

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, May 7th, 2009 @ 4:00 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman	Pauline Kan
Dario Nonis	Marnie Drummond
Lois Woolf	
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 @ 4:00 p.m.

ELECTION OF COUNCIL OFFICERS

AWM reviewed with the Council the election of the Council officer positions for the 2009/2010 year. There was discussion, and the following persons were elected unanimously to the positions indicated:

Bruce Clayman, President
Dario Nonis, Vice President
Calen Gaine, Treasurer
Marnie Drummond, Secretary/Privacy Officer

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the minutes of the meeting of March 11th, 2009. The minutes were **APPROVED** as circulated.

APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES

AWM reviewed with the Council the minutes from the Annual General Meeting held on April 1st, 2009. The Council discussed, and **APPROVED** the minutes as circulated and recommended approval to the members at the next general meeting.

CONCIERGE/AMENITY

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

- All items were routine in nature.

Vacation Relief – AWM reviewed with the Council the planned vacation period of May 28th- June 5th, 2009 for the Concierge. It was noted that the relief work would be handled through the cleaners as temporary coverage for this.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – As the Treasurer was elected at the meeting, the financial statements were tabled for discussion at the next meeting.

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. A further update would be provided once confirmations were made with the company recommended to complete the review.

AGM:

- **Review of items raised:**
 - **Fitness Room** – The Council discussed the installation of hooks, etc. for Residents to hang towels or personal belongings. There was also discussion of and approval of signage regarding restrictions on use to a maximum time of thirty (30) minutes if another Resident is waiting. AWM to arrange for the installation of hooks and signage.
 - **Concierge Hours** – The Council reviewed the current hours and agreed to arrange for staggered hours on one or two days a week to allow a greater number of Residents being able to meet with the Concierge after hours. AWM was instructed to meet with the Concierge and establish at least one (1) day a week on which his hours are later in the evening.

Parking – The Council discussed vehicles parked in the parkade without current road insurance or storage insurance. The Council discussed passing a rule that would ensure Residents are carrying adequate insurance, which would be, *“All vehicles that are in Strata parking stalls, including vehicles that are not insured for road use, must be insured. Minimum coverage required is basic Third Party Liability and extension Third Party Liability, with a limit of at least \$1,000,000.”* This would be subject to ratification at the next general meeting.

Insurance:

- **Insurance Appraisal Renewal** – Council reviewed the pricing received for the three (3) year insurance appraisal renewal. There was discussion regarding the pricing received. After further discussion, the Council **APPROVED** Suncorp Appraisals to complete the three (3) year appraisal at a cost of \$1,075.00 plus GST.
- **Insurance Claims** – AWM reviewed with the Council regarding recent water damage that has occurred in some suites. It was noted that Angel Restoration was in the process of finalizing the repairs to the suites.

BUSINESS FROM PREVIOUS MINUTES:

Work Schedule – The Council reviewed the draft work schedule for the 2009/2010. There was discussion regarding the timing of the specific work being completed. After further discussion, the Council **APPROVED** the work schedule for the 2009/2010 year.

Janitorial:

- **Review of work completed** – AWM and the Council reviewed the work completed, AWM was instructed to follow up with the janitorial company with respect to a potential problem area.

HVAC Maintenance (Latham's Plumbing & Heating):

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Quote #09-04-184** – Council reviewed the pricing for a repair to be completed on an air supply fan. The Council discussed the requirement to replace a worn pulley, which after review was **APPROVED** for Latham's to complete at a cost of \$395.00 plus GST.

Exterior Review – AWM provided the Council with a quote for an exterior report review to be completed after five (5) years, and also a twenty (20) year Contingency Reserve study. The Council reviewed and noted the five (5) year review would take place in early 2010, as the five (5) year warranty period on Building One expires in July 10, 2010. AWM was also instructed to bring forward the twenty (20) year review later in the year in preparation of the next Annual General Meeting.

Security/RCMP Lockboxes – AWM and the Council reviewed, and noted that these were all installed. However, there were some extraneous costs as a result of problems with the initial installation, which AWM was working with the installing company to cover these costs. AWM would report further at the next meeting.

Electrical Noise Transmission – The Council discussed recent correspondence received regarding the noise transmission affecting one of the suites. AWM noted a response was being sought from the Strata Corporation; however, it was unsure as to what the request was. Once this information was available, AWM would report to the Council.

Annual Fire Inspection – Completed. AWM noted it was awaiting a copy of the report on any repairs to be completed. The Council also reviewed invoices received for required repairs to make the fire panel properly operational. There was discussion, and the Council **APPROVED** the payment to be processed to Fire Pro to address the required repairs, to be expensed from the contingency reserve fund.

Garage Door Recommendations – The Council reviewed recommendations from Ideal Door regarding the garage doors. It was noted the springs on the north doors have already been replaced due to a recent breakdown; the Council discussed and **RATIFIED** the approval for Ideal Door to replace the springs at a cost of \$1,080.00 plus GST. There was discussion regarding the costs to do the same for the south gate, and noted these would be replaced as they failed.

The Council also discussed proceeding with the installation of Lexan on the remaining gate portions. AWM was instructed to confirm the costs of these and report to the Council.

Dog Waste Bag Stations – The Council discussed the installation of dog waste bag stations at the fronts and backs of the building. It was noted that SFU Trust is looking at installation of additional stations, which the Council would monitor and determine if additional stations are necessary after these have been installed.

Natural Gas Costs – There was discussion in regard to options for consideration to aid in reducing gas costs including hedging costs in preparation of the future. It was decided not to try to hedge these costs. The Council instructed AWM to speak with Latham's in regard to reducing the temperatures on the thermostats for the common area lobbies, stairwells and hallways and to consider other measures to reduce volume of air flow.

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 a quote for the topdressing and over-seeding of the lawns around the walkways. There was discussion whether this was necessary and it was noted this would continue to be monitored prior to approving these expenditures.

Maintenance and other items:

- **Signing of Resolutions** – Complete.
- **Window in Birdcage** – In progress.
- **Installation of Window Blinds in Fitness Room** – Complete.
- **Lexan on Garage Doors** – Complete.
- **Window Cleaning** – work began May 4th, 2009.
- **Dryer Vent Cleaning** – work to begin May 6th, 2009 weather dependent.
- **Parkade Cleaning** – work scheduled to be completed May 25th, 2009. AWM is looking into alternate parking arrangement for that day.
- **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 security and miscellaneous concerns.
- 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 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 to be held **June 18th, 2009**.

ADJOURNMENT – The meeting was adjourned at 5:17 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.