

# MINUTES OF STRATA COUNCIL MEETING

## One University Crescent – BCS 1345

Held: Thursday, January 6<sup>th</sup>, 2011 @ 5:30 p.m.  
OUC Lounge, Burnaby, B.C.

### ATTENDANCE

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

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 @ 5:34 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 November 9<sup>th</sup>, 2010. The minutes were **APPROVED** as circulated.

### BUILDING MANAGER/AMENITY

**Reports** – All items were considered routine in nature.

**Holiday Bonus** – Council reviewed and **RATIFIED** the approval of a holiday bonus for the Building Manager.

### FINANCIAL/ADMINISTRATIVE REPORT

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

finances 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 1<sup>st</sup> 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.

**AGM** – The Council discussed the resolutions for discussion at the AGM, which was to be held after the Council meeting.

**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 other matters 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.

**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:**

**Janitorial:**

- **Review of work completed** – AWM and the Council reviewed the work completed

and noted no action was required at this time.

- **Contract** – The Council reviewed the letter received from the janitorial company in regard to a change in the contract pricing. There was discussion, and the Council **APPROVED** the contract increase with Cleantech by \$62.42 per month.

**HVAC Maintenance (Trotter and Morton):**

- **Review of work completed** – AWM reviewed with the Council general repairs which were completed since the last meeting.
- **Deficiencies** – AWM provided the Council with a report from Trotter & Morton in regard to the mechanical system and areas of repair that are necessary. AWM was instructed to follow up on the pricing for any recommended repairs to be completed and report to the Council.
- **Warranty Invoice (Latham's)** – The Council reviewed an invoice for an extended warranty for a recently replaced hot water tank in June 2010. AWM noted the terms of the extended warrantee would be confirmed.
- **Invoices** – The Council reviewed the invoices received for the work completed by Trotter & Morton in regard to the replacement of the hot water tanks for the 9330 building. There was discussion, and as this was an emergency expense, the Council **APPROVED** for these invoices to be paid through the Contingency Reserve Fund.

**Developer:**

- Nothing new at this time.

**SFU Community Association:**

- Review of recent correspondence and discussion of traffic-related issues.

**Electrical Noise Transmission** – It was noted there had not been any recent correspondence in regard to this matter.

**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](mailto: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:**

- **Elevator Pit Cleaning** – Complete.
- **Parkade Signage** – Sign is completed, to be installed shortly.

- **North Gate Repair** – Complete.
- **Lighting in Common Rooms/Service Rooms** – The Council discussed and instructed AWM to look at motion-activated sensors for these rooms.
- **Concrete Pillars/Corners** – The Council discussed and pricing would be obtained for these to be highlighted to create greater visibility.
- **General Maintenance** – AWM and Council reviewed maintenance to be completed.

### **CORRESPONDENCE**

The Strata Council discussed the following correspondence received:

- Letters regarding toilet repairs and recent charges for water loss.
- Letter received in regard to visitor parking passes.
- Letter in regard to parkade electrical.
- Letter regarding Wi-Fi internet services for the lounge.
- Letter regarding possible automobile battery charger available.
- Letter in regard to suite repairs and cancellation of fines.

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](http://www.awmalliance.com).

### **\*\*\*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](http://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](http://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 scheduled after the Council is elected at the AGM.

**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](http://www.awmalliance.com). Should an Owner want a copy, please contact AWM-Alliance at: #401-958 West 8<sup>th</sup> Avenue, Vancouver, BC V5Z 1E5, or email: [info@awmalliance.com](mailto:info@awmalliance.com) with the subject heading: "One University Crescent Minutes Request" with the postal address of suite in the body of the message.