

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, September 17th, 2009 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President

Pauline Kan

Dario Nonis, Vice President

Lois Woolf

Calen Gaine, Treasurer

Marnie Drummond, Secretary/Privacy Officer

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 @ 4:35 p.m.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of July 30th, 2009. The minutes were **APPROVED** as circulated.

CONCIERGE/AMENITY

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

Birdcage Window – Complete. AWM noted that after review an air conditioner was installed, since the cost was lower than adding an opening window.

Building Manager Review – AWM and the Council discussed the review for the Building Manager. It was noted there hadn't been a review for nearly 18 months. The Council reviewed the services of the Building Manager. There was discussion regarding areas to be improved upon including a more proactive approach to some elements of care for the buildings. The Council reviewed and **APPROVED** for AWM to meet with the Building Manager to complete his review.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Treasurer reviewed the monthly statements for the months of June 2009-July 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 June 2009-July 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.

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, other than the practice of some Residents allowing their dogs to urinate in the parkade. This would be raised with the staff to see about washing down these areas.

HVAC Maintenance (Latham's Plumbing & Heating):

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.

Electrical Noise Transmission – The Council discussed recent correspondence received regarding noise transmission affecting one of the suites in the building. It was noted a meeting was being scheduled with the parties affected to determine the specific source of the noise, which would be addressed with the affected Owner. AWM would update further at the next meeting.

Emergency Generator Maintenance – The Council reviewed the pricing for the annual general maintenance. After discussion, the Council **APPROVED** for Simson Maxwell to complete the annual maintenance at a cost of \$695.00 plus GST. It was noted this work would be scheduled in conjunction with the electrical noise investigation.

Annual Fire Inspection – The Council discussed the comparable pricing for the annual repairs recommended from the annual inspection. AWM provided the Council with the pricing for this work, and **APPROVED** for Voltech Fire Protection to complete the required repairs at a cost of \$2,305.26 plus GST. AWM was commended for its diligence in obtaining a much better price than previously quoted by another firm.

Exterior Review – The Council reviewed the necessity to complete a review of the exteriors of the buildings prior to the expiry of the 5 year exterior envelope warranty. There was discussion of when this would be scheduled, and the Council instructed AWM to obtain pricing for this to be considered at the next meeting.

Elevator – AWM provided the Council with updated contract pricing for the contract with Richmond Elevator. AWM advised the Council it had spoken with Richmond Elevator to revise the contract and was able to obtain a reduction in the monthly service fees. AWM would confirm once the finalized rate was received. AWM was commended for its diligence in obtaining a lower price than originally quoted.

Water Leak – AWM reviewed with the Council regarding the status of the work and noted the repairs which would be completed. It was noted it was believed this water was due to a simple overflow.

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 and noted there were no concerns at this time.

Maintenance and other items:

- **Dryer Vent Cleaning** – Complete. AWM was instructed to follow up with the cleaning company on the replacement of the vents.
- **Lexan on remaining gate portions** – In progress.
- **Carpet Cleaning** – Complete.
- **Enterphone (9380)** – Repairs complete.
- **Enterphone Camera (9330)** – Replacement camera completed, and Council **RATIFIED** the replacement of the camera at a cost of \$449.00 plus GST.
- **Broken Glass Partition** – Replacement glass complete.
- **Fire Department Lockboxes/Signage** – Complete.
- **Make Up Air Unit (MUA)** – Complete.

- **General Maintenance** – AWM and Council reviewed general maintenance to be completed.

CORRESPONDENCE

The Strata Council discussed the correspondence received. No further action was required.

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

NEW BUSINESS

- **Garbage Signage** – AWM was instructed to follow up with the City of Burnaby on better signage outlining the procedures for recycling/garbage disposal.

NEXT MEETING – The next meeting is to be held **October 29th, 2009**.

ADJOURNMENT – The meeting was adjourned at 5:14 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.