

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

Held on Thursday, June 9, 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 Camilo Salamanca	President Vice President Treasurer Secretary
GUEST:	Ken Drebit Roger Haddow	General Manager, Crosby Property Management Ltd. Resident Manager
SENIOR STRATA MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 6:35 pm by the Council President.

GUESTS BUSINESS

Ken Drebit, the General Manager of Crosby Property Management Ltd. was in attendance at this meeting to discuss and review with Council; the concerns raised and the role of the Strata Manager, the Resident Manager and communications between Council and the Managers. (Please see NEW BUSINESS – Action Plan/Directives for more information). Ken Drebit was thanked and left the meeting.

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:

- May 10th – Commercial rep. informed me electrical vault cleaning postponed from June to sometime in July (July 10 2am to 6am);
- May 10th – Mechanical company checking problem with water pressure spike that caused heat exchangers to discharged water. Caused by a dirty regulator so he cleaned all three regulators and determined all motors were operating properly;
- May 11th – Met with cleaning company supervisor and strata manager to go through the common area cleaning;
- May 11th – Checked camera history for elevator damage so far Eli and I have spent over 6 hours searching and went over internet usage for the month with no definitive reason for damage;
- May 12th – Eli did building sweep for damage;
- May 12th – Eli replaced two air fresheners in garbage room – need new batteries to do the rest;
- May 12th – Continued looking on cameras for elevator damage;
- May 13th – Asked cleaner to clean fingerprints off entryphones & areas in Smithe mail room;

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- May 13th – Eli did a building sweep – found door on 18th floor stair is blocked open;
- May 16th – Got estimates for TV replacement – Future Shop, Sears, London Drugs. Purchased from London Drugs on May 18th;
- May 16th – Printer continues to jam and then need to turn computer off and reinstall printer – has no specific drivers for Windows 7 – spent much of day trying to get it reinstalled;
- May 17th – Elevator company working on elevators 2 & 3 maintenance;
- May 17th – Entryphone company giving estimate for fob reader on 24th floor door to gardens. Found it is an exit door so can't restrict access to gardens but could put reader so return access fobbed;
- May 17th – Checked with mechanical company about heat exchangers;
- May 19th – Mechanical company started their scheduled maintenance;
- May 19th – Electric company working on 24th floor lights out, breaker on 6th floor pops, 3 parking level ballasts, looked at gym wiring & 2nd floor stair 12 to give estimate & 19th floor garden bollards;
- May 19th – Fire prevention company & locksmith on-site to do the fire equipment testing of a suite;
- May 19th – Brown carpet by 14th floor north elevator ripped and pulling up;
- May 20th – Eli resigned;
- May 22nd – purchased and installed a new printer with low cost black ink;
- May 24th – Did building sweep – found new wall damage on many floors and a door on floor 16 stair 18 blocked open;
- May 24th – Carpet cleaning company on-site to do spots cleaning on various floors as well as elevator lobbies, 22 North, 19 North, 15 North, 11th floor North & South;
- May 24th – Security company arranged for Thursday May 26 to tone lines;
- May 24th – Setting new time for janitors to do gym – from 930 to 1030 am starting May 30th;
- May 25th – Commercial rep told me an extra security guard was added for 6 hours last night, but said though it was active there were no problems;
- May 25th – Exercise company did Gym equipment maintenance;
- May 25th – Cab 2 elevator has P2 button light out, cab 5 has 11th floor button out, cab 6 has 22nd floor button out and Hornby main up button is out;
- May 26th – Eli replaced 3 halogen bulbs in Hornby lobby and 2 air fresheners cans in garbage room;
- May 26th – Glass company on-site to estimate replacement of broken glass in cab 5;
- May 26th – replaced South TV in gym;
- May 26th – Media company tech. Looked at elevator screens, but for third time in a row still did not get cab 3 screen working;
- May 26th – Cleaner asked for a changed time for cleaning Gym (9:30 – 10:30) and if it was possible to lock out the area for that time so people are not coming and going while they try to clean. We are looking at June 6th to start the new schedule. A notice will be posted;
- May 26th – Mechanical company tech came in at 11 am hot water temperature was back up to normal. He felt the amount of cold water entering the steam chamber was increasing thus decreasing efficiency. He turned up the temperature and increased the pressure to compensate;
- May 26th – Elevator tech came in to shorten the cables in cab 6. Told them about elevator buttons out and they said they would pass that on to the regular tech;
- May 26th – Contacted mechanical company to find out about heat exchangers. Supervisor is still trying to contact engineer for assessment;
- May 27th – Contacted mechanical company again. Supervisor had been in contact with the original engineer who deferred to an engineer with more experience in steam equipment;
- May 27th – Electric company fixed problem with lights on 24th hallway, but will need to come back for garden lights problem;
- May 27th – Cable company asked for event nights June 8th in Hornby lobby and June 15th in Smithe lobby from 4:30 to 7:30 pm;

