

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

Held on Thursday, September 8, 2011
Within the 2nd Floor Meeting Room

COUNCIL IN ATTENDANCE:	Gordon Hilliker	President
	David Ashby	Vice President
	Gary Chow	Treasurer
	Cheri Eklund	Secretary
	Amy Li	
REGRETS:	Gurjivan Mattu	
	Camilo Salamanca	
GUESTS:	Paul Hardy	Cobra
	Roger Haddow	Resident Manager
SENIOR STRATA MANAGER:	Sue Matthews	Crosby Property Management Ltd.

The meeting was called to order at 6:30 p.m. by the Council President, Gordon Hilliker.

GUEST BUSINESS

Paul Hardy of Cobra was invited to the meeting to discuss a new digital camera system for the elevators. It would be a separate PC based software system, with the potential to upgrade analogue cameras. To facilitate installation, it would use the shielded telephone line for the emergency phone as the power source. He informed Council he is aware that there are two communication rooms. He also noted that it would take approximately two hours per cab for installation and it would be coordinated with ThyssenKrupp Elevator.

Council is convinced this type of system is a viable solution to the deteriorating quality of camera imagery currently being generated in the elevators by a system installed years ago by IHN. Council took the data provided by Mr. Hardy and agreed to table further discussion on this to the next Council Meeting, pending review of the documentation. Council will propose a Resolution to fund the new elevator camera system at the upcoming Annual General Meeting.

Council thanked Mr. Hardy for his attendance at the meeting.

CARETAKER BUSINESS

Rodger Haddow was in attendance for this portion of the evening's meeting to provide a summary of the activities occurring within the building over the past month, the highlights of which are as follows:

Incidents:

- Aug 2nd – Commercial fire testing started; BOSA did not put system on full test so fire department showed up.

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- Aug 9th – 7:28 am alarms tripped by service man checking Earls suppression system. Fire department did not show up because the monitoring system was down and did not register the alarm. What would happen in real fire situation?

Info & Updates:

- Aug 2nd – Accurate Glass replaced divider between unit 2305 and 2306
- Aug 4th – RCMP concluded investigation and returned fob.
- Aug 6th – Suite 803 reported water dripping from the ceiling.
- Aug 10th – Second set of tenants complained about sublet rental conditions. Owner did not respond.
- Aug 12th – P2 gate fell on vehicle from suite 1432 and then another car from suite 605 the next day. It was repaired Aug 12th but the serious damage to the gate was unseen behind a plate installed on the gate release to prevent people from pulling the release and gaining access to the secured parking. The release had worn and when jerked by a quick change of direction. It was thought, at first, the damage was caused by 1432 running in to the gate, but on further investigation it was seen that his fob was used and the gate started going up before falling on his windshield. The damage gate was repaired Aug 14th.
- Aug 18th – Suite 1121 complained of leak from 1221, but the stain was dry and the plumber was unable to determine where water was coming from.
- Aug 20th – Report of a woman taking a small black dog on to the 20th gardens to relieve itself. Not determined who this person was.
- Aug 23rd – Fitness Fixations in to maintenance on gym equipment.
- Aug 30th – Office training on CrosbyConnect for both Milena and Roger.
- Sep 1st – 7:20 am Cobra monitoring called about an entrapment in elevator # 8 (the Scotia bank theatre elevator and insisted I was the call up person for that elevator. Checked but security had already released the entrapment.
- Sep 5th – Allstar janitors not working on stat holiday.
- Sep 7th – Replaced elliptical machine piece that fell off.
- Sep 7th – Allstar did power washing of garbage room and bins.

Mechanical/Electrical:

- Aug 4th – National gave reduced price for replacement heat exchanger.
- Aug 5th – 11:47 am Cab 3 entrapment. Released within a few minutes without calling Thyssen.
- Aug 8th – A certified tester from Troy Sprinklers came and tagged mechanical valves checked by uncertified tester during Chubb Edwards fire alarm testing.
- Aug 15th – National installed repaired heat exchanger tube bundle as a temporary assist until new replacement arrives.
- Aug 16th – At least 8 suites on 19th floor had plugged taps or water supplies after water shut down. All were on the lower floors of the upper loop which was more difficult to get functioning again after water shut down. (included 1902, 1904, 1906, 1908, 1914, 1915, 1922 & 1924)
- Aug 22nd – Either the elevator or fire panel had a battery problem and someone was to come in and replace it. (Trouble understanding Milena's notes)
- Aug 29th – CIS set up fob readers for fob audit. Checked all office trades fobs.

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- Aug 31st – BOSA did fire pump testing
- Sep 6th - BOSA did Gen test today.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Strata Council meetings held on July 6th, 2011 and August 4th, 2011 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer, Gary Chow, reviewed the July and August 2011 financial statements and found all to be in good stead. His major inquiry was the excess of funds remaining in the Repairs and Maintenance budget. Although the fiscal year is not over yet, it would appear that some repairs may have been overlooked. The Strata Manager suggested that she and Mr. Chow review the repair and maintenance GL to ascertain if this is a possibility.

