

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

Held on Thursday, February 17, 2011 at 6:30 pm
Within the 2nd Floor Meeting Room

COUNCIL IN ATTENDANCE:	Gordon Hilliker David Ashby Gary Chow Cheri Eklund Amy Li Gurjivan Mattu	President Vice President Treasurer Secretary
REGRETS:	Camilo Salamanca	
GUEST:	Roger Haddow	Resident Manager
SENIOR STRATA MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 6:30 pm by the Council President.

RESIDENT MANAGER BUSINESS

Roger Haddow 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:

- December 30th – Trade came in and did a re-adjustment on the wall panel in the Hornby lobby;
- January 4th – A tenant dropped a car key down cab 6 shaft; called technician to request it to be done on next visit;
- January 5th – Evening, noticed F-8 fan on P4 really noisy, shut it off. Reported it to mechanical company in morning;
- January 6th – Met with police officers regarding problems with a suite;
- January 6th – Xmas Decor was dismantled;
- January 6th – An owner dropped a set of keys down cab 2 shaft. Still waiting on Chris. He came in January 7th and found two more sets of keys than were reported;
- January 9th – Generator activated “on its own” with no apparent need this morning. This is the second time in a few days. Commercial representative calling in an electrical company to check it. Tests of the transfer switches occurred on January 11th. Commercial representative said the electrician found a problem with the transfer switch that affects the theatre elevators and parkade lighting;
- January 10th – Glass company came to replace a hinge on the garbage room door. It works well! Called locksmith to repair a damaged lock at P0 bike storage level (reported by Paladin this morning);
- January 11th – At around 12:20, had to reset Hornby entryphone twice;
- January 13th – Spoke with mechanical company, who confirmed that some of the expected work on some fans in the building and the hot water system will be started on Thursday, January 13th;
- January 13th – Mechanical company started doing some repairs on pressure reducing valve in the tower;
- January 17th – At around 11:45 am, technician sent by the theatre visited, to scope out locations for another new satellite;

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- January 18th – Locksmith came in this afternoon and removed kitchen door lock. Posted a sign about the oven being off;
- January 18th – Men’s toilet was plugged again today; cleaner was able to unplug it; we did not have to call in mechanical company or anyone else. Someone is persistently using this washroom as if it was their own washroom;
- January 19th – Reset Hornby Street entry;
- February 7th – Due to entrapment in cab 1 over the weekend which we were able to free, elevator company looked at elevators 1 and 2, and will look into a noise problem in cab 3 soon;
- February 8th – Carpet company came in to do their regular maintenance cleaning;
- February 9th – At around 5:40 am shut down elevators 3 and 6 in preparation for emergency power shutdown, turned back on at 6:20 am. No problems resulted from the power shut down;
- February 9th – At 6:00 am, commercial did emergency power shut down to replace one of four transfer switches and the repair was finished about 10:30 am well ahead of schedule. Emergency power was out twice for about 10 minutes each time, including a transfer switch test;
- February 9th – At around 9:34 am the fire alarm started when a steam drain line connection gave way after shutting down water to the middle loop for pipe repair. The fire department arrived at 9:47 am, inspected damage and the panel was reset at 9:50 am. Mechanical company repaired the problem by 4:30 pm;
- February 9th – Mechanical company did a water shut down to the 11th to 18th floors to repair a leaking pipe on the 11th floor. The draining of the lines took much longer than expected and the repair did not start until after 2:00 pm. The water shut down caused a steam drain line to dislodge and the steam set off the fire alarms to the building, and made it necessary to shut the hot water heaters off, causing a building wide hot water cooling off. All repairs and hot water were restored by 5:30 pm;
- February 10th – Media company worked on monitor in cab 1. Monitor went out again February 12th;
- February 11th – Elevator company in checking cabs 5 and 6;
- February 11th – City of Vancouver replacing the meter they repaired last week.
- February 12th – A suite had plumbing drain issue. It was considered that since the suite below had a drain problem that the two could be connected, but all suites are only connected through the main stacks and air vents so the problem turned out to be an in suite issue and has been resolved;
- February 13th – Due to a complaint about lack of patrol by the security guard, I did an audit of fob usage. Between the two guards, they spent a total of less than 2 hours in the 24 hours they worked actually in the parking area. Forward the details of their patrol to the Council for review;
- February 14th – City of Vancouver came to calibrate rebuilt meter, found it too far out so replaced the meter they repaired last week with a new one. For the next few months we will keep a record of the three meters, the main and the two commercial ones to see if it differs greatly from the former readings (the low volume meter has been removed);
- February 15th – Trade in to do maintenance on air conditioners.

