

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, June 18th, 2009 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President

Pauline Kan

Calen Gaine, Treasurer

Lois Woolf

Marnie Drummond, Secretary/Privacy Officer

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Dario Nonis, Vice President

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

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

GUEST PRESENTATION

The Council met with representatives from Enerpro Systems Corp. in regard to a proposal to perform an energy audit of the OUC energy management systems.

There was a general overview of the services being provided and the specific benefits of having a review/audit.

After a detailed discussion, the Council thanked the representatives for attending the meeting and excused them from the meeting.

The Council considered the proposal and the \$1,500.00 cost for the energy audit. There was concern regarding possible end-user costs, should a decision be made to proceed with implementing the Enerpro recommendations once the energy audit was completed. AWM was instructed to obtain information on any further monthly costs once changes are implemented. After further discussion, the Council **APPROVED** for Enerpro Systems Corp to complete the energy audit at a cost of \$1,500.00 plus GST, contingent on satisfactory resolution of the issue of end-user costs.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of May 7th, 2009. The minutes were **APPROVED** as circulated.

CONCIERGE/AMENITY

Report – The Council noted there was nothing to be discussed for this period, other than:

- **Noise/Disruption Issues** – The Council discussed recent correspondence regarding noise and bad behaviour by some Residents in and around the building. It was noted the problem individuals are no longer residing in the Building and required repairs are being charged to the Owner of the specific suite involved.
- All other items were routine in nature.

Birdcage Window – AWM reviewed with the Council regarding the planned installation of an opening window in the birdcage and the pricing being obtained for the Council. This would be reviewed by the Council once received.

Lounge Furniture – The Council discussed bolting down the lounge furniture. It was questioned whether there would be damage caused by allowing the furniture to be moved. AWM was instructed to have the Building Site Manager to remove the lockdown tethers and also install protection on the bottom of the furniture to allow it to slide without damage to the carpet.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Treasurer reviewed the monthly statements for the months of March 2009-April 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 months of March 2009-April 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 the status of the EMF testing; it was noted that a meeting is scheduled for June 30th, 2009 at which point the testing would take place. There was discussion regarding the locations to be tested and the suites to which access may be required. AWM was instructed to arrange access with the Owners.

Insurance:

- **Insurance Renewal** – Council reviewed the pricing received for the renewal of the insurance. There was discussion regarding the comparison between current costs; after discussion it was **APPROVED** to renew the insurance with JT Insurance at a cost of \$39,808.00.
- **Insurance Claims** – AWM reviewed with the Council regarding recent water damage that has occurred in some suites. It was noted there had been no further claims since the last Council meeting.

Eco Guide – Council reviewed recommendations made of ways to be more ecologically responsible in regard to the garbage and recycling. It was noted there remained a continuing problem with Residents recycling inappropriately. AWM noted it would forward samples of signage for the Council's review with the goal of improving the signage in the recycling rooms. Council also instructed AWM to consult with the Building Site Manager on what could be done to improve the door closure for the recycling room in building two.

BUSINESS FROM PREVIOUS MINUTES:

Janitorial:

- **Review of work completed** – AWM and the Council reviewed the work completed. It was noted there were no additional concerns raised at this time and that a problem with procedures used by replacement personnel had been resolved.

HVAC Maintenance (Latham's Plumbing & Heating):

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Energy Cost Savings** – AWM noted the heating in the common lobbies and hallways had been reduced to the lowest possible level for the summer months. Hot water temperature had also been reduced. Further discussion on this matter is noted under the guest presentation discussion earlier in the meeting.

Security/Fire Department Lockboxes – The Council reviewed correspondence in regard to the installation of the lockboxes. After discussion, the Council **APPROVED** for the invoice to be paid to Blue Mountain through the contingency reserve fund as an emergency expense.

There was also discussion regarding recent vandalism to the electrical and telephone room access door. It was noted there were repairs required, after discussion the Council **RATIFIED** approval for Lockmasters to complete the required repairs and pay the invoice of \$1,976.54 plus GST from the contingency reserve fund as an emergency expense.

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. The Council instructed AWM to draft a response to the Owner to advise the action to be taken to work towards a solution.

HVAC Equipment Relocation – The Council also discussed equipment that Latham's had recommended moving to ensure this equipment is able to be serviced properly. Pricing is being obtained for this to be done.

Annual Fire Inspection – The Council reviewed the report from Fire Pro in regard to the annual inspection completed and additional work required. There was discussion regarding this additional work and AWM recommended that price quotes be obtained from other vendors before approving this work. Council to review further at the next meeting.

Clothing Drive – The Council reviewed a proposal to have a used clothing drive at the buildings. There were concerns expressed regarding this and, after discussion, it was not approved.

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.
- **Quote** – Council reviewed the quote from Contour Landscaping for the tree and plant replacement. After a brief discussion, the Council **RATIFIED** the approval for Contour Landscaping to complete the plant movement/replacement at a cost of \$3,800.00 plus GST.

Maintenance and other items:

- **Window Cleaning** – Complete.
- **Dryer Vent Cleaning** – In progress, it was noted that the cleaning company will be returning to complete the remainder of the work once a better schedule could be established.
- **Parkade Cleaning** – Complete.
- **Fitness Room (Hooks/Signage)** – In progress.
- **Lexan on Parkade Gates** – Council discussed the pricing from the remaining portions of the doors. Council **APPROVED** for Ideal Door to install additional Lexan on the doors at a cost of \$1,255.00 plus GST.

- **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.

NEW BUSINESS

- **Summer Tea** – The Council discussed holding a summer tea for the Owners to attend. There was discussion regarding when this event would be held, further details will be circulated in an upcoming notice.

*****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 **July 30th, 2009**.

ADJOURNMENT – The meeting was adjourned at 5:57 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.