravention of such bylaws.**

**OWNERS ARE REMINDED OF BYLAW 37 OF ELECTRIC AVENUE:**

**LEASING REQUIREMENTS – AN OWNER MUST:**

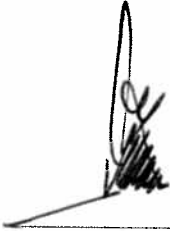
- (A) **PROVIDE THE STRATA CORPORATION WITH A TRUE AND COMPLETE COPY OF EVERY WRITTEN TENANCY AGREEMENT (AS DEFINED IN THE RESIDENTIAL TENANCY ACT (BRITISH COLUMBIA) AS AMENDED OR REPLACED); AND**
- (B) **CAUSE THE TENANT TO EXECUTE A FORM K – NOTICE OF TENANT'S RESPONSIBILITIES AS PROVIDED IN THE STRATA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

7. Water Usage  
Strata had received high water consumption bill from the City and this item is being monitored. Owners are requested to check their in-suites for any leaky faucet or taps and to have them corrected immediately.
8. Management Company & Strata Websites  
The Strata Agent mentioned that Crosby Property Management Ltd., has recently revamped its website to make it more user friendly. The Website now included all Crosby's services, answers to some FAQs, the form section where residents could fill out essential forms online, and much more. Please take the time to visit the Crosby's Website at: <http://www.crosbypm.com>. Owners are also advised of the Electric Avenue Strata Website, which is: <http://www.electricavenue.info>

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There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be on Thursday, May 13, 2010.



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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.**