

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Wednesday, March 11th, 2009 @ 6:00 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President
Dario Nonis, Vice President
Lois Woolf, Secretary

Guest: Calen Gaine

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 @ 6:15 p.m.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the minutes of the meeting of February 2nd, 2009. The minutes were **APPROVED** as circulated.

CONCIERGE/AMENITY

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

- All items were routine in nature.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Council reviewed the financial statements for the month of December 2008. There was a general discussion regarding the specific accounts, specifically the expected costs for the snow removal and the mechanical costs incurred for the year. The Council discussed at length regarding how to save on the costs and noted this would be discussed further as part of the budget. After further discussion, the Council **APPROVED** the financial statements for the month of December 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 reviewed regarding the status of the testing and also the repair of the holes caused from the original installation. The Council instructed AWM to follow up with Rogers and arrange for the repair of holes to be completed.

AGM:

- **Budget 2009/2010** – The Council reviewed the current financial position, and discussed the draft budget for the 2009/2010 fiscal year. There was discussion regarding ways to reduce the gas costs over the next year including reduction of the common area heating and hot water temperatures for each building. After further discussion, the Council **APPROVED** for the budget to be brought forward to the Ownership at the AGM.
- **Bylaws** – The Council discussed the current bylaws, and noted there needed to be a change to the bylaws regarding the Council number requirements. It was noted, this change would be brought forward to the Owners at the AGM.
- **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 reviewed and noted the AGM would be scheduled for **Wednesday, April 1st, 2009**. Further details would be circulated in a notice prior to the meeting.

Insurance:

- **Insurance Claims** – AWM reviewed with the Council regarding the water damage which has occurred in several suites due to sewer backup, caused by improper use of in-sink garbage disposals. It was noted there was still one suite where the source of the leak needed to be indentified. AWM advised due to the value of the losses, insurance claims were not being made. A further update would be provided at the next meeting.

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.

HVAC Maintenance (Latham's Plumbing & Heating):

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Hot Water Tank (9370)** – The Council reviewed and **RATIFIED** the approval for Latham's to replace the hot water tank at a cost of \$7,400.00 plus GST, which was approved to be expensed from the contingency fund as this was an unexpected capital expense.
- **Emergency Generator Service** – The Council reviewed the pricing and the Council **RATIFIED** the approval for Simson Maxwell to complete the service at a cost of \$695.00 plus GST.

Security/RCMP Lockboxes – The Council noted that it was awaiting confirmation from the Fire Department to review and both the Building Manager and the locksmith were working to set up the appropriate locations. AWM to report further at the next meeting.

Electrical Noise Transmission – The Council noted the required work is completed, AWM was instructed to follow up with the affected Owner regarding any further noise problems.

Annual Window Cleaning – AWM provided the Council with quotes for this annual maintenance. There was a review of the quotes received and the Council **APPROVED** Allstar Window & Pressure Cleaning Systems to clean the windows at a cost of \$5,890.00 plus GST. A further notice would be circulated once this work has been scheduled.

Dryer Vent Cleaning – The Council reviewed the pricing for the annual dryer vent cleaning for 2009. Based on the pricing and discount available to organize the work in the month of March/April 2009 the Council **APPROVED** Service Master Clean to complete the dryer vent cleaning at a cost of \$2,118.75 plus GST, subject to AWM also confirming the company would be able to install replacement vent covers.

Parkade Cleaning – Council reviewed pricing for the annual spring parkade cleaning. There was discussion regarding the work to be completed and the Council **APPROVED** Atlas Power Sweeping to complete the parkade cleaning at a cost of \$1,045.00 plus GST.

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 a Window in the Concierge's "Birdcage"** – Awaiting confirmation of pricing; work to be addressed in Spring 2009.
- **Installation of Window Blinds in Fitness Room** – In progress.
- **Fire Panel Servicing** – Complete, awaiting pricing from Edwards/Fire Pro.
- **Installation of Lexan on Parkade Doors** – In progress.
- **Annual Fire Alarm Inspection** – Work being scheduled.
- **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 following correspondence received.

- Letter received regarding a satellite dish which was not approved.
- Letter regarding noise from a mechanical pump.
- All 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

NEW BUSINESS

- **Community Social** – The Council discussed holding a social event for the Residents. It was noted this would be held after the Annual General Meeting. Further details will be circulated prior to the event.

NEXT MEETING – The next meeting is the AGM scheduled for **April 1st, 2009**.

ADJOURNMENT – The meeting was adjourned at 7:11 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.