

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, July 30th, 2009 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President
Dario Nonis, Vice President

Calen Gaine, Treasurer
Pauline Kan

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Marnie Drummond, Secretary/Privacy Officer
Lois Woolf

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

The meeting was called to order @ 4:38 p.m.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of June 18th, 2009. The minutes were **APPROVED** as circulated.

CONCIERGE/AMENITY

Report – The Council noted there was nothing to be discussed for this period.

Birdcage Window – AWM provided the Council with pricing for the installation of an opening window at the bird cage to allow air circulation. The Council reviewed and **APPROVED** for Extreme Glass to complete the installation at a cost of \$764.00 plus GST.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Treasurer reviewed the monthly statements for the months of May 2009. There was a general review of the specific accounts and the current operating status. After a further review, the Council **APPROVED** for the financial statements from the month of May 2009 as circulated.

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 reviewed with the Council the report completed in regard to the measurement of the EMF readings from the cellular antennas installed on the roof. It was noted that, as the report showed the readings were substantially lower than the acceptable levels determined by Health Canada, the Council believes this issue has been dealt with and that no further action is required at this time.

BUSINESS FROM PREVIOUS MINUTES:

Janitorial:

- **Review of work completed** – AWM and the Council reviewed the work completed. It was noted there was no concerns raised at this time.

HVAC Maintenance (Latham's Plumbing & Heating):

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Mechanical System Cost Savings (Enerpro)** – AWM noted this was in progress and once additional information was received, it would be brought forward to the Council for further review.
- **Drainage Issue** – The Council discussed a continuing issue with the drainage at one of the suites. It was noted that additional notices related to proper use of in-sink garbage disposals would be posted and AWM would also discuss with Latham's regarding recommendations in regard to this concern.
- **Exhaust Fan Movement** – The Council reviewed the pricing for the movement of the exhaust fan in the P1 level. It was noted due to the cost of this work, it would be considered further when the requirement to service this equipment was needed.

Electrical Noise Transmission – The Council discussed recent correspondence received regarding noise transmission affecting one of the suites. AWM and the Council discussed the action to be taken to assist the Owner in addressing the continued noise problem. AWM was instructed to advise the Owners of the action being taken by the Council and report further at the next meeting.

Enterphone (9380) – The Council reviewed the deficiency with ventilation for the enterphone fan for the 9380 entrance. The Council discussed and noted this had been addressed by the vendor. The situation will be monitored to ensure proper operation.

Carpet Cleaning – There were some areas which were not cleaned completely in the recent carpet cleaning. AWM was instructed to arrange for a spot cleaning to be completed to see if the staining could be addressed.

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** – The Council reviewed the recent work completed.
- **Annual Clean of Rear Swail** – Complete.

Maintenance and other items:

- **Dryer Vent Cleaning** – In progress.
- **Fitness Room (Hooks/Signage)** – Complete.
- **Lexan on Remaining Gate Portions** – Complete. AWM to confirm all areas were now done.
- **Lockboxes** – Complete.
- **Annual Fire Inspection** – Competitive pricing being obtained.
- **Power Washing** – The Council discussed the power washing of the exterior and noted that due to the expected cost of power washing the buildings, the matter would be considered at a later date when re-painting would be required.
- **General Maintenance** – AWM and Council reviewed general maintenance to be completed, including installation of weather stripping at the back exits.

CORRESPONDENCE

The Strata Council discussed the correspondence received and instructed AWM on the responses to be provided related to provision of information on criminal activity, having the security surveillance camera system upgraded to stream live images over the internet, and some maintenance items.

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 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 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 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 to be held **September 17th**, 2009.

ADJOURNMENT – The meeting was adjourned at 5:07 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 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.