

MINUTES OF STRATA COUNCIL MEETING

One University Crescent – BCS 1345

Held: Thursday, February 17th, 2011 @ 4:30 p.m.
OUC Lounge, Burnaby, B.C.

ATTENDANCE

Bruce Clayman

Lois Woolf

Dario Nonis

Taylor Mammel

Linda Yim

Marnie Drummond

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

REGRETS

Pauline Kan

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

The meeting was called to order @ 4:30 p.m.

APPROVAL OF THE AGENDA

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

ELECTION OF COUNCIL OFFICERS

The Council reviewed the elected positions for the 2011/2012 fiscal year. After discussion, it was **MOVED** and **APPROVED** to elect the following to elected positions for the 2011/2012 fiscal year:

Bruce Clayman, President

Dario Nonis, Vice President

Linda Yim, Treasurer

Marnie Drummond, Secretary

Lois Woolf, Privacy Officer

APPROVAL OF COUNCIL MINUTES

AWM reviewed with the Council the draft minutes of the meeting of January 6th, 2011. The minutes were **MOVED** and **APPROVED** as circulated.

APPROVAL OF ANNUAL GENERAL MEETING MINUTES

The Council reviewed briefly the Annual General Meeting minutes from the meeting held on January 6th, 2011. After a brief discussion, the Council **MOVED** and **APPROVED** the minutes from the AGM held January 6th, 2011 as circulated.

It was noted the final approval of the minutes by the Owners would occur at the next general meeting.

BUILDING MANAGER/AMENITY

Reports – All items were considered routine in nature.

FINANCIAL/ADMINISTRATIVE REPORT

Financial Statements – As the Treasurer was elected at the meeting, the review of the December 2010 statements would be held 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 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 – The Council reviewed the recent correspondence in regard to this matter. AWM noted that documentation was being provided as requested.

Cellular Antenna – AWM provided the Council with an updated report on the parties interested in installing additional cellular phone antennas. There was discussion of the proposal received and the monetary value proposed for the installation to be made on the 9300 building. The Council was concerned regarding the size of the equipment and the monetary value proposed. AWM was instructed to report back to the cellphone company to advise the proposal was rejected as presented and further information and a revised proposal would need to be provided.

Insurance:

- **Claims** – Nothing to report at this time.

Notice: Arising from these incidents, all Owners are reminded that they are responsible financially for damage caused by faulty appliances in their suites or by overflow from sinks, toilets, etc. Should an incident occur where damage is caused as a direct result of an appliance or plumbing mishap, the Strata Corporation will charge the cost of the insurance deductible and/or the cost of any related repairs to the Strata Lot Owner. Owners should ensure that they have appropriate insurance coverage in place for their suites.

BUSINESS FROM PREVIOUS MINUTES:

Work Schedule – The Council reviewed the draft work schedule for the 2011/2012 fiscal year. The Council discussed the specific work and AWM reviewed the pricing being obtained, which would be brought to the Council at the next meeting for review. Council **MOVED** and **APPROVED** the work schedule as presented.

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.
- **Boiler Replacement** – AWM and Council reviewed the boiler replacement taking place. It was noted that the 9310 building was completed today and no issues occurred as part of this transition. A further update would be provided as this work is completed.
- **Quote** – The Council reviewed a quote to repair the make-up air unit at the 9310 building. There was discussion on the work to be completed, and Council **MOVED** and **APPROVED** for Trotter and Morton to complete the make-up air unit repair at a cost of \$1,197.00 plus taxes.
- **Generator Maintenance** – The Council reviewed pricing received from Simson Maxwell to complete replacement of the block heater for the emergency generator. After discussion, the Council **MOVED** and **APPROVED** for Simson Maxwell to complete the repairs at a cost of \$695.00 plus taxes.

Developer:

- **Exterior Painting of the Buildings**– There was a brief discussion in regard to this and AWM noted that written confirmation has been received from the general contractor Stuart Olson in regard to this work. Further notices would be provided once this work was to commence as the weather improves.

SFU Community Association:

- Review of recent correspondence and discussion of traffic-related issues.
- **Speed Bumps on University Crescent**– The SFU Community Association and the SFU Community Trust are pursuing this through the City of Burnaby. Further details will

be provided once a final decision has been reached.

- **Intersection signalization** – full, four-way traffic signals will be installed at the intersection of Tower Road and High Street
- **Community Grant** - The SFU Community Trust will provide a grant to the Association for their administration to help fund community groups proposing programs and events in support of community-related activities.

Security – Council reviewed pricing quotation received from Cobra Lockmasters in regard to the improvements to building security. The Council discussed, **MOVED** and **APPROVED** for Cobra Lockmasters to complete the installation of an interlocking astragal at a cost of \$600.00 plus taxes. AWM was also instructed to confirm the locations for the installation of 7 lever guards and advise the Council.

Annual Fire Inspection – The Council reviewed pricing quotation received for the annual fire inspection. There was discussion regarding the work to be completed, and Council **MOVED** and **APPROVED** for Voltech to complete the annual fire inspection at a cost of \$1,920.00 plus taxes.

Water Concern – The Council reviewed concerns raised by an Owner regarding the water in the building. AWM reviewed and noted the Owner was ensuring the water would be tested to see if there were any verifiable concerns about water quality.

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

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 and noted that no work was currently being completed. There was also discussion regarding the snow removal completed.

Maintenance and other items:

- **Schedule of Meetings** – The Council reviewed and **APPROVED** the schedule as presented.
- **Duct Heater (Billiards Room)** – Complete.

- **Parkade Signage** – Complete, to be installed.
- **General Maintenance** – AWM and Council reviewed maintenance to be completed.

CORRESPONDENCE

The Council reviewed, and 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

- **Parkade Flooring (Outside Garbage Room)** – AWM reviewed with Council a concern regarding the damaged condition outside the garbage room at both buildings. AWM noted pricing would be obtained for this to be addressed.

*****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 digital form on 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 secure 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 will be held on **March 31st, 2011.**

ADJOURNMENT – The meeting was adjourned at 5:34 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.