



Contact your strata council

Residents can contact strata council by dropping a letter in the council mailbox located in the mailroom.

Non-residents can mail LMS1866 The Electra c/o Facilitech Property Management Ltd. 1110 Howe Street Vancouver BC V6Z 1R2

Strata Corporation LMS1866 Residential Executive Draft Minutes Thursday, July 3, 2008 at the Electra Residential Boardroom

Present

Howard Burton, President
Evan Sahmet, Vice President
Karson Tse, Treasurer
Mehdi Alaei Tafti, Secretary
Daniel St-Gelais

Facilitech

Bob Adams

Electra staff

Danny Macapinlac, Electra Residential Building Manager

Regrets

Kelly Loeppky
Michael Gurstein

Guests

2 Owners

1.

Call to order

Howard Burton, President called the meeting to order and declared a quorum at 7:35 p.m.

2.

Approval of the minutes dated Tuesday June 5, 2008

It was moved, seconded and carried to adopt the minutes as distributed.

3.

Operations Report

Danny Macapinlac, Building Manager reported on various activities throughout the building during the previous month including:

- The fire system annual testing will take place on July 21st 2008.
- The exhaust pipe and manifold for the fire pump require repair it was moved seconded and carried to proceed with the repairs.
- The screen and louvers in generator room require repairs and or replacement it was moved seconded and carried to proceed with these repairs.

At this point Danny left the meeting.



Moving In or Out

All moves must be booked by the owner in writing prior to the move.

Please see attached form

No moves are allowed through the Front Door

4. Financial Business

The financial statements were reviewed for April 2008.

Strata Contingency Fund	\$80,918.45
Special Project Fund	\$81,683.95

As of April 2008, the corporation was showing a deficit of \$12,437.15

It was moved seconded and carried to approve the financial statements for May 2008 as presented.

Receivables from commercial were at \$58,564.40

Karson Tse, Treasurer reported that he had sent an e-mail requesting what proof of payment would be required to ensure payment. Council agreed with Facilitech that the standard business practice was to provide cancelled cheques as proof of payment.

To date no payment has been received.

Receivables from owners as of June 5, 2008 \$19,286.13

We are continuing to pursue 4 owners who are in substantial arrears. Lawyers have written letters to these owners to inform them that Council will initiate a forced-sale on their suites if payments are not made. In addition, all associated legal costs are borne by the individual owners who are in arrears. **If you are an owner in arrears, please remember that other owners are currently carrying your debt and that to avoid liens and legal action (including a forced-sale of your unit), payments should be made immediately.**

If you have any questions about your balance, contact Facilitech at 604-684-9940.

5. Current Business

a) Strata (Joint) Council Update

A Strata Council meeting was held prior to this meeting. Formal notice was sent to the Commercial representatives and they chose not to attend. As the meeting was formally called and a quorum was present, the meeting was called and went ahead. Karson Tse a residential councilor was elected as president. The draft minutes of this meeting are attached. Karson and Evan will continue to review ways to ensure a strong relationship between the parties.



Strata Meetings

Owners are encouraged to attend all Residential or Strata Meetings

Parking

Fire Lane and 30 minutes limited parking areas will be strictly enforced by Drake Towing.

This is the areas in front of the building and the rear laneway

b) Building Repairs

Scaffolding for concrete repair - We are in the process of determining the best method of getting the scaffolding up on the roof. We will test out the elevator to see if we can fit a 14' piece of pipe in the elevator. If not, we have been advised that there will be an additional cost of about \$20,000.

Contract - The contract is being worked on by the engineer.

Caulking of Windows - The contract has been given and should be completed within the next few days.

Note: *The caulking of the windows has been completed at the time of issuing these minutes and no water ingress has been reported.*

- c) **Elevator** - Elevator #1 has had its cables changed and elevator #2 will be scheduled for mid to late July. The company is working on Elevator #3 and hope to have this operational shortly. In order to ensure the ongoing safety of these elevators, it was moved, seconded and carried that an Elevator Consultant/Inspector be hired to ensure the ongoing safety of these elevators.
- d) **Electrical Work in Basement** - In order to ensure that this work is being done to code and all applicable permits are in place, it was moved, seconded and carried that an Electrical Consultant be hired to ensure compliance. It was agreed that Facilittech would approach Gordie Forrest who is a retired electrical inspector to see if he would take on this paid contract.
- e) **DDC Controls** - A quote was received to separate the residential portion this was considered too expensive and other options will be sought.
- f) **Steam Costs** - It would seem the increase in steam and electrical costs may be directly related to over occupancy. There have also been confirmed reports of non-residents using the laundry facilities.
- g) **Web Site** - We have obtained the codes for the web site and will be adding new items shortly. A company has approached us with a proposal to install a new comprehensive web site at no cost. They would include a section for booking of Guest Suites etc. online. It was moved, seconded and carried that we proceed with the new web site subject to the council having a veto control over the posted content. It was agreed that the council would review with Facilittech.

