

# MINUTES OF STRATA COUNCIL MEETING

## One University Crescent – BCS 1345

Held: Thursday, October 29<sup>th</sup>, 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 @ 4:35 p.m.

### APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of September 17<sup>th</sup>, 2009. The minutes were **APPROVED** as circulated.

### BUILDING MANAGER/AMENITY

**Report** – The Council noted there was nothing to be discussed under this topic.

**Working Hours** – The Council reviewed a report from the Building Manager regarding his office hours. It was noted there was little or no change in the availability with the Owners, and as such the Building Manager will maintain the regular hours, however, this would be flexible when required. A notice will be posted in the elevator to advise Residents of the hours for the Building Manager.

**Fitness Room Rules** – The Council reviewed a draft set of rules for use in the fitness room. There was discussion, and the Council **APPROVED** the rules for the fitness room. (Copy attached for Owners reference) These will be posted in the fitness room,

### FINANCIAL/ADMINISTRATIVE REPORT

**Financial Statements** – The Treasurer reviewed the monthly statements for the months of August 2009-September 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 August 2009-September 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 1<sup>st</sup> 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 Upgrades** – AWM provided the Council with a letter from Rogers in regard to improvements that were required to be completed to allow for the installation of fibre conduit at the building. The Council reviewed and **APPROVED** for this to be completed subject to 1) written confirmation it would not cause sound that could be heard by any neighbouring Residents and 2) completion of the vibration isolation work required.

#### **BUSINESS FROM PREVIOUS MINUTES:**

##### **Janitorial:**

- **Review of work completed** – AWM and the Council reviewed the work completed. The Council reviewed recent concerns raised by an Owner in regard to the janitorial services. AWM was instructed to meet with the janitorial company on-site to review the concerns raised and also discuss concerns raised by the Owner and by Council.

##### **HVAC Maintenance (Latham's Plumbing & Heating):**

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Enerpro** – AWM provided the Council with a response from Enerpro regarding its review of the mechanical systems in place at the building. It was noted due to the set-up with seven (7) make-up air units and mechanical rooms (one for each address), Enerpro were unable to offer any changes that would account for enough savings to justify the cost of their services. There was a recommendation for variable speed drives or timers to be installed on the make-up air units to aid in reducing the overall heating costs. AWM was instructed to speak with Latham's for this pricing.

- **Sump Pumps** – The Council reviewed the correspondence regarding the sump pumps that are causing alarms to sound as a result of the water flow at the building. The alarms sound regularly as there is high ground water around the building, which causes the 2<sup>nd</sup> sump pump to come on and trigger an alarm signaling high water. It was noted Latham's had made recommendations to prevent the alarms from sounding except in extreme conditions. This comprised installation of a four (4) float system on the sumps. The Council discussed and instructed AWM to confirm the benefits of a 4-float system and report to the Council.
- **Quote #09-10-245** – There was also discussion regarding possible repairs required to the sump pumps themselves. The Council discussed and noted for AWM to instruct Latham's to address and review at the time of the other work to see if these can be combined to reduce the cost.
- **Quote #09-10-264** – The Council reviewed the pricing from Latham's to address concerns regarding the defective make-up air unit for 9380 Building. There was discussion regarding the work being completed and the Council **APPROVED** for Latham's to complete the required repairs at a cost of \$983.00 plus GST.

**SFU Trust:**

- Review of recent correspondence. There was no action required at this time.

**Electrical Noise Transmission** – The Council discussed recent correspondence received regarding noise transmission affecting one of the suites in the building. There was discussion regarding testing which needed to be completed, which was scheduled for November 9<sup>th</sup> in conjunction with the scheduled testing of the emergency generator. This would be addressed and all affected parties notified, to ensure they are represented.

**Exterior Review** – The Council reviewed pricing received for the completion of an exterior review prior to the expiry of the envelope warranty. There was discussion regarding ensuring the company was not involved with the original development of the project. The Council reviewed and **APPROVED** for Trow, Ltd. to complete the 5 year warranty review at a cost of \$11,300.00 plus GST to be completed in the Spring 2010.

