

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

Held on Thursday, May 12, 2011 at 6:30 pm
Within the 2nd Floor Meeting Room

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

The meeting was called to order at 6:40 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:

- April 14th – At around 7:27 a.m. Fire Supervisory – low air in main floor dry system due to drain valve in small loading dock turned on;
- April 15th – Mechanical on-site and he will provide a price for the Heat Exchanger replacement;
- April 17th – Women's right hand toilet by the Gym is plugged;
- April 18th – Women's left hand toilet by the Gym is plugged;
- April 19th – Men's toilet also plugged a few days later;
- April 18th – Mechanical company in and fixed leak in Smithe lobby ceiling pipe;
- April 18th – Carpet company in doing deep cleaning of carpets – finishing Apr 25th;
- April 21st – Painting company back to finish painting touch-ups;
- April 26th – Mechanical company came to check on heat exchangers when power was on emergency, commercial representative could only do a generator test as he could not put the system was on emergency but will check when electrical vault cleaning is done;
- April 25th – At around 8:49 a.m., Fire trouble Zone 3 8:4 – fire trouble tripped then reset;
- April 26th – Security camera company came to the building to check on elevator cams, but needed to come back to find a way to connect the three elevator machine rooms to the DVR;
- April 25th – Contractors have finished repairs to common areas on 10th and 8th floor due to water from 11th floor;
- April 25th – At around 10:45 pm after hours call – an occupant on the 19th floor complaining about a plug sparking, electric company dispatched for emergency service;

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- May 1st – Lounge kitchen door closer and trim came off and put a hole in the wall. Fixed door trim and closer;
- May 3rd – Wall repairs on-going;
- May 3rd – Put a cloth cover over pool table wooden cover;
- May 5th – Mechanical company on-site servicing the air conditioning;
- May 5th – Painting company repairing ceiling in Smite lobby, finished May 6th and the commercial is paying for the cost of the repairs;
- May 6th – Notice posted on a suite's door regarding access for Chubb Edwards and Locksmith for in-suite fire safety equipment testing scheduled for May 19th at 9:00 a.m.;
- May 6th – Cab 6 stopping on 22nd floor, when 23rd floor button pushed. Elevator company in May 10th to fix it;
- May 7th – Reports of a lack of hot water led to finding heat exchangers discharging a large amount of water. Mechanical company found that the #1 booster pump regulator had failed and was producing around 40-50lbs too much pressure causing the exchangers to discharge. Transferring to one of the spare pumps brought the pressure to normal levels. The 3 regulators were serviced May 10th;
- May 10th – Commercial rep. informed the electrical vault cleaning postponed from June to some time in July;
- May 10th – Cab 6 glass panel shattered behind curtain;
- May 10th – Security company checking for wiring paths for elevator cabs. Found there should be wiring to P3 already, will need to come back with a sounder to check wiring paths.

This concludes Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

The following corrections were made to the March 10, 2011 minutes:

Under NEW BUSINESS – Item 7 – Weights for the Gym - should read:

“...residents have been dropping weights quite heavily. Not only this disturbed the others in the gym, it will also cause significant damage to the machine...”

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held March 10, 2011 as amended, and April 14 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer could not attend the meeting tonight and provided an update to the Council prior to the meeting. It was noted that there are a number of new expenditures anticipated, e.g. heat exchanger study, sealing of elevator pit, evidence of moisture in a storage room that requires evaluation, new TV for the gym, security cameras for the elevator and the maintenance projects identified by the Resident Manager. There is a surplus in the budget and the reasons being water rates are lower than the anticipated increase by the City, electricity rates are lower than forecast, repairs & maintenance is well under the budget, but will change once we deal with the heat exchangers, garbage removal and the increase in recycling fees less than anticipated.

It was MOVED/SECONDED to accept the financial statements for the month of April 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
Council President and the Treasurer had met up with the engineer on May 3rd to detail the study. Funding for the project was discussed, and the option of increasing the strata fees to accommodate for this was suggested.
2. Elevator Camera and Screens Repair
Council reviewed the quotes provided and questions regarding whether the DVR would be connected to the same local network for recording and how the wiring would be routed to the office were raised. Council agreed that the company be contacted for more detail findings.
3. Water Consumption Updates
Council Member, Gevan Mattu and Resident Manager provided an update to the Council regarding the water consumption findings. Council discussed and agreed to table this item for future review if warranted.
4. Heat Exchanger Quote
Council reviewed and discussed the quote from Besant & Associates Engineers Ltd., to conduct a study to determine if the existing system is operating as it was intended, as well as to provide a cost-benefit analysis and details of the various options available. Council discussed and decided that the mechanical company and the original engineer that design the equipment be contacted to provide the details of their finding for assessment.
5. Elevator Pit Sealing
Council reviewed the quote for the elevator pit sealing and agreed that the cost be compared to the second quote forthcoming and to proceed with the best price available.
6. Window Cleaning
The window cleaning company agreed to include the cleaning of those inaccessible balconies' glass. This is being scheduled for early June.

CORRESPONDENCE

Several warning letters and letters including fines were issued to the offending parties with regards to Bylaw contraventions, specifically for Non Access of Suite for Fire Inspection, Parking Stall Hazard, Noise Disturbance, Smoking on Balcony, and Dogs at Courtyard.

OWNERS/RESIDENTS ARE REMINDED THAT:

1. AN OWNER, TENANT, OCCUPANT OR VISITOR MUST ALLOW A PERSON AUTHORIZED BY THE STRATA CORPORATION TO ENTER THE STRATA LOT. IF FORCED ENTRY TO A STRATA LOT IS REQUIRED DUE TO REQUIRED EMERGENCY ACCESS AND THE INABILITY TO CONTACT THE OWNER OF THE STRATA LOT, OR AFTER PROPER NOTIFICATION HAS BEEN GIVEN, THE OWNER SHALL BE RESPONSIBLE FOR ALL COSTS OF FORCED ENTRY INCURRED (E.G. HIRING A LOCKSMITH) BY THE STRATA CORPORATION AS PER BYLAW 7 (1) & (4).
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. 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).

**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. Scotiabank Theatre Roof Access
Council received a request from the Scotia Theatre to access the roof to install satellite equipment in order to upgrade their system of receiving digital film. Council reviewed and request that a copy of the registered easement indicated in the request letter be obtained for further review.

2. 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.

3. Pet/Vehicle/Fobs Registration

Council briefly discussed the need of pets, vehicles registration and the fobs audit. This would be further discussed.

4. Janitorial Contract

Council discussed the performance of the cleaning company and noted that the work is subpar. Quotes would be solicited for Council's review.

There being no further business, the meeting was adjourned at 8:30 pm. The next meeting will be on Thursday, June 9, 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.