

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Monday, February 2nd, 2009 @ 6:00 p.m.

OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President

Dario Nonis, Vice President

Sam Dahabieh, Treasurer

Lois Woolf, Secretary

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order @ 5:59 p.m.

Electrical Transformer Noise Problem – The Council welcomed to the meeting the Owners who are directly affected by the continued noise emanating from the electrical transformer room. Council reviewed the history regarding the noise and the actions taken to date to attempt to resolve this issue. It was noted that, at a recent meeting, it was determined there needed to be additional slack introduced in the transformer leads in order to reduce noise transmission. It was noted, in order to complete the work, it would require the power to the entire complex to be shut down for a period of up to 8 hours.

The Owners reviewed with the Council their specific information received regarding this noise and their history in attempting to resolve their continuing concerns about the noise. It was noted that Millennium had agreed to cover the costs of these repairs; however, there was an acknowledgement of the concerns and the effects the shutdown would have on other Residents, especially in view of the winter weather.

The Council thanked the Owners for attending the meeting; they then left the meeting. The Council reviewed the quote from Accurate Infrared for the completion of the required work and **APPROVED** Accurate Infrared to complete the required work on the electrical transformer at a cost of \$2,400.00 plus GST, to be paid by the Developer, Millennium. This work will be scheduled anytime available after March 1st between the hours of 9:00 am-5:00 pm, subject to the weather not turning substantially colder, in which case the work would be re-scheduled.

COUNCIL RESIGNATION

With great regret, the Council acknowledged the untimely death of Council member Jan Nielson. The Council acknowledged the many valuable contributions Jan made during his tenure on Council. The Council **APPROVED** for a \$100.00 donation to the Heart and Stroke Foundation to be made by the Strata Corporation in the name of Jan Nielson.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the minutes of the meeting of October 29th, 2008. The minutes were **APPROVED** as circulated.

CONCIERGE/AMENITY

Report – The Council reviewed the reports from the Concierge for the period of October 29th, 2008 to February 2nd, 2009. The following was discussed:

- **General Maintenance** – The Council discussed some general maintenance items noted. AWM was instructed to review with the Concierge/Caretaker in regard to the work to be completed.
- All items were routine in nature.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Council reviewed the financial statements for the months of September 2008 - November 2008. There was a general discussion regarding the specific accounts, including the past and expected costs for the snow removal. The Council discussed at length how to save on the costs for future snowfalls. AWM was instructed to source a supplier for ice melt/salt for the sidewalks, as this was a substantial portion of the cost. There was also discussion of alternate providers of snow-clearing services and AWM will pursue these. After further discussion, the Council **APPROVED** the financial statements for the months of September 2008 - November 2008.

Accounts Receivable – Owners are reminded that their maintenance fees are due on the first of each month, and that fines will be levied for late payments. The Council reviewed the current Owners in arrears and the fines levied for each. After discussion, the Council **APPROVED** all fines levied in regard to monies outstanding and for AWM to initiate further action including liens and foreclosure where required.

All Owners please be advised that monthly maintenance fee payments are due and payable on the 1st of each month.

AWM-Alliance conducts collection in accordance with the bylaws each month on all outstanding accounts. Non-compliance will result in Council taking the following action:

- 1 Month – Warning Letter
- 2 Months – \$200.00 fine plus Lien Warning Letter.
- 3 Months – Lien Registered against title (\$450.00 + GST lien fee charged to Owner's account) plus an additional \$200.00 fine.

6 Months – Foreclosure Warning Letter, plus an additional \$200.00 fine.

6 Months or more – Foreclosure in accordance with the Strata Property Act.

Owners are encouraged to correspond with Council if they experience financial difficulties that prevent timely payment.

Cellular Antenna Installations – AWM noted it was in the process of obtaining the information on EMF levels from Rogers and, once received, this would be compared to the information from an independent contracting company. AWM would review further once the reports are received. There was also discussion regarding repairs still to be completed, which AWM would forward to Rogers to address.

Parking Enforcement – The Council discussed the continued problems with Residents abusing the visitor parking bylaws. It was noted this was a larger problem on the weekends, and as such the Council would begin issuing tickets on the weekends to vehicles parked in violation of the bylaws.

AGM:

- **Budget 2009/2010** – The Council reviewed the current financial position and noted the areas which needed to be addressed in preparation of the next budget. AWM was instructed to provide a draft budget for the Council to review at the next meeting.
- **Bylaws** – The Council discussed the current bylaws, and noted there needed to be a change to the bylaws regarding the Council number requirements. It will be proposed that the present prescriptive bylaw be revoked so that Council membership would be determined under the terms of the Strata Property Act.
- **Resolutions** – There was discussion regarding any resolutions for the Owners consideration at the AGM. It was noted there may be some financial considerations to be made, which the Council would review further at the next meeting.
- **Date** – The Council discussed the date for the AGM and noted this would be tentatively noted to be held on **March 31st, 2009**. A further notice would be circulated prior to the meeting.

Insurance:

- **Insurance Loss** – AWM reviewed with the Council regarding a recent water loss due to a back-up with the water lines. It was noted the loss was a result of some Residents not using their garbage disposal units properly for a long enough period. AWM noted a notice would be posted to remind Residents of the proper use. The Council discussed the costs for the repairs, and whether this would be charged as an insurance claim. As the costs were near the deductible amount, the Council **APPROVED** for the costs to be paid from the contingency fund as this was an emergency expense.

BUSINESS FROM PREVIOUS MINUTES:

Janitorial:

- **Review of work completed** – AWM and the Council reviewed the work completed and noted with satisfaction that there were no complaints at this time.
The Council discussed the snow removal completed, and noted overall it was well done with the snowfall that accumulated.

