

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, September 30th, 2010 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman, President
Joyce Chong, Treasurer
Marnie Drummond, Privacy Officer
Linda Yim
Pauline Kan

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Dario Nonis, Vice President
Lois Woolf, Secretary

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

The meeting was called to order @ 4:42 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 August 19th, 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 and Treasurer reviewed the financial statements for the months of July 2010-August 2010. There was discussion regarding the specific accounts. The Council **APPROVED** for the financial statements for the months of July 2010-August 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 – AWM reviewed the status of the claim from November 2006. It was noted the affidavits had been received and forwarded to the lawyer acting on behalf of the Strata Corporation insurance company.

Cellular Antenna – There was discussion regarding a proposal that was being put forward by Shaw under Medallion Wireless. It was noted that this was being considered, however, no further action would be taken until such time as SFU had approved Shaw's application.

Insurance:

- **Claims** – Repairs completed at this time.

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.
- **Sump Pump Services** – The Council reviewed pricing for repairs to the sump pumps to ensure correct operation. There was discussion regarding the necessity to have these repairs completed soon due to the rainy season approaching and the need to prevent any flooding in the lower parking level. After discussion, the Council **APPROVED** for Trotter & Morton to complete the sump pump repairs at a cost of \$1,892.00 plus taxes.

Developer:

- **Exterior Review** – AWM reviewed with the Council regarding the exterior repairs being completed by the Developer. It was noted that the crews were still on-site to complete window and other repairs noted in the exterior report completed.

In regard to the exterior painting, it was noted that a meeting was being held with the Developer and the Construction Company involved in this work to review how to approach the re-painting of the building. A further update would be provided once additional details are available.

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 an SGM is required to complete the change for the access to the extra available parking for OUC visitors. The Council discussed a date for the meeting, and noted this would be held on **Thursday, October 21st, 2010**. A notice will be sent regarding this administrative requirement.

Electrical Noise Transmission – The Council reviewed recent correspondence and discussed the work that has recently been completed. It was noted that after the recent power outage and adjustments that have been made, there still remained some noise from the electrical transformer equipment in the P1 level. There was discussion regarding the additional work that was being proposed, which included providing sound isolation for the conduits. At this time, a request hadn't been made for a further power shut down; however, Council noted this would be reviewed further once a request is made.

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:

- **Winterization of Irrigation System** – Complete.
- **Exit Sign Replacement** – Complete.
- **Fire Sprinkler Cover Replacement** – Complete.
- **Leak Repairs** – Complete.
- **General Maintenance** – AWM and Council reviewed maintenance to be completed.

CORRESPONDENCE

The Strata Council discussed the following correspondence received:

- Letters in regard to noise concerns.
- Letter regarding BBQ smoke and noise concerns.

- Letter received about suite damage.
- Letter regarding move-in/move-out fees.
- Letter in regard to smoking around the building and on patios.
- Letter received requesting additional visitor parking passes.
- Letter regarding problems with the hot water.

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.

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. Specific rules and regulations will be proposed to Council at its next meeting to clarify procedures and penalties for improper parking

*****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 **November 9th, 2010**.

ADJOURNMENT – The meeting was adjourned at 5:50 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.