**Elevator Contract** – The Council reviewed the contract from Richmond Elevator and **APPROVED** the contract to be executed subject to a change for only a 1 year term.

**Garage Repairs** – AWM provided the Council with quotes for repairs to the north and south parkade gates. There was discussion on the pricing and Council **APPROVED** for Ideal Door to complete the repairs at a cost of \$1,160.00 plus GST.

**Window/Door Repairs** – The Council reviewed the pricing for enlarging the garbage room door in building two to prevent further damage to the door when the garbage bin is moved into and out of the room. There was discussion and the Council **APPROVED** for Extreme Glass to complete the change to the garbage room doors at a cost of \$2,320.00 plus GST.

There was also a review of the other window and door repairs being completed.

**Cars idling in the Parkade** – The Council discussed concerns raised about cars idling in the parkade for long periods. It was noted there are carbon monoxide detectors in the parkade to alert occupants to dangerous conditions, if they occur. It was determined there was no further action required by Council at this time. **All residents are requested to refrain from this unnecessary, wasteful, and disrespectful practice.**

**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](mailto:oucmanager@telus.net)**

**Landscaping:**

- **Review of work completed** – The Council reviewed the recent work completed and noted there were no concerns at this time.

**Maintenance and other items:**

- **Lexan on remaining gate portions** – In progress.
- **Generator Maintenance** – work scheduled to be completed November 9<sup>th</sup>, 2009.
- **Tree Removal** – Council reviewed and **RATIFIED** approval for a tree to be removed which is scraping against a suite window.
- **General Maintenance** – AWM and Council reviewed general maintenance to be completed.

**CORRESPONDENCE**

The Strata Council discussed the correspondence received, and instructed AWM on the responses to be provided to the Owners based on the discussion from the meeting.

**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](http://WWW.FIC.GOV.BC.CA)

**NEXT MEETING** – The next meeting is to be held **January 21<sup>st</sup>, 2010.**

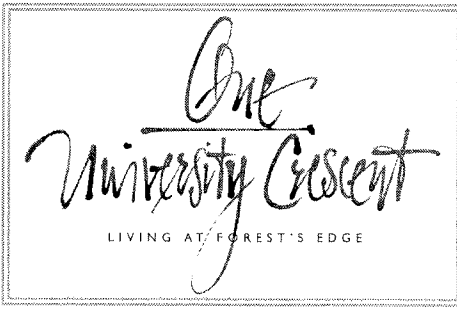
**ADJOURNMENT** – The meeting was adjourned at 5:59 p.m.

**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](http://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](mailto:info@awmalliance.com) with the subject heading: "One University Crescent Minutes Request" with the postal address of suite in the body of the message.



## **FITNESS ROOM RULES AND ETIQUETTE**

**For the safety and enjoyment of all residents, your Strata Council has approved the following rules for this area. These are in addition to OUC Bylaws.**

1. Persons using this facility do so at their own risk. Persons using the facility release and indemnify the Strata Corporation and its employees from any and all claims arising from use of the facility.
2. An adult resident of OUC must accompany all guests. Adults are defined here as persons at least 18 years old. Persons under the age of 18 years old are not permitted to use this area unless accompanied by an adult resident of OUC. Children under the age of 13 are prohibited from using the equipment.
3. Use of any piece of equipment is limited to 30 minutes if others are waiting.
4. This is a NO SMOKING area.
5. Proper indoor athletic footwear and attire must be worn.
6. For reasons of hygiene, equipment must be wiped down after use.
7. Weights must be lowered gently, without dropping. Free weights must be returned to the storage rack. Lights should be turned off upon leaving.
8. Consumption of food or alcoholic beverages is prohibited.
9. Animals/pets are not permitted.
10. It is prohibited to remove any equipment from the fitness room.
11. Only personal music devices with ear-buds or earphones are allowed.
12. Damaged equipment or required maintenance should be reported immediately to the Manager.
13. Individuals noting a breach of these regulations should report such to the Manager, in writing, with as much detail as possible about the incident.

Thank you in advance for your cooperation.  
Your Strata Council