HVAC Maintenance (Latham's Plumbing & Heating):

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Faucet Cartridge Replacement** – Completed. Council noted there is no further action at this time.

Fire/Security/RCMP Lockboxes – The Council noted that it was awaiting confirmation from the Fire Department to review the installation to ensure acceptability and for AWM to report further at the next meeting.

Fire Panel Repairs – AWM noted the repairs were now completed and it was believed the troubles were now fully resolved. AWM would advise further once the billings were received.

Annual Fire Inspection – AWM provided the Council with a quote for the annual fire inspection to be completed. The Council discussed, and **APPROVED** for Fire Pro to complete the annual inspection at a cost of \$4,025.00 plus GST.

Security – The Council reviewed the recent concerns regarding the security. It was believed the individuals are gaining access through the parkade gates, as the pickets of the gates had been damaged. The Council discussed and **APPROVED** Ideal Door to install Lexan on the parkade gates at a cost of \$3,270.00 plus GST in order to reduce likelihood of further security breaches.

Elevator Contract Renewal – AWM provided the Council with letters from Richmond Elevator regarding the elevator maintenance contracts. It was noted there was a nominal increase in the monthly fees. The Council discussed and **APPROVED** the revised pricing, and instructed AWM to include consideration of this in the budget for 2009/2010.

Dryer Vent Cleaning – The Council reviewed the report from the dryer vent company in which it was noted that there were a number of external vent fixtures that are problematic. The Council instructed AWM to inquire with the dryer vent cleaning company to determine the availability and cost of appropriate replacement vents fixtures.

24-Hour Emergency Service

Residents are requested to contact **AWM-Alliance** by calling **604-685-3227** about building-related problems during normal working hours (Monday to Friday 9 a.m. to 5 p.m.) if possible. This will help save the Strata Corporation funds by not calling out trades for minor problems.

Non-emergency cleanliness or maintenance concerns should be registered with the Concierge at 604-299-1390 or oucmanager@telus.net

Landscaping:

- **Review of work completed** – Nothing to report at this time due to the current weather.

Maintenance and other items:

- **Installation of an Opening Window in the Concierge's "Birdcage"** – Awaiting confirmation of pricing, work to be addressed in Spring 2009.
- **Irrigation Winterization** – Complete.
- **Window Blinds** – Installation in progress.
- **Winterization of Fire Sprinklers** – Complete.
- **P1 Ceiling Repair** – Complete, Council discussed and **RATIFIED** the work completed.
- **Garage Flooring Modification** – Complete, Council reviewed and **RATIFIED** the work to be completed.
- **General Exterior Maintenance** – AWM noted pricing was being obtained for the annual maintenance, and would be forwarded to the Council for its review at the next meeting.
- **General Maintenance** – AWM and Council reviewed general maintenance to be completed including installation of weather stripping at the back exits.

CORRESPONDENCE

The Strata Council considered the following correspondence received.

- Letter received requesting payment for repair of damage to a vehicle by rodents and by the parkade gate. Council reviewed the matters carefully and decided that there would be no reimbursement provided, as the damages were not due to any action or inaction by the Strata Council and hence not its responsibility.
- Other letters were general correspondence and AWM was instructed on the responses to be provided.

CONCERNS/COMPLAINTS:

Owners are requested to put their non-emergency concerns in writing (letter or email) to the Strata Council or AWM-Alliance Real Estate Group Ltd. This will ensure that your concern is addressed at the next Council meeting and proper documentation is maintained. The Strata Property Act also requires all complaints to be in writing for the Strata Council to take action. Please note that all correspondence is confidential, as per the Strata Property Act.

*****NOTICES*****

Suite Alterations – Owners/Residents are reminded any alterations to a suite, excluding interior paint, must receive written approval from the Strata Council **PRIOR** to any work being started. Examples of such alterations include: Hardwood floors, Deck Tiles, etc. Should you have questions, please contact the Property Manager at 604-639-2191. Prospective buyers and future Owners are advised that it is their responsibility to ensure any alterations meet the Strata bylaws.

Appliance Maintenance – Owners are reminded the maintenance of appliances such as washers and dishwashers are the responsibility of each individual suite Owner. As such, the Strata Council would like to remind all Residents to ensure they are completing regular maintenance on ALL of their appliances. Should an incident occur where damage is caused as a direct result of a Resident's appliance, the Strata Corporation will charge the cost of the insurance deductible and/or the cost of any related repairs to the Strata Lot Owner. Should you have any questions, please contact the Property Manager at 604-639-2191.

Rentals – In accordance with the legislation and the bylaw restrictions for rentals, all Owners renting their Strata Lots are reminded that it is mandatory to have an updated "*Form K*", *Notice of Tenants Responsibilities*, given to the Strata Corporation each time a new Tenant moves into the Strata Lot. It is requested at this time that all tenanted Strata Lots provide an updated "Form K".

AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM A FINE
WILL BE ISSUED TO THE STRATA LOT EACH MONTH OF \$500.00.
TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: WWW.FIC.GOV.BC.CA

NEXT MEETING – The next meeting is scheduled for **March 5th, 2009**.

ADJOURNMENT – The meeting was adjourned at 8:07 p.m.

Chris McInnes,
AWM-Alliance Real Estate Group Ltd.
Direct line: 604-639-2191/Emergencies: 604-685-3227

Minutes circulation – Copies will be posted on the website: www.awmalliance.com. Should an Owner want a print copy, please contact AWM-Alliance at: **540-220 Cambie St., Vancouver, BC, V6B 2M9**, or email: info@awmalliance.com with the subject heading: "One University Crescent Minutes Request" with the postal address of suite in the body of the message.