

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

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Held on Thursday, January 13, 2011 at 6:30 pm  
Within the 2<sup>nd</sup> Floor Meeting Room

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

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The meeting was called to order at 6:30 pm by the Strata Manager. The Strata Manager welcomed the new and old Council Members to the meeting.

**COUNCIL POSITION**

As this was the first scheduled Council Meeting for the newly elected Council Members, the following appointments were made:

Gordon Hilliker	–	President
David Ashby	–	Vice-President
Gary Chow	–	Treasurer
Cheri Eklund	–	Secretary

**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:

- October 13<sup>th</sup> – At around 8:16 am the Fire Alarm was triggered by one of the tenants of the commercial unit and the security handled it. I came down in time to assist with the elevator resetting.
- October 13<sup>th</sup> – Contractor on-site to install the two cedar balls in the Smithe Street.
- October 13<sup>th</sup> – Contractor for mechanical company arrived at 7:00 am to start on fan replacement in Smithe Lobby, finished at around 2:20 pm.
- October 14<sup>th</sup> – Check parkade for storage at parking stalls, P5 was especially bad.
- October 14<sup>th</sup> – Elevator company returned today to re-adjust cab 5, elevator was off for about 2.5 hours and is running smoother.

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- October 20<sup>th</sup> – At around 11:55 am, cab 3 stopped on lobby level. Called for service. Technician arrived around 1:20 pm. The elevator was running about an hour later. The technician found garbage stuck in the door.
- October 21<sup>st</sup> – At around 9:00 am, found cab 2 stopped on the 18<sup>th</sup> level with doors open. Running by 10:15 am. The technician took care of some lights that were noticed “out” too.
- October 24<sup>th</sup> – Assistant Manager last day of work. I posted new Duty Hours, which will be somewhat subject to change over the next while.
- October 25<sup>th</sup> – Resealed counter-tops in kitchen.
- October 26<sup>th</sup> – Irrigation company blew out and shut down our irrigation system for the winter.
- October 26<sup>th</sup> – Electrical company came in to repair some more ballasts.
- October 27<sup>th</sup> – At around 4:00 pm, people started commenting that the elevators were not working then they would be fine. Called elevator company, turned out to be cab 3 door failure. At 5:30 pm the technician took it off-line until it can be fixed in the morning. Other cabs were fine. Elevator 3 working next day at 12:00 pm.
- November 1<sup>st</sup> – At around 11:30 am, just before a move was to start, found cab 6 off-line, food under door.
- November 2<sup>nd</sup> – Sprinkler company on-site to do sprinkler/fire system deficiencies work.
- November 3<sup>rd</sup> – Met carpet cleaning company for building carpet maintenance and attended interviews for the Assistant Manager position with the Strata Manager.
- November 4<sup>th</sup> – Ceiling repair started in the Smithe Street lobby. No advance notice given by the contractor. Commercial representative is having them install the hatch for us; no apparent charge for it.
- November 5<sup>th</sup> – At around 9:30 am, fire prevention company here for a range of fire system deficiencies mostly involving reprogramming, some paging issues, etc.
- November 5<sup>th</sup> – At around 1:00 pm, glass company replaced shattered panel in cab 1.
- November 12<sup>th</sup> – Men’s toilet plugged, plumber was able to fix up; 3:30 pm, all clear.
- November 14<sup>th</sup> – Late afternoon, found elevator #1 hung up, doors not working, on the 17<sup>th</sup>. Shut it right off and called elevator company for Monday service. A board needs to be replaced.
- November 15<sup>th</sup> – P5 suspect clogged line. Called plumber for service Tuesday morning. Water had gone down by morning. It may have unblocked but still asked plumber to clean out the line.
- November 15<sup>th</sup> – Security locked one of the Smithe lane doors because the closer has given out; door is slamming. Called door company to attend.
- November 19<sup>th</sup> – Exercise company showed up for a routine maintenance of the gym equipment.
- November 21<sup>st</sup> – At around 9:00 pm, reset Hornby Street entry. First time in a few months.
- November 22<sup>nd</sup> – At around 1:00 pm, reset Smithe lane entry.
- November 23<sup>rd</sup> – At around 9:00 am, found cab 1 stuck on the 18<sup>th</sup> floor; door problem. Ref. #301; Technician came in and the elevator was running again around noon.
- November 23<sup>rd</sup> – Commercial conducted their monthly generator test this morning.
- November 26<sup>th</sup> – Garbage room door is not shutting; told Security to keep an eye on it.
- November 26<sup>th</sup> – Security told me this morning they found cab 1 stuck on the 17<sup>th</sup>, but were able to get it going. I let our technician know about it.
- November 26<sup>th</sup> – Men’s toilet plugged again; had to call plumber in to snake it through. Clear by 5:00 pm.
- November 30<sup>th</sup> – Called gate company in to fix up the safety bumper on the gate; it was snagged loose.
- December 3<sup>rd</sup> – Locksmith came in to repair two electrical closet locks (doors were not securing) on the 11<sup>th</sup> and 14<sup>th</sup>.
- December 4<sup>th</sup> – Eli and I put up the three Xmas trees.

