

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

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Held on Thursday, July 6, 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 Camilo Salamanca	President Vice President Treasurer Secretary
<b>GUEST:</b>	Roger Haddow	Resident Manager
<b>SENIOR STRATA MANAGER:</b>	Eric Chua	Crosby Property Management Ltd.

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The meeting was called to order at 6:35 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:

- June 10<sup>th</sup> – Glass company replaced broken glass panel in cab 5 and reinstalled panel fallen from cab 1;
- June 10<sup>th</sup> – Cab 5 stuck on main floor, June 14<sup>th</sup> cab 5 stuck 2 times, June 17<sup>th</sup> cab 5 again stuck – each of these times it took just pushing the door closed to get it going. I talked to the technician and he changed the door lock and cab 5 has not had a mechanical problem since;
- June 10<sup>th</sup> – Elevator technician contacted me on the 15<sup>th</sup> and said he would look at options to keep the elevators working, but no response since then. I will contact him June 27<sup>th</sup> or 28<sup>th</sup> to get an update;
- June 11<sup>th</sup> – At around 7:18 pm alarm sounded --- P2 pull tripped: guard started check and helped through fire department and reset – all back up by 7:35 pm;
- June 15<sup>th</sup> – Cable company rebooked meet & greet to July 13<sup>th</sup> and 20<sup>th</sup>;
- June 16<sup>th</sup> – After game activities resulted in the 18<sup>th</sup> floor having one large and one smaller wall damage and one on the 22<sup>nd</sup> floor with a crack 6 feet up the wall. Painter was called and repaired the damage and the punched wall from game 5, with the regular touch ups. No one was found causing the damage;
- June 17<sup>th</sup> & 18<sup>th</sup> – Temporary replacement arranged to be on-site to assist me;
- June 19<sup>th</sup> – Temporarily took down display screen in cab 5 since the glass had been cracked and one half had fallen and almost hit someone, so to avoid any further glass from falling;
- June 20<sup>th</sup> – Security company called in to look at computer and camera problems. They did a full update on the computer and recommended using another virus checker than Norton. He installed a trial version of NOD32 internet security, but some version will soon need to be installed;
- June 21<sup>st</sup> – At around 7:45 contractor started working on cab 3 pit finished June 22<sup>nd</sup>, elevator company was here for the entire time work was done;
- June 21<sup>st</sup> – Commercial cleaners found two needles on glass canopy between Electric Ave and Earls;

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- June 21<sup>st</sup> – At around 8:10am 2 persons stuck in cab 3 for 5 min. – Technician had shut elevator off for work, but people had got in before he could shut the cab off;
- June 22<sup>nd</sup> – Painter started patching and painting walls including Game damaged walls – finished walls July 2, will finish large patches July 7<sup>th</sup>;
- June 24<sup>th</sup> – Window Cleaners started today, finished June 30<sup>th</sup>;
- June 27<sup>th</sup> – Exercise equipment supplier will come to look at replacement cost for gym equipment;
- June 27<sup>th</sup> – Tone Sound on Fire Panel – fire prevention company said likely someone disconnected speaker – sent out notice; able to clear panel Thursday;
- June 28<sup>th</sup> – There is a leak in a suite on the 13<sup>th</sup> floor, mechanical company is coming to check it out at 1:30 pm;
- June 29<sup>th</sup> – New assistant manager hired, she came in for training on Thursday June 30<sup>th</sup> and worked July 1<sup>st</sup> and 2<sup>nd</sup>;
- June 30<sup>th</sup> – Central Heating rep. said there is still a huge amount of water in the condensate line; he has made a suggestion that we get mechanical company in to shut off all the steam valves so no water can go through. July 4<sup>th</sup>, mechanical came and shut the valve to the condensate line;
- July 1<sup>st</sup> – A dog attack was reported on the 6<sup>th</sup> floor by security. The attacked resident required stitches to both hands and her blind dog required stitches as well;
- July 4<sup>th</sup> – Hydro Vault cleaning scheduled for July 10<sup>th</sup> has been postponed by BC Hydro to as yet unknown date.

