

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

Held on Thursday, September 16, 2010 at 6:30 p.m.
Within the 2nd Floor Meeting Room

COUNCIL IN ATTENDANCE:	Cory Sutton Gary Chow Amy Li David Ashby Gordon Hilliker	President Treasurer
REGRETS:	Patrick Wendt Camilo Salamanca	Vice President
GUEST:	Ken McPherson	Resident Manager
SENIOR STRATA MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 6:35 p.m. by the Council 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:

- July 15th – Heat exchanger has been installed and two temporary gauges have been fixed;
- July 15th – Steve re-attached some metal trim in elevator 2 that had come off;
- July 18th – Elevator cab# 3 acting up again, getting stuck temporary on P3; posted signs and called elevator company for morning service. Elevator working at 12:20 pm Monday;
- July 19th – Electrical company repaired 6 ballasts, 2 exit signs and to look into power for P3 cleaners' room. Will have to return to scope the works and fix 4 more ballasts;
- July 19th – Arranged for Busy Bee to clean our elevator pad sets. Pads coming back July 22nd;
- July 19th – Glass company came in to measure up 2 cracked (cab 5) panes for replacement; they also adjusted 4 door closures on parkade levels. 3 of them were slamming hard;
- July 20th – Locksmith called for more bike room keys, building keys, repair a latch bolt on the amenity access doors and fix 3 stairwell 15 door handles (on 9, 11 & 15);
- July 20th – Contacted Entryphone company, there is a loose electronic strike at P1 South and technician repaired it;
- July 21st – About 10:00 am to 1:00 pm, compactor being cleaned by contractor of Smithrite at my request. New hatch door was installed and painted as well;
- July 21st – Did a test with landscaper of the irrigation sprinklers; planter trees are not getting much water, yet irrigation system is working, just not spraying to enough of the areas. Have been giving them extra water, plus hand-watering. Called Sprinkler company to arrange for a visit on July 26th;

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- July 21st – scheduled a Junk Pickup for this afternoon, including another large mattress that was stuffed down stair 18 near 11th floor – blocking a fire exit;
- July 21st – Working on a spare set of Manager’s keys; ordering some spare desk keys;
- July 21st – Steve has completed cleaning off the building’s hallway vents and elevator company technician came in and fixed a couple of outstanding hall call lights;
- July 21st – First Fireworks night went well, but Security guard was roaming the building before and during the event and waiting for their report. Emailed their office;
- July 22nd – We changed 11 Smithe ceiling lights and cleaned out exterior air grill on Smithe;
- July 22nd – Elevator monitoring company changed emergency batteries in cabs 6 and 3;
- July 26th – Sprinkler company altered a sprinkler head on 11th to provide better coverage to the new tree;
- July 26th – Electrical company came in to continue repairing some ballasts;
- July 27th – Glass company came in to replace the two cracked or shattered panes in cab 5;
- July 29th – Cleaned off stainless steel elevator hall call panels on both sides of building now. Cleaned off 4th floor patio awning and touched up small meeting room with door stain;
- July 29th – Seeded 11th floor lawn with grass seeds brought in by Council President and watered the area. Will have to water it often. A new hose replaced the old one in garbage room;
- July 30th – At around 2 pm, mechanical company came in to work on broken hose-bib at Hornby front door and to check on water pressure and temperature by adjusting it;
- July 31st – A former tenant requested to see her locker to determine if her belonging stored is still there, so I showed her the locker;
- July 31st – An Owner came to see me because he thought I had key to his suite; it seems his tenant is gone and took the key, suggest him to contact a locksmith;
- August 4th & 5th – Carpet cleaning company in today and tomorrow to do a full carpet cleaning and extraction of the building;
- August 4th – Gym closed for 2 hours for cleaner attempting to clean the floor. Should consider doing a full treatment (sanding & wax coating) of the floor;
- August 4th – At around 10:42pm received call about a leak in the gym room ceiling. Contacted mechanical company to investigate;
- August 5th – Contractor called to inquire about the elevator tile grout, asked him to come on-site to check;
- August 8th – Found steam trap on P3 and leaking, mechanical company came in and problem resolved;
- August 9th – Cleaned up P0 rear stairs and walls;
- August 10th – Steve is doing some weeding of the upper planters this week;
- August 10th – Fire Panel in trouble due to commercial unit doing some work without notifying us in advance;
- August 11th – Steve is checking the building on a walk-around;
- August 13th – Another mechanical company on-site to investigate the lobby fan, will send a quote for Council’s review;
- August 16th – Commercial rep, Electrical company and BC Hydro trying to schedule the 2nd part of the vault cleaning (approximately 6 hours), due to time conflict, this has been deferred until early next year;
- August 18th – Steve washed off our 3 parkade ramps;
- August 23rd – Exercise Equipment company came in for routine maintenance and no issues noted.
- August 23rd – At around 3:00 pm., an 18th floor resident informed that the hot water wasn’t working. Found compressor tripped out and naturally heat exchangers not pumping steam. Mechanical company came in and everything was back in order;
- August 24th – Painting company on-site to take care of deficiencies and brought some paint;
- August 25th – The Hornby lane door sensor has a problem and it was corrected the next day;