Mr. Chow also noted that he had reviewed the scenarios for the CRF Fund Study as provided by Halsall. This would be presented to the owners for $\frac{3}{4}$ vote at the upcoming Annual General Meeting. Other areas with positive variance were caused by lower electricity costs, reduced water usage and not having an assistant Caretaker for 9 months.

With no further discussion, it was MOVED/SECONDED (Chow/ Hilliker) to approve the July and August 2011 financial statements as prepared by Crosby Property Management. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

The Strata Manager informed Council that Crosby will continue to affect collection as required. No new liens were approved by Council as this meeting.

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. **Directives to the Strata Manager**

Strata Manager provided Council with a list of directives from the previous Council Meetings. Any work in progress items will be dealt with under Business Arising from the previous minutes.

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2. CRF Study Update

Mr. Chow reiterated to Council that the Halsall study would be presented at the Annual General Meeting as approved. This will require a $\frac{3}{4}$ vote of the owners. No further discussion was required.

3. Elevator Cameras Update

See Guest Business for details.

4. Heat Exchanger Replacement - Update

Gordon Hilliker confirmed that a new heat exchanger was ordered due to the failure of one of the two exchangers on site. A quote by Murray Mechanical for \$22,500 had been approved by Council. National will install it at their earliest convenience. A set of replacement cupro nickel coils was also approved and ordered for the remaining heat exchanger as they were leaking. National had quoted \$2,685 plus tax on this item.

5. Fob Registration - Update

Council discussed the fob audit, currently underway. Forms have been delivered by mail and by the CrosbyConnect email system to all owners. Forms must be completed and returned to the Resident Manager, Roger Haddow. A new reader will be used for the process of verifying all of the fobs currently in circulation. Any fobs not registered by the end of September will be deleted from the system. Tenants must bring their fobs in to the office for verification. Further discussion was tabled to the next meeting. Notice has been posted in the building in this regard providing the pertinent details.

6. Janitorial Contract - Update

Council noted that the new janitors, Everyday Allstar, are now in place and residents are seeing terrific results already. Extra staff are on the job initially, after which the staff will be reviewing the hours that are required to fully and properly maintain a superior level of cleanliness and order in the common area. Further discussion was tabled to the next Council Meeting pending monitoring of the new trade.

CORRESPONDENCE

Council reviewed several pieces of correspondence. It was noted that without a rebuttal from the owner or tenant, any fines levied will stay on the account.

Council reviewed correspondence from Abell Pest Control regarding a rate increase. It was MOVED/SECONDED (Chow, Hilliker) to approve this increase. CARRIED.

Flooring requests were approved with indemnity forms provided to the owners. There was also a note to terminate the former janitorial company; this was included as an information item only.

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Fines were levied for Noise, Smoking, and Nuisance.

NEW BUSINESS

1. Smithrite Contract Renewal

Strata reviewed the contract renewal provided by Smithrite and found all to be in order. It was MOVED/SECONDED (Li/Chow) to approve the contract. CARRIED. Strata Manager will sign off on it as per Council direction and forward it to the trade in due course.

2. Insurance Premium Endorsement

Council reviewed an endorsement provided by Aon, the Strata's insurer. Due to the increase in the appraisal value of the property, coverage has been increased to \$105,000,000.00. The related endorsement to the premium payable. Council expressed no concern in this regard.

3. Garage Gate Damage/Insurance Claim

The Strata Manager informed Council that due to the failure of the garage gate (twice over a weekend); two vehicles were damaged in separate incidents. This has been reported to Aon, the Strata's insurer. The owners involved have been directed to ICBC to initiate their own claims, at which point ICBC may or may not subrogate against the Strata Corporation for the cost of the repairs to these vehicles.

Council discussed one of the incidents and may suggest subrogation against Ideal Door, as an overlooked repair appears to have caused the final gate failure. Further discussion was tabled to the next Council Meeting. This is a work in progress item, as insurance claims take quite some time to conclude.

4. Accurate Glass Quote – Replace Glass Due to Heat Damage

It was MOVED/SECONDED (Eklund/Chow) to charge back the owner for the cost of a window repair, as it was not normal wear and tear. CARRIED. The Strata Manager will facilitate having the repair done and initiate the charge back to the owner.

5. Request for Voice Announcers on Elevators

Council reviewed a request from an owner with a visually impaired child to have voice announcers installed on the elevators. As this will require investigation through Cobra Security and ThyssenKrupp Elevator, a decision cannot be made at this meeting. Further discussion was tabled to next the Council Meeting, pending results of the investigation. The Strata Manager will contact the owner with an update for their information.

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6. Annual General Meeting Planning

Council reviewed items for the upcoming Annual General Meeting such as elevator cameras, bylaw revisions, and a CRF Study. There was also a suggestion for approval to have a concierge desk constructed. These will be debated at the budget meeting in preparation for the Annual General Meeting.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 8:30 p.m.

Next meeting: October 6, 2011.

CROSBY PROPERTY MANAGEMENT LTD.
Agent for the Owners
Sue Matthews, Senior Strata Manager
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.