

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Monday, June 21st, 2010 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President
Dario Noris, Vice President
Marnie Drummond, Privacy Officer
Linda Yim
Pauline Kan

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Joyce Chong, Treasurer
Lois Woolf, Secretary

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

The meeting was called to order @ 4:35 p.m.

APPROVAL OF THE AGENDA

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

GUEST PRESENTATION

Luke Magdy and Rob Cripps from Trotter & Morton were present at the meeting to provide information regarding their proposal for setting up an annual maintenance contract for the mechanical systems.

There was a detailed review of the company and the services to be provided. The Council reviewed with the company representatives in regard to the costs for the service. After discussion, the Council thanked Trotter & Morton for attending the meeting.

The discussion regarding this is noted later in these minutes.

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of May 10th, 2010. The minutes were **APPROVED** as circulated.

BUILDING MANAGER/AMENITY

Reports – All items were considered routine in nature.

Vacation – The Council reviewed the vacation coverage, and **RATIFIED** the approval of the relief coverage during the Building Manager's absence.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Council reviewed the financial statements for the months of February 2010-April 2010. As the Treasurer was absent from the meeting, the Council discussed the specific accounts. There was discussion of the electrical costs and AWM was instructed to arrange for BC Hydro to complete an energy audit to see if any additional savings are possible. The Council **APPROVED** for the financial statements for the months of February 2010-April 2010 as circulated, subject to any additional comments from the Treasurer.

Accounts Receivable – Council reviewed the case of an Owner who was significantly in arrears and the steps taken to recover the amounts owed, which included the maintenance fees, fines and legal fees associated with the foreclosure process.

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 Real Estate Group Ltd. 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 collection 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:

- **Claim** – The Council reviewed the recent water loss that took place in building 9390. It was noted this was a result of a failure of the recirculation pump on the rooftop mechanical room. It was noted that the insurance company had been notified of the claim and that repairs had been initiated. 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.

Work Schedule – The Council reviewed the draft work schedule for the 2010/2011 fiscal year. There was a review of the scheduled timelines and after discussion the Council **APPROVED** the work schedule as circulated.

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** – The Council reviewed the services currently provided by Latham's and the proposal received from Trotter & Morton. There was discussion in regard to the different philosophies on the maintenance to the building based on Trotter & Morton's more proactive approach. After further discussion the Council **APPROVED** for the contract with Latham's to be terminated with 90 days notice and proceed with a contract with Trotter & Morton at an annual rate of \$30,125.00 plus taxes.
- **Quote #10-05-235** – The Council reviewed pricing for repairs to the condensing unit that services the electrical vault. It was noted that the support brackets had broken and required repair. There was discussion on the comparable pricing received, and AWM was instructed to contact Trotter & Morton to see if the pricing would be reduced with having a contract in place.
- **Fan Servicing Lounge** – The Council reviewed pricing and recommendations received in regard to the fan servicing the lounge. After discussion, the Council **APPROVED** for Mobile Tek to complete the repairs at a cost of \$1,330.07 plus taxes.

SFU Community Association:

- Review of recent correspondence.
- Council was updated about discussions between the Community Association and SFU Trust and between the Community Association and the new Merchants' Association in both cases regarding better communication and cooperation.
- **Parking** – The Council was updated on changes to parking in the parkades under the Cornerstone Building and The Hub, where one hour of free parking is now available.
- **Visitor Parking Allocation** – The Council reviewed the current status of the changed visitor parking allocation, and at this time there has not been any documentation provided formalizing the arrangement whereby OUC visitors have access to stalls across from The Hub. Finalization is being sought.

Electrical Noise Transmission – The Council reviewed recent correspondence and work that has recently been completed. It was noted at this time; a report hasn't been reviewed by AWM or provided to the Council. AWM was instructed to follow up with the respective

parties to determine if any further action is required.

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. Due to the costs, AWM was instructed to confirm the necessity of the fan in its current capacity and report to the Council prior to the next meeting to expedite the action on this.

Exterior Envelope Review – AWM advised that follow-up letters had been issued to both the Developer and the warranty provider to obtain feedback in regard to the recommendations on the report. It was noted the Developer has replied and advised they will be providing a detailed response to the items/concerns raised in the exterior report. There was discussion, and the Council noted that the exterior painting should be reviewed further as part of this report to determine if any action will be taken.

24-Hour Emergency Service

Residents are requested to contact **AWM-Alliance Real Estate Group Ltd. 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:

- **Lexan on Garage Gate** – Complete.
- **Treadmill Repairs** – Complete.
- **Backflow Testing** – Complete.
- **Irrigation Connection (Boulevard)** – Complete.
- **Security Improvements** – Complete.
- **Parkade Cleaning Letters** – Issued.
- **Paver Adjustments** – Complete.
- **Annual Fire Inspection Repairs** – Repairs are completed.
- **Carpet Cleaning** – Complete.
- **Window Cleaning/Building Cleaning** – In progress.
- **Enterphone Repairs** – Complete.
- **Newspaper Services** – Letter issued to Burnaby News regarding leaving papers unprotected at the main entrance.
- **Handicapped Parking** – In progress.
- **Garbage Service Contractor** – Reviewed.
- **General Maintenance** – AWM and Council reviewed maintenance to be completed.

CORRESPONDENCE

The Strata Council discussed the following correspondence received:

- Letter regarding parkade maintenance required.
- Letter in regard to noise concerns.
- Letter received in regard to the enterphone.
- Letter received regarding maintenance fees.
- 2 letters in regard to powerwashing/exterior painting.

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 **August 17th, 2010**.

ADJOURNMENT -- The meeting was adjourned at 6:37 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 Real Estate Group Ltd. 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.