

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, August 19th, 2010 @ 6:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

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

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Joyce Chong, Treasurer
Marnie Drummond, Privacy Officer
Pauline Kan

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

The meeting was called to order @ 6:32 p.m.

APPROVAL OF THE AGENDA

The Council reviewed the agenda for the meeting, and **APPROVED** the agenda as presented.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of June 21st, 2010. The minutes were **APPROVED** as circulated.

BUILDING MANAGER/AMENITY

Reports – All items were considered routine in nature.

Building Manager Review – The Council reviewed the services currently provided by the Building Manager. After discussion, the Council **APPROVED** for AWM to complete a review with the Building Manager based on the Council discussion.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Council reviewed the financial statements for the months of May 2010-June 2010. As the Treasurer was absent for the meeting, the Council discussed the specific accounts. The Council **APPROVED** for the financial statements for the months of May 2010-June 2010 as circulated, subject to any additional comments from the Treasurer.

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 + HST 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.

Insurance:

- **Renewal** – Council discussed the renewal of the insurance for the Strata Corporation, and **RATIFIED** the approval to renew the insurance with JT Insurance at an annual premium of \$40,635.00.
- **Appraisal** – The Council reviewed the insurance appraisal completed for this year. It was noted the appraised value was based on the replacement value, not the market value. After discussion, the Council **APPROVED** the updated appraisal provided by Suncorp Valuations at a value of \$41,404,700.00.
- **Claim** – AWM reviewed with Council recent discussion with the lawyer acting on behalf of the Strata for the claim from November 2006. There was also discussion on the recent water claims. 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 no action was required 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.
- **Contract** – AWM advised the Council the termination letter was received by Latham's and that Trotter & Morton would be commencing their services as of October 1st, 2010.

- **Hot Water Tank Replacement** – The Council reviewed the pricing for the replacement of the hot water tank for the 9310 building. It was noted this work had been completed as a result of an emergency, however, for future replacement Council wished to look at a more energy efficient system to replace the existing hot water tanks. After discussion, the Council **RATIFIED** the approval for Latham's to complete the installation of a hot water tank at a cost of \$7,560.00 plus GST.
- **Quotes** – The Council reviewed pricing for repairs recommended by Latham's, and the Council noted these items would be quoted by Trotter & Morton before considering at this time.

SFU Community Association:

- Review of recent correspondence.
- **Visitor Parking Allocation** – The Council reviewed the current status of the visitor parking allocation, and it was noted that a location had been confirmed. An SGM would be held in September/October 2010 to approve the removal of the previous easement.

Electrical Noise Transmission – The Council reviewed recent correspondence and work that has recently been completed. It was noted that a further power outage was required for August 25th to address the specific noise issues being experienced. At this time, all the work has been arranged through the Developer.

The Council also reviewed a concern regarding mechanical noise transmitted to the affected suite. There was discussion regarding the circumstances regarding the noise and the costs to have the equipment moved to address the noise transmission concern. AWM was instructed to advise on the response to be provided.

Window Cleaning – The Council reviewed the dissatisfaction with the recent window cleaning completed. It was noted the exterior cleaning of the building was completed to a satisfactory level. After discussion, it was noted the company used in 2009 would be sought for future cleanings, and AWM was instructed to contact the 2010 cleaners to address specific concerns.

Power Washer – The Council reviewed the pricing and purchase of a power washer for the Building Manager to complete miscellaneous cleaning jobs around the property. After discussion the Council **RATIFIED** the approval for a power washer to be purchased.

Exterior Review – The Council reviewed the report and lack of a response at this point. AWM was instructed to follow up with both the Developer and warranty company in this regard and report at the next meeting.

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.
- **Tree Removal/replacement** – The Council reviewed recommended tree removal/replacement required around the property. It was noted the removal would be completed now, with the replacement to be completed in the Fall to avoid any stress to the trees during the Summer.

Maintenance and other items:

- **Enterphone Problems** – The Council reviewed continued problems with the enterphone. It was noted there is an update to the existing software for the enterphones, which AWM was instructed to follow up and report to the Council.
- **Electrical Repairs** – Complete.
- **Handicapped Parking** – The Council reviewed the requirements for this and possible locations. This would be reviewed further at the next meeting.
- **Backflow Testing** – Complete.
- **Irrigation Connection** – Complete.
- **General Maintenance** – AWM and Council reviewed maintenance to be completed.

CORRESPONDENCE

The Strata Council discussed the following correspondence received:

- 2 letters regarding noise complaints.
- Letter regarding possible leak.
- 2 letters in regard to concerns towards the driveway and ability to see on-coming traffic when exiting the complex.
- Letter in regard to interest for Shaw digital services.

AWM was instructed to respond as directed by the Council.

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

NEXT MEETING – The next meeting is scheduled to be held **September 30th, 2010**.

ADJOURNMENT – The meeting was adjourned at 7:43 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.