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- August 26th – Contractor will be doing the interior wall paneling starting at 11:00 am;
- August 27th – Duplicate more keys for two bike rooms and three mechanical rooms re-cylindere;d;
- August 27th – Compressor tripped out today. Water took about 30 minutes (in the mid loop) to come back. Mechanical company replaced the compressor with the “backup” one that was doing the job well before;
- August 28th – Elevator cab 5 has a shattered glass pane and glass company has taken measurements and will install a new pane next week;
- August 29th – There are still a number of suites moving large items in and out of the building without proper scheduling with us;
- August 30th – The Hornby lobby paneling is now complete, except one piece of flashing on a corner;
- August 31st – Entryphone company came and replaced Hornby lane door button;
- August 31st – Sprinkler company came and replaced the broken and missing irrigation covers on 19 and 11 courtyard;
- September 3rd – The glass company replaced the Hornby lane door closer and installed the door stops;
- September 6th – The painting company finished the deficiencies and left some extra paint for us;
- September 7th – The glass company replaced the broken glass in elevator cab#5;
- September 7th – The elevator company on-site to fix cab #6, it failed again around 5:00 pm;
- September 8th – Elevator company on-site to fix Cab# 1 and # 6;
- September 10th – The lounge was left with lots of mess after a resident booked it for private function. Steve and the cleaner spent considerable amount of time cleaning it. The deposit was used for cleaning up the mess;
- September 11th – Cab#3 is malfunctioning, when it goes to P3 the door only opens an inch. I shut it down and put in on P1 with the lights off, contacted elevator company to service Monday morning.

This concludes Resident Manager’s report.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held July 15, 2010 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer updated the Council with regards to the financial statements. It was noted that the HST, Contingency Reserve Fund and the price increases continue to add significant challenges to the budget. Council is planning ahead on the 2011 budget taking into considerations some projects intended and other avenues to reduce the fees increase.

It was MOVED/SECONDED to accept the financial statements for the month of July 2010 as circulated. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

Council noted that currently, there is one forced sales and three units had been Lien, and the management company has taken the necessary steps to recover the arrears.

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. Underground Parkade Gate Preventive Maintenance
Council reviewed the expenses incurred for the garage gate since 2008 and noted that the preventive maintenance quote is not warranted at this time.
2. Smithe Lobby HVAC
Council reviewed the quotes presented and agreed to proceed forward with the best quote.
3. Smithe Lobby Water Damage
This item is still in progress.
4. New Heat Exchanger
This item had since been completed.
5. Hornby Lobby Wall Protector
Installation of the panels had been completed pending minor adjustments.
6. Elevator Tile Grout Replacement
Council agreed to source for new contractor to have this issue completed.
7. 5-Year Warranty Review
The 5-Year Warranty Review had been completed by Halsall Engineering and a copy of the report had been forwarded to the Warranty Provider and the Developer, and await their reply. A subsequent letter regarding failed paint coating issue was addressed to the Warranty company and was advised that this is a maintenance issue and falls outside of the Building Envelope warranty.
8. Garbage Room Floor
This item is still in progress.
9. Hallway Corner Guard
This item is pending the revised quote.
10. Breezeway Speed Bump
A quote was reviewed and pending further investigation.