This concludes Resident Manager’s report.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held January 13, 2010 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer updated the Council with regards to the financial statements. The Treasurer mentioned that the numbers are soft, the budgeted numbers for the energy are simply averaged over the year and we will

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have a better understanding sometime in March. Most likely we will not have a surplus at this year-end. The Contingency Reserve Fund study will be updated with the engineering company. To better allocate the resources, a list of repairs and maintenance projects will be requested from the Resident Manager. The guaranteed investment certificate would be monitored to take advantage of any rate increase.

It was MOVED/SECONDED to accept the financial statements for the month of January 2011 as circulated. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

Council noted that currently there is one forced sale and two units have 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. 5 Year Warranty Review
Council approved Halsall & Associate to conduct the final review and follow up of the 5 year warranty issues.
2. Contingency Reserve Fund Study
A letter will be addressed to the engineering company requesting that the Contingency Reserve Fund study be updated with a more realistic interest rate assumption.
3. Parkade Cleaning Issue
Council reviewed the quote and agreed that the ramp be powered swept.
4. Elevator Tile Grouting
This item will be tabled to the next meeting.
5. Review and Approval of Privacy Policy
Council reviewed and discussed the privacy policy drafted. More details will be included and finalized.
6. Additional Carpet Cleaning
The Resident Manager was requested to provide the Council with a list of the repair and maintenance projects to be carried out and this item will be included for review.
7. Elevator Camera and Screens Repair
The Strata Manager will coordinate with the Resident Manager to obtain more details. This item is still in progress.

8. Lounge Pool Table

Council agreed that the lounge pool table would stay and a further review if more abuses were noted.

CORRESPONDENCE

Council reviewed a request to reverse a move in fees. Council deliberated, and agreed that this item be tabled to the next meeting after Council has the opportunity to visit the details of the move in Bylaws.

Council reviewed a letter addressed to an owner for failure to provide access to the suite for the fire inspection. Council deliberated, voted and agreed that a fine be imposed on the strata lot. The Strata Manager was requested to reply to the owner accordingly.

Several warning letters and letters including fines were issued to the offending parties with regards to Bylaw contraventions, specifically for Inappropriate Disposal of Garbage, Noise Disturbance, and Chargeback for the Water Damage.

OWNERS/RESIDENTS ARE REMINDED THAT:

1. AN OWNER SHALL NOT DEPOSIT HOUSEHOLD REFUSE OR GARBAGE ON OR ABOUT THE COMMON PROPERTY OR LIMITED COMMON PROPERTY EXCEPT IN PLACES DESIGNATED BY THE STRATA COUNCIL FROM TIME TO TIME, ANY MATERIALS OTHER THAN ORDINARY HOUSEHOLD REFUSE AND GARBAGE, SHALL BE DISPOSED OF EITHER BY OR AT THE EXPENSE OF THE OWNER, AS PER BYLAW 3 (2) (K).
2. 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).
3. AN OWNER SHALL INDEMNIFY AND SAVE HARMLESS THE STRATA CORPORATION FROM THE EXPENSE, INCLUDING INSURANCE DEDUCTIBLES, OF ANY MAINTENANCE, REPAIR OR REPLACEMENT RENDERED NECESSARY TO THE COMMON PROPERTY OR TO ANY STRATA LOT RESULTING FROM AN OWNER'S WILFUL ACT OR NEGLIGENCE OR THAT OF ANY TENANT OR OCCUPANT OF A STRATA LOT OR ANY VISITORS, CUSTOMERS, CLIENTS, EMPLOYEES OR CONTRACTORS OF AN OWNER, TENANT OR OCCUPANT, BUT ONLY TO THE EXTENT THAT SUCH EXPENSE IS NOT RECOVERED FROM PROCEEDS OF INSURANCE CARRIED BY THE STRATA, AS PER BYLAW 3 (4).

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

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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, BCS 1433, Electric Avenue are strictly adhered to.

NEW BUSINESS

1. Touch Up Painting
The painter was contacted and this will be scheduled with the Resident Manager to have the common areas touched up.
2. Cleaning Company
Council noted that a few of the common areas have been neglected by the cleaner, especially the gym and the washrooms. The cleaning company will be advised of the deficiencies and warned about the quality of their service.
3. Residential Tenancy Agreement for Resident Manager's Suite
Council will execute the Residential Tenancy Agreement for the Resident Manager's suite and forward a copy to the Strata Manager for completion and record keeping.
4. Management Company Annual Review
Council is in receipt of a survey for the annual review of the management company. Council will discuss and complete the survey and return it to the management company for record.

There being no further business, the meeting was adjourned at 8:30 pm. The next meeting will be on Thursday, March 10, 2011.



Eric Chua
Senior Strata 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.