

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Tuesday, November 9th, 2010 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

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| Bruce Clayman, President | Pauline Kan |
| Dario Nonis, Vice President | Linda Yim |
| Lois Woolf, Secretary | |
| Marnie Drummond, Privacy Officer | |

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Joyce Chong, Treasurer

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

The meeting was called to order @ 4:36 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 September 30th, 2010. The minutes were **APPROVED** as circulated.

BUILDING MANAGER/AMENITY

Reports – All items were considered routine in nature.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – The Council reviewed the financial statements for the months of September 2010, as the Treasurer was absent from the meeting. There was discussion regarding the specific accounts. The Council **APPROVED** for the financial statements for the month of September 2010 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 + 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.

Legal Matters – Nothing to report at this time.

Cellular Antenna – AWM noted the interested parties were in the process of getting approval from SFU Community Trust and once this was received, proposals would be reviewed further by the Strata Council.

Parking Rules – The Council reviewed the draft parking rules for the visitor parking and **APPROVED** for these to be posted in the visitor parking area. It was noted that these would be posted in the elevators and via official signs in the visitor parking area. These would be attached to the minutes for Owners reference as well.

Insurance:

- **Claims** – AWM reviewed with the Council the recent water loss claims stemming from individual suites. It was noted that on all three circumstances the cause of the loss was due to faulty appliances or work that fell under the responsibility of the individual Owners. As such, the costs of the repairs or the deductible, whichever is less, will be billed back to the Owners. The Council **APPROVED** the invoices to be processed and charged to the Owners accounts as per the Bylaws.

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 (Trotter and Morton):

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

- **9330 Hot Water Tank Failure** – AWM reviewed with the Council regarding a recent failure of the hot water tank in the 9330 building. It was noted that a higher efficiency unit was used to replace the old hot water tank. It was noted this type of boiler had a much greater expected life of between 20-25 years as opposed to the 3-5 years for the original hot water tank. The Council discussed and **APPROVED** the emergency replacement of the hot water system for the 9330 building. There was also discussion on the final repairs to be completed, which the Council discussed and **APPROVED** for Trotter & Morton to complete the final repairs for the installation of the high efficiency system for the 9330 building. The cost of this work and the emergency work will be expensed from the Contingency Reserve fund as a result of the emergency.

The Council also discussed the possibility of changing the other buildings to high efficiency systems and the advantages of this with the overall savings and energy efficiency. AWM noted that additional details were being obtained in regard to the specific costs for an installation of this nature as well the savings that could be received. Once finalized pricing has been received the Council will review further.

Developer:

- **Exterior Review** – AWM advised the Council on the status of the exterior painting that has been acknowledged by Stuart Olsen and the Developer. This would be confirmed once information was received in this regard.

SFU Community Association:

- Review of recent correspondence.
- **Visitor Parking Allocation** – AWM and the Council discussed the status and noted that no action was required at this time.
- **Blockwatch** – The Council discussed the setting up of the signage for the blockwatch being established in the neighbourhood. It was noted that this would be brought forward to SFU Trust to be considered.

Electrical Noise Transmission – It was noted there had not been any recent correspondence in regard to this matter and a request for a further power shutdown had not been made at this time. This would be reviewed further at the next meeting.

Gate Repairs/Recommendations – The Council reviewed pricing received for recommended repairs to the North parkade gate. There was discussion, and the Council **APPROVED** for the repairs to be completed at a cost of \$805.00 plus taxes.

There was also discussion regarding a recommendation from the garage door company to change the garage gate opener to a more durable product that causes less wear and tear on the gates. The Council reviewed, and due to the cost of this work this was tabled to be considered at a later date.

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:

- **Carpet Cleaning (Spot cleaning)** – Complete.
- **Elevator Pit Cleaning** – In progress.
- **9330 Elevator Panel Vandalism** – Repairs complete.
- **Lounge Glass Door Broken** – Replacement of the glass complete.
- **Concrete Driveway/Signage** – Pricing and options being reviewed.
- **General Maintenance** – AWM and Council reviewed maintenance to be completed.

CORRESPONDENCE

The Strata Council discussed the following correspondence received:

- 2 letters in regard to suite alterations.
- Letter 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.

For alteration requests, please fill out the form located on the AWM-Alliance website: www.awmalliance.com.

NEW BUSINESS

- **Visitor Parking/Towing** – The Council reviewed the current bylaws in regard to the visitor parking, and there was also discussion on having a towing company to monitor the visitor parking in the evening. AWM noted this would be investigated further.

*****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 Strata Agent 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 Strata Agent 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

Building Plans

AWM has arranged to reproduce those building plans that were in the possession of the strata corporation to disc. The new process will make it easier to review and provide copies to Owners upon request, in accordance with the Act and by-laws. Original hard copy of the same plans will be kept in storage at the property.

AWM Website

Owners are encouraged to log onto AWM-Alliance's website at www.awmalliance.com to access meeting minutes, request documents, submit alteration requests, etc. To access information pertaining to your Strata, please enter username: **bcs 1345** and password: **ouc**

NEXT MEETING – The next meeting is scheduled to be held **January 6th, 2011**.

ADJOURNMENT – The meeting was adjourned at 5:23 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: #401-958 West 8th Avenue, Vancouver, BC V5Z 1E5, 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.