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11. Power Washing of 11th, 19th, & 23rd Planter Areas
Council is contemplating purchasing a power washer for this project.
12. Annual Fire Inspection Deficiency
The Fire Prevention company had been contacted and waiting for a confirmation of the dates.
13. Interior Painting Project
This item had since been completed.
14. Exercise Equipment
The exercise equipment had been installed and completed. Council received numerous positive feedbacks from the residents.
15. Storage Locker Rental Agreement
This item is still in progress.
16. High Water Consumption
Treasurer received the latest invoice and the water consumption continues to be high. This would be further investigated.
17. Homeless Accessing Garbage Room
The security guard continues to monitor this issue.
18. Amenity Usage by Commercial Tenants
Council agreed that the amenity is for the residents' of Electric Avenue, no commercial usage is allowed.

CORRESPONDENCE

Council reviewed two requests to reverse the fine assessed for dumping of personal item. Council deliberated and voted and the Strata Manager was requested to reply to the owners accordingly.

Several warning letters and letters including fines were issued to the offending parties with regards to bylaw contraventions, specifically for Unscheduled Moving, Oil Leak at Parking Stall, Roller Blading and Bike on Common Area, Smoking on Balcony, Noise Disturbance, 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. **A RESIDENT MUST PROVIDE NOTICE TO THE STRATA CORPORATION OF ALL MOVING ARRANGEMENTS AT LEAST 48 HOURS BEFORE THE MOVING DATE, AS PER BYLAW 32 (2).**
2. **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), AS PER BYLAW 3 (5).**

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. AN OWNER, TENANT, OCCUPANT OR VISITOR MUST NOT USE A STRATA LOT, THE COMMON PROPERTY OR COMMON ASSETS IN A WAY THAT CAUSES A NUISANCE OR HAZARD TO ANOTHER PERSON, CAUSES UNREASONABLE NOISE, UNREASONABLY INTERFERES WITH THE RIGHT OF OTHER PERSONS TO USE AND ENJOY THE COMMON PROPERTY, COMMON ASSETS OR ANOTHER STRATA LOT, AS PER BYLAW 3 (1) (A) (B) & (C).
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 flooring 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. Revamp of Website
Council President and an owner are working on revamping the Electric Avenue's Website to make it more users friendly.
2. Building Privacy Policy
Council is in the process of implementing the building's privacy policy.
3. Garbage Room Double Door Replacement
Strata Manager is in the process of discussing with the garbage company to have the other double door replaced and await their reply.
4. Elevator Camera & Screens Repair
Quote is being obtained to have the elevator cameras' hardwired.
5. Concrete Repairs Around P4 Door
Quote is being obtained for Council's consideration.

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6. Building Maintenance Items
Several minor maintenance items had been completed (e.g. Garden sprinkler coverage, power in cleaner's room, etc.)
7. Hornby Lobby's Seat Repair
Quote is being obtained for Council's consideration.
8. Various Signage
Two quotes were obtained for installing various signage (no bikes, no rollerblade, no smoking, etc) to be installed. Council agreed with the duplication of the iconic decals with the best price.
9. Landscaping – 4th Floor Garden Bug Treatment & Bark Mulch
This item is still in progress.
10. Office Display Cabinet
The cabinet had been installed and this item is now completed.
11. Interior Painting Touch Up Quote
Quote for time and material from the painting company is forthcoming.
12. Landscaping – 19th Floor Oversized Ornamental Grass Quote
Council received a quote from the landscaping company to have the ornamental grass on the 19th floor removed. Council discussed and a Council Member volunteered to handle the work.
13. Insurance Appraisal
A copy of the insurance appraisal was presented to the Council for reference.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be on Thursday, October 14, 2010.



Eric Chua
Senior Strata 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.