

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, January 21st, 2010 @ 3:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President	Pauline Kan
Dario Nonis, Vice President (left the meeting at 3:59pm)	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 @ 3:38 p.m.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of October 29th, 2009. The minutes were **APPROVED** as circulated.

BUILDING MANAGER/AMENITY

Reports – All items were considered routine in nature.

Holiday Bonus – The Council reviewed and **RATIFIED** the holiday bonus provided to the Building Manager.

Access Control – The Council discussed the ability to control the access to the amenity room, specifically the pool room, due to concerns regarding abuse after hours. There was discussion on whether this was necessary at this time as it appeared the warning letters issued had stopped the behavior at this time. This situation will continue to be monitored.

Fitness Equipment Contract – The Council reviewed the fitness equipment maintenance contract for 2010. There was discussion regarding the services, and the Council **APPROVED** to renew the fitness maintenance contract at a cost of \$922.50 plus taxes.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Treasurer reviewed the monthly statements for the months of October 2009-November 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 months of October 2009 and November 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.

Cellular Upgrades – AWM provided the Council with a review of the recent work completed, which involved installation of additional equipment cabinets on the roof space. It was noted all other concerns were being addressed appropriately.

Visitor Parking Policy and Signage – The Council reviewed the current visitor parking signage and the definition of a "visitor." There was discussion regarding the specific concerns about visitor parking and whether additional parking patrols and/or changes to policy are necessary. It was noted the weekends are likely the problem days and the situation will continue to be monitored and to see when there are problem times.

BUSINESS FROM PREVIOUS MINUTES:

Janitorial:

- **Review of work completed** – AWM and the Council reviewed the work completed.
- **Contract** – The Council reviewed the current janitorial contract and a proposed minor increase in the monthly fees. The Council discussed and **APPROVED** for the contract at \$3,120.00 plus taxes.

HVAC Maintenance (Latham's Plumbing & Heating):

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Make Up Air Units (MUA)** – AWM provided the Council with an update on the service work completed. It was noted pricing for some further recommendations would be provided once received.

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. It was noted that both of the cellular companies were working with Vibrasonic (a sound specialist) to further isolate the equipment installed by Rogers and Bell. There was also discussion regarding correspondence received regarding the action being taken by the Developer to assist in addressing this. At this time, there was no further action required by the Strata Council; however, it continues to work with the Owner to address the sound transmission to their suite. A further update would be provided at the next meeting.

The Council also reviewed the legal costs incurred at this time, and **RATIFIED** the approval to process the payment to Taylor Sourisseau Tatchell in the amount of \$250.00 plus taxes.

Parkade Door Contract – The Council reviewed the proposed contract for setting up annual maintenance on the parkade gates. There was discussion regarding the number of service visits to be completed on an annual basis. The Council noted that, as one of the gates requires more service, at least 3 service visits should be set-up; after discussion the Council **APPROVED** for Ideal Door to complete 3 visits a year at a cost of \$750.00 per year plus taxes.

Annual Fire Inspection/Fire Panel – The Council reviewed the work that has been completed and noted the fire panel repairs are complete. There was also discussion on the annual repairs completed by Voltech, and AWM noted a credit was noted as part of a preferred customer discount on the Strata's account.

Security – The Council reviewed a recent breach in security. There was discussion on whether any further action is required at this time. There was discussion in regard to the security camera coverage, AWM noted this would be checked to see if it could be improved and report to the Council.

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:

- **Exterior Review** – In progress.

- **Annual Pricing** – AWM noted quotes were forthcoming, and would be brought forward to the Council to discuss at the next meeting.
- **Emergency Generator** – Complete.
- **Sump Pump Improvements** – Complete.
- **Tree Removal** – Council **RATIFIED** the approval to remove the tree adjacent to the parkade ramp.
- **Lexan Installation** – Complete.
- **Window repairs** – Complete.
- **Garage Door Repairs** – Complete.
- **Carpet Cleaning** – Spot cleaning complete.
- **Council Keys** – Circulated. There was discussion about having Council available for providing emergency access after hours and a schedule would be proposed.
- **Garbage Room Door Replacement** – Postponed pending consideration of leaving the doors off in building two.
- **Winterization of Irrigation System** – Complete.
- **Broken Mailbox (9320)** – Complete, and all other mailboxes have been upgraded.
- **General Maintenance** – AWM and Council reviewed general maintenance to be completed.

CORRESPONDENCE

The Strata Council discussed the following correspondence received:

- Letter received regarding recent break-in
- Letter regarding the minute circulation.
- Letter received in regard to possible water damage.
- Letter regarding recycling/garbage being sifted through.
- Letter regarding the dryer vent repairs.
- 2 letters received in regard to hallway air circulation/smells.
- Letter received in regard to noise.

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 to be held **March 4th, 2010**.

ADJOURNMENT – The meeting was adjourned at 4:42 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.