This concludes Resident Manager’s report.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held October 14, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer updated the Council with regards to the financial statements. The budgeted numbers for the energy are simply averaged over the year and we will have a better understanding sometime in March. Most likely we will not have a surplus at this year-end. The final insurance renewal came in by about \$6,000 over the budget. In addition, the Annual Fire Inspection has resulted in unanticipated expenses for required repairs.

It was MOVED/SECONDED to accept the financial statements for the month of September, October, November and December 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. Smithe Lobby Water Damage  
This item has since been completed.
2. Contingency Reserve Fund Study  
Council will work with the engineering company with regards to an update to the Contingency Reserve Fund study with a more reasonable interest rate.
3. Power Washing of 11<sup>th</sup>, 19<sup>th</sup> and 23<sup>rd</sup> Planter Areas  
Council discussed and quotes will be obtained for review.
4. Annual Fire Inspection Deficiency  
This item has since been completed.
5. Elevator Camera and Screens Repair  
This item is still in progress.

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6. Various Signage  
Signage for No Smoking, No Roller Blades, No Bikes, etc has been affixed to the entrance glass doors. This item has since been completed.
7. Concrete Repairs Around P4 Door  
This item is still in progress.
8. Lounge Kitchen's Enclosure  
A quote was presented to Council for review. Council discussed and agreed that this item is not warranted at this time.

**CORRESPONDENCE**

Council reviewed a request to reverse the fine assessed for noise violation. Council deliberated, voted and agreed that the fine stays. The Strata Manager was requested to reply to the owner accordingly.

Council reviewed a request to reverse the fine assessed for unscheduled move. Council deliberated, voted and agreed that the fine would be waived. The Strata Manager was requested to reply to the owners accordingly.

Council received a letter requesting the Bylaws be amended to allow storage of bike on the balcony. Council deliberated and agreed that the current Bylaws should stay. No storage of bikes on the balcony is allowed. 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 Unscheduled Moving, Smoking on Balcony, Noise Disturbance, Oil Leaks at Parking Stall, No Form K (See NEW BUSINESS – Form K), 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. **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.**
3. **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).**

4. 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).
5. 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, BCS 1433, Electric Avenue are strictly adhered to.

#### **NEW BUSINESS**

1. Elevator Tile Grouting  
Council received a claim of \$300.00 for the reimbursement of materials used for the elevator tile grouting project. Council noted that the project was not completed satisfactory and agreed that the claim would not be entertained
2. Privacy Policy  
Council received a request with regards to the Privacy Policy, which the Council is in the process of drafting.
3. Carpet Cleaning Quote  
A quote to increase one additional carpet shampooing was presented to the Council for review. The Treasurer would worked out the number to see if this item could be incorporated into the expenses for this fiscal year.
4. Lounge Pool Table  
Council discussed the removal of the pool table due to abuse. Council deliberated and agreed that the pool table would remain for now and would consider removing it if further abuses or damages were noted.
5. Form K

#### **OWNERS ARE REMINDED:**

**AS PER SECTION 146 OF THE STRATA PROPERTY ACT OF BRITISH COLUMBIA:**

**IF AN OWNER WITHIN A STRATA CORPORATION WISHES TO RENT HIS/HER UNIT, THE OWNER MUST PROVIDE THE STRATA CORPORATION WITH THE COMPLETED NOTICE OF TENANT'S RESPONSIBILITIES (FORM K), WITHIN TWO (2) WEEKS OF RENTING.**

**IT IS THE OWNER'S RESPONSIBILITY TO SEND IN A NEW FORM K WHEN TENANCY CHANGES. FAILURE TO SEND IN A FORM K WHERE REQUIRED COULD RESULT IN FINES BEING LEVIED IF APPLICABLE IN THE STRATA CORPORATION'S BYLAWS.**

**IN ADDITION, IT IS A REQUIREMENT OF THE ACT THAT YOU PROVIDE YOUR TENANT WITH THE BYLAWS GOVERNING YOUR STRATA CORPORATION, TOGETHER WITH OTHER RULES TO ENSURE THAT YOUR TENANT IS AWARE OF HIS/HER RIGHTS AND OBLIGATIONS.**

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

6. Resident Manager's Resignation

Ken McPherson, the Resident Manager tendered his resignation. Council presented a card to the Resident Manager and would like to thank Mr. McPherson for the hard work and time he spent while at Electric Avenue and wishes him the best.

7. New Resident Manager

Roger Haddow, the previous Assistant Resident Manager has been hired to replace Ken McPherson. Council welcomed Roger Haddow back to Electric Avenue as the new Resident Manager.

There being no further business, the meeting was adjourned at 8:30 pm. The next meeting will be on Thursday, February 17, 2011.



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Eric Chua  
Senior Strata Manager  
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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.**