This concludes Resident Manager's report.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held on June 9, 2011 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Treasurer updated the Council with regards to the June financial statements. Variables that would improve the surplus and expenses that would decrease the surplus were touched upon. New Assistant Manager's days of work, Fobs Audit, and Budget for new fiscal year were discussed. It was noted that the percentage of rental is currently around 67.5%, which is the highest rental rate to date. In addition, the Treasurer is in the process of detailing the scenarios for the Contingency Reserve Fund study in terms of 5 years versus 10 years plan with the engineering company.

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

**REVIEW OF ACCOUNTS RECEIVABLE**

Council noted that currently there are two units in 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. Contingency Reserve Fund Study Updates  
The Treasurer is in the process of detailing with the engineer to provide more concrete numbers of the scenarios (5 year versus 10 year plan) for further consideration.
2. Elevator Camera and Screens Repair Updates  
The security company is in the process of detailing with the media company to have their screens and old cameras removed so the new cameras could be installed. This item is still in progress.
3. Heat Exchanger Updates  
The Strata Manager and the Resident Manager updated the Council with regards to the progress of the heat exchanger system. It was noted that the manufacturer has requested more detailed readings of the water pressure to be gathered before making a decision on the failure of the heat exchanger. Council discussed and agreed that a meeting should be scheduled with the original engineer to source for a permanent solution or other alternatives if warranted.
4. Elevator Pit Sealing  
This item had since been completed.
5. Window Cleaning  
This item had since been completed.
6. Pet/Vehicle/Fobs Registration  
Council discussed the Fobs, pets, and vehicles registration forms. The forms presented would be amended to include the details discussed and Council agreed that this would be implemented on October, 2011. Notices would be posted in late August to inform the owners/residents regarding this event. Fobs that are not registered would be de-activated in November, 2011.
7. Janitorial Contract  
Council reviewed the second quote from a janitorial company. Council discussed and agreed that the frequency of carpet cleaning, changing of light bulbs should be included in the job description. The Strata Manager was requested to review with the current cleaning company for an earlier termination so the new janitorial company could commence their work.
8. Elevator  
The Strata Manager presented a report from the elevator company for Council to review. The elevator company noted that a number of the problems were due to the door locks and they have readjusted and replaced the necessary locks. They would continue to monitor the situation.

**CORRESPONDENCE**

Several warning letters and letters including fines were issued to the offending parties with regards to Bylaw contraventions, specifically for Noise Disturbance, Smoking on Balcony, Washing of Balcony, and Unscheduled Moving.

**OWNERS/RESIDENTS ARE REMINDED THAT:**

1. 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).
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 AS PER BYLAW 3 (7).
3. AN OWNER SHALL NOT THROW OUT MATERIAL, ESPECIALLY BURNING MATERIAL SUCH AS CIGARETTES OR MATCHES OR PERMIT MATERIAL TO FALL OUT OF ANY WINDOW, DOOR, BALCONY, PATIO, STAIRWELL, PASSAGE OR OTHER PART OF THE STRATA LOTS OR COMMON PROPERTY, AS PER BYLAW 3 (2) (P). (THIS INCLUDES WATER FROM WASHING OF BALCONY).
4. 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).

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

**NEW BUSINESS**

1. Assistant Manager  
Council was advised that the new Assistant Manager has been hired and started working on June 30. The Resident Manager is content with her performance as of to date.
2. Windows Cleaning  
A request to have the windows cleaned twice a year was presented to Council for consideration. Council discussed and agreed that the budget for next year would be adjusted to accommodate the cleaning of the windows bi-annually.
3. Access to Different Floor  
A request was received from a resident to access a different floor using the fobs allocated to his assigned floor. Council discussed and mainly for security reasons, as well as setting a precedent, the request was set aside.

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



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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.**