

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Monday, May 10th, 2010 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman
Dario Nonis
Joyce Chong
Pauline Kan

Lois Woolf (left the meeting at 5:54 p.m.)
Marnie Drummond

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Linda Yim

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

The meeting was called to order @ 4:38 p.m.

ELECTION OF COUNCIL OFFICERS

The Council reviewed the positions for the next fiscal year. There was discussion regarding the specific positions and the Council **APPROVED** the following for the 2010/2011 fiscal year:

Bruce Clayman, President
Dario Nonis, Vice President
Joyce Chong, Treasurer
Lois Woolf, Secretary
Marnie Drummond, Privacy Officer

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 March 4th, 2010. The minutes were **APPROVED** as circulated.

APPROVAL OF ANNUAL GENERAL MEETING MINUTES

The Council reviewed the minutes from the Annual General Meeting held on April 8th, 2010. There was discussion, and the Council **APPROVED** the minutes from the Annual General Meeting held April 8th, 2010 as circulated for submission to the Owners.

The formal approval of the Annual General Meeting minutes will be sought at the next general meeting.

BUILDING MANAGER/AMENITY

Reports – All items were considered routine in nature.

Pool Cues – There was a review in regard to use of the pool cues and damage being caused. It was noted this wasn't extensive at this time, however, this would continue to be monitored. Residents are reminded to be respectful when using the equipment to avoid these being removed or charges being imposed.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – As the Treasurer was elected at the meeting, the Council tabled the approval of the February 2010-March 2010 financial statements for consideration at the next meeting.

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 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 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.

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 also reviewed with the Council the current contract in place and pricing received for comparable services. The Council reviewed the services being proposed, and AWM was instructed to bring forward at the next meeting the quotes for services, and arrange meeting with the HVAC contractors proposing services.
- **Emergency Generator Testing** – The Council reviewed the pricing received for the annual generator testing and **RATIFIED** the approval for Simson Maxwell to complete testing at a cost of \$695.00 plus taxes. Notices have been posted for this service to advise the Residents.
- **Backflow Testing** – AWM reviewed with the Council the requirement for the plumbing system backflow preventers to be testing annually. It was noted this work was being scheduled with Latham's, and would be completed shortly.

SFU Community Association:

- Review of recent correspondence.
- **Visitor Parking Allocation** – The Council welcomed Jonathan Tinney, from SFU Community Trust, to provide information to the Council regarding the additional visitor parking stalls available for the Residents of OUC's use. It was noted that a Special General Meeting of Owners would likely be required to allow these stalls to be moved to a new location. Once the details were available for this, an additional notice would be provided to the Owners.
- **HUB/Cornerstone Parking** – Mr. Tinney also reported to the Council that the parking rules have been changed to allow that the first hour of parkade parking would be free of charge. Updated signage would be posted to advise Residents of the specific details regarding the parking.
- **Irrigation System Hook-up** – The Council discussed the option available to take over the maintenance of the boulevard irrigation system. It was noted the approximate cost for this would be between \$3,000.00 - \$4,000.00 as an additional controller would be required for this to be completed. There was a review of the requirements and the areas this would service. After discussion, the Council **APPROVED** for Oliver Irrigation to complete the tie-in into the boulevard irrigation system at a maximum cost of \$3,000.00 plus taxes.

Electrical Noise Transmission – The Council reviewed recently correspondence in regard to the continued electrical noise affecting a suite at the building. It was noted that further testing and repairs were being scheduled to aid in addressing the sound being experienced. A brief shutdown of power for testing may be required at the conclusion of this work. Once this has been scheduled, a notice would be posted for the Residents to be aware.

There was also discussion in regard to a mechanical equipment noise and an Owner's request for a hearing with the Council to review the action if any to be taken by the Strata Council. AWM was instructed to schedule this with the Owner prior to May 22nd.

Exterior Review – The Council reviewed the completed report from Trow in regard to the buildings' exterior envelopes. There was discussion regarding the action to be taken, and Council **APPROVED** the report as provided. AWM was also instructed to ensure copies of the report were issued to both the Developer and Warranty Company prior to the expiry of the building envelope warranty period.

Window washing/Powerwashing – The Council reviewed the revised pricing received from International Building Maintenance (IBM), which now included the powerwashing of parts of the exterior. The Council discussed the work to be completed, and **APPROVED** for IBM to complete the window and powerwashing at a cost of \$11,100.00 plus taxes.

Carpet Cleaning – The Council reviewed pricing received for the annual carpet cleaning. There was a review of the work to be completed and **APPROVED** for Millicare Carpet Cleaning at a cost of \$938.00 plus taxes.

Annual Fire Inspection (Repairs) – The Council reviewed the repairs/replacements brought forward from the annual fire inspection recently completed. There was a review of the specific work and the requirement to have this completed. Council **APPROVED** for Voltech Fire Protection to complete the required repairs at a cost of \$1,828.55 plus taxes. AWM was also instructed to have letters issued to the Residents who did not make their suites available for the inspection or require their individual smoke detector replaced. It is anticipated that in the future fines may be imposed for non-compliance due to the extra cost to the strata.

Landscaping Light Removal – AWM advised the removal of the landscape lighting has been completed. The Council reviewed and **RATIFIED** the approval for Mobile Tek Electric to complete the lighting removal at a cost of \$358.00 plus taxes.

Lexan Installation – The Council reviewed the pricing to have Lexan installed on the last portion of the garage gate. It was noted this had been approved between meetings. The Council **RATIFIED** the approval for Extreme Glass to complete the Lexan installation at a cost of \$1,375.00 plus taxes.

Parkade Powerwashing – The Council reviewed the work completed. It was noted that 34 of the 175 parking stalls were not vacated. The Council discussed the options available to ensure these stalls were vacated to allow proper cleaning, which included possibly towing the vehicles which remain in the parkade during the cleaning. AWM was instructed to have letters issued to the Residents who had vehicles left in the parkade and to draft a bylaw to be considered for the next General Meeting.

Security Door Improvements – AWM provided the Council with pricing received from Lockmasters and the recommended repairs to be completed to improve security as a result of the recent break-ins to the bicycle storage rooms and the vulnerability of some other areas. There was a review of the necessity for this work and the Council **APPROVED** for Lockmasters to complete the security improvements at a total cost of \$3,923.85 plus taxes.

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:

- **Schedule of Meetings** – The Council reviewed, and AWM was instructed to circulate a schedule for the Council.
- **Visitor Parking** – The Council reviewed the current parking regulations, found no changes required at present and noted this would be monitored.
- **Garage Door Repairs** – Complete.
- **Treadmill Repairs** – In progress, awaiting replacement belts for installation.
- **Garage Door Personnel Access** – The Council discussed, and instructed AWM to arrange for a quote to be obtained for this to be installed.
- **Handicapped Parking** – There was discussion regarding the requirements of a handicapped stall. AWM was instructed to determine the requirements from the City of Burnaby.
- **General Maintenance** – AWM and Council reviewed general maintenance to be completed.

CORRESPONDENCE

The Strata Council discussed the following correspondence received:

- Letters received regarding noise.
- Letter in regard to garbage issues.
- Letter received in regard to the bylaw change for move-in/move-out fees.
- Letter regarding general maintenance concerns.
- Letter received regarding maintenance fees.

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*****

Insurance

Residents are again reminded to obtain appropriate insurance coverage for both your contents and liability within your suite. If you are renting your suite, you may also wish to arrange for rental loss coverage. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the By-laws or the Act.

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 **June 21st, 2010**.

ADJOURNMENT – The meeting was adjourned at 6:28 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.