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- May 30th – Security company left a report of a noise disturbance reported May 28/29th night/morning, it was noted there were partying between two suites;
- May 30th – Entryphone company on-site to look at Smithe entryphone (which seemed to be functioning fine at the time), Hornby entry camera (which he was able to fix without replacing the camera at this time, but recommended we look at replacing all three entry cameras at some future time) and computer problems that I was not able to duplicate at this time. He also showed me how to set up a second program for the gym to have doors locked for cleaning times;
- May 30th – Smithe entryphone began acting up again. Called entryphone company again – will come back in next few days;
- May 30th – Called mechanical company again. Supervisor said engineer was reviewing building specs., had not got back to him yet;
- May 31st – Called mechanical company to see what else could be done as the water was now cold at 7:30 am. Supervisor had set up a meeting for 10 am June 1st to examine options to fix exchanger problems. Supervisor left a message just before closing that he was not sure the engineer would be able to make the meeting, but he was having the supplier and manufacturer there to offer suggestions. They have come up with a short term solution that will give us time to come up with a more viable long term solution;
- June 1st – Game night noisy outside, but no problems in lobbies. Provided extra guard with a fob to access lobbies. So far all games have had little disturbance in the lobbies, with just a few beer bottles left and an area on the 14th floor where someone punched the wall leaving a fair repair to do;
- June 1st – Heat exchanger – 20 F below normal temps at 8:15am. Mechanical company shut Exchanger #1 and the temperature was back at normal in about 20 minutes;
- June 1st – Mechanical company needs to shut down water Friday morning 12am to monitor the flow of heat exchangers.
- June 1st – Talked to elevator company about button lights out and technician came and worked on them and did some maintenance on cab 5;
- June 1st – Commercial did a full load test on the generator;
- June 4th – A resident of 18th floor passed on a Hydro conducted sound test that confirmed the Hydro fan noise level is above acceptable limits. Hydro has shut down the noisy fan and will replace the worn bearings to reduce the sound level. Noise can still be heard from other fans on the side of Electric Avenue and the hydro building;
- June 5th – Changed 4 halogen lights in amenities. June 6 changed 10 florescent tubes on 11th floor gardens & June 7th changed 6 halogen lights in Hornby lobby;
- June 6th – Met with security camera company about a bid;
- June 6th – VPD in to check on a resident of 18th floor due to emergency;
- June 7th – Re-potted entrance plant again;
- June 3rd – Mechanical company started on heat exchangers just before midnight. I put the system on test until 2:30 am and had the system back on line by 2:10 am. Initial readings with just the recirculation pump running were between 70 and 75 gallons per minute. With water spillage dripping into the smoke detector on P4. I stayed and monitored the progress to make sure the alarms did not go off;
- June 3rd – Cab 5 dropped a short ways between floor 5 and 6 then continued. Eli shut elevator off and called elevator company at 11:10am. Regular duty tech. could not make it by 4:30 pm and due to move the next day, Eli called over time Tech;
- June 5th – Cab 5 was stuck on main floor with doors closed. I pushed doors closed and it started working. – Cab 6 stopped working twice, the second time with people trapped inside. Elevator