Smoking in the stairwells

*Any owner or Resident caught smoking in the common property including Stairwells may be fined up to **\$200.00***

Owners are also invited to inform Council/Facilitech if this is a problem for them as well

Illegal Entry

A former tenant accessed the Building using a FOB not registered in his name

Owners / Landlords are responsible for retrieving all FOBs from their tenants and having them registered

h) Security Update

- **Deactivation of unauthorized fobs** - We are continuing to deactivate any unauthorized FOBs as we become aware of them. There are still reports of Commercial owners/tenants entering residential areas with FOBs, which have not being assigned by the Residential management. These are assigned in such a way that we cannot identify the user. We continue to deactivate residential areas from these FOBs. We have no guarantee that these will not be reactivated. Residential Council may have to go back to the previous practice of assuming control of the software that governs the activation and deactivation of the FOB control system.
- **Air Conditioning shut down** - It was found that a valve was shut down feeding water to the residential cooling tower. We are unable to determine if this was a human error or a deliberate shutdown. The effect was that the residential owners were without cold air for a day. Another area affected was the elevator room which overheated causing the residential elevators to be out of service for four hours resulting in a major inconvenience to tenants who were required to use the stairs.

The fact that this area is accessible to both commercial and residential management staff created some concerns. **It was moved, seconded and carried that the locks to the Cooling Tower and other critical areas be changed.**

- **FOB Rectification** - This is proceeding starting with floors 3, 4 and 5. The process is more cumbersome than expected and when these floors are completed, we will submit a full report to council.
- **Security Cameras** - With the passing of the privacy guidelines, we need to ensure that the policy is being enforced. The cameras installed by the commercial executive were never approved by the Strata Council. It was moved, seconded and carried that the cameras be removed from common property if the Strata council fails to act on the motion they passed.
- **Pattison School** - There were some concerns regarding the janitors from Pattison School cutting through the residential area. It should be noted that they are janitors from the contracting company that service the Residential Section.



Bird Feeding

Please do not feed the birds as this is creating a mess on the roof which is costly to clean up

6. Correspondence

Agent Letter - A letter was presented from a rental agent which she had sent to the real estate council complaining about the practices of some owners and how suites are being rented as hotel rooms. The main issue of concern was the overcrowding of units and the amount of move-ins and move-outs. This was presented as information only. However, owners should be assured that with the continued enforcement of the by-laws and enhance security measures, these sorts of practices hopefully will be eliminated.

Owner's complaints - A letter was received from an owner regarding 4 items of concerns with suggestions for improvement.

1. **The appearance of the interior of the building especially the carpets in the Elevator and gouges on the walls.**

Answer - *The elevator floor will be replaced once we are convinced that the elevators are functioning properly. We are reluctant to shut down an elevator for a day while we are having potential problems.*

All floors are in need of repair to various degrees (painting, vinyl wall covering, baseboards and carpeting). We are going systematically through the building addressing the floors most in need of attention. The 10th floor which was worst has been completed with remarkable results.

2. **The exterior of the building has graffiti which has not been removed.**

Answer - *(Shared Expense) Various attempts have been made by the cleaning staff to remove this and have been unsuccessful. We have now contacted Goodbye Graffiti to remove on an ongoing basis.*

3. **The steps to the building are chipped and need repair.**

Answer - *(Shared Expenses) We are attempting to find someone to repair terrazzo and so far we have been unsuccessful.*

4. **Interior Shower Diverter and Taps.**

Answer - *This was addressed in the recent guidelines issued to all owners.*

To summarize we are aware of these issues and are working through them. As with all suggestions, we have to consider the budget and avoid cost overruns.



Next Meeting

*Thursday
August 7, 2008
at 6:30 p.m.
Electra Boardroom*

7. New Business

Security during Moves - There were concerns regarding a recent spat of illegal move outs at month end. It was found that owners/tenants are moving out without booking the Elevator and in some cases using two Elevators. It was **moved, seconded and carried that the security schedule be amended to allow coverage at the last week-end of every month.**

8. Next Meeting

The next meeting is scheduled for August 7, 2008 in the Electra Boardroom beginning at 6:30 p.m.

9. Adjournment

It was moved, seconded and carried to adjourn the meeting at 9:15 p.m.