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company called ref # 130. Cab 6 started working again before technician got here, but I locked it off until it was fixed;

- June 7th – Elevator company did maintenance on cabs 1 and 2;
- June 7th – Mechanical company met with original engineer, Eric and myself to consider options for the heat exchangers. Mechanical company has taken readings on the flow rate for the building from idle times to peak demand times and found that the rates, though a little high for one exchanger, are for the most part under the ratings set by manufacturer for the exchangers when both are working;
- June 8th – Elevator company doing maintenance on cab 3 and repairing a few light buttons in cabs 5 and 6.

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 May 12, 2011 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer updated the Council with regards to the May financial statements. Variables that would improve the surplus and expenses that would decrease the surplus were touched upon. It was noted that the water consumption has dropped for the recent months. The Treasurer presented a few scenarios for the Contingency Reserve Fund study to the Council for review and consideration.

It was MOVED/SECONDED to accept the financial statements for the month of May 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 presented scenarios 6 & 7, which is five year and ten year planning horizon for the Council to consider. Council discussed the contributions of the Contingency Reserve Fund needed

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to cover the major capital projects and other alternatives of funding. The Treasurer would contact the engineer to provide more detail numbers of the scenarios for further consideration.

2. Elevator Camera and Screens Repair Updates

Council discussed the further findings of the security company regarding the elevator camera. It was noted that the cameras could be installed using the existing wiring that is available if the elevator screens are removed or more wiring could be installed with additional cost anticipated. Council deliberated and agreed that the elevator screens be removed in order to have the new cameras installed without adding additional wiring.

3. Heat Exchanger Updates

The mechanical company, the original engineer, the Resident Manager, and the Strata Manager all met on-site to further review the heat exchanger system. It was noted that the original engineer would gather the pertinent information from the mechanical company and investigate the issue of the failed heat exchanger with the manufacturer. Council discussed the details of the findings presented and agreed that a heat exchanger tube bundles in stainless tube should be ordered as a backup. The Strata Manager would follow up further with the mechanical company regarding the cost of the stainless tube bundles.

4. Elevator Pit Sealing

The Strata Manager mentioned that the company is in the process of scheduling for the work to be completed.

5. Window Cleaning

This window cleaning has been scheduled to begin on June 24, 2011.

6. Scotiabank Theatre Roof Access Updates

The Strata Manager is waiting for the Scotia Theatre representative to reply with regards to the location, size and the number of satellite equipment to be installed in order to upgrade their system to receive digital film.

7. Pet/Vehicle/Fobs Registration

Council would map out a plan for the registration of pets, vehicles and fobs (e.g. incorporating the registration forms into the welcome package, etc.)

8. Janitorial Contract

Council reviewed a quote from another janitorial company. A second quote is forthcoming, once received it would be forwarded to the Council for consideration.

9. Separate Line for Gym TV

A quote was obtained from the electrical company to install a separate line for the gym TV to prevent the TV from failing prematurely. It was noted that since the installation of a surge protector, this issue has been resolved and a separate line is no longer needed.

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 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, 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).
4. 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 approvals were 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
Council discussed the problems of elevator cab # 3 & 5. It was agreed that the Resident Manager would create a log of how often each elevator cab encountered a problem, and the Strata Manager would contact the elevator company regarding the issues noted and request that the elevator company perform a detail investigation into the concerns raised.
2. Posting of Notices Inside Elevators
Council agreed that notices of various reminders should be posted inside the elevators on a continuous basis to improve the residents' awareness.

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3. Action Plan/Directives

Council discussed the cross over of duties between the Resident Manager and the Strata Manager and the communications with the Council. It was agreed that an action plan/directives be presented to Council after each meeting to clearly identify the action plan for everyone.

There being no further business, the meeting was adjourned at 8:30 pm. The next meeting will be on Thursday, July 7, 2011.



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.