

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF STRATA PLAN LMS 1866,  
COMMERCIAL SECTION, HELD ON TUESDAY, JANUARY 20, 2015, AT 1:00 P.M., AT THE  
ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.**

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**PRESENT:**

Mr John Davies	President
Mr Keith Hyde	Vice-President
Ms Amanda Lu	Treasurer
Mr Mark Bentz	Director
Mr Alan Davis	On-Site Manager

**AGENT:** Ms Wendy McKenzie, Strata Manager  
ColyVan Pacific Real Estate Management Services Ltd.

**CALL TO ORDER**

The Strata Manager called the meeting to order at 1:15 p.m.

**APPROVAL OF AGENDA**

It was **MOVED/SECONDED** to approve the agenda with noted changes/additions.

**CARRIED**

**APPROVAL OF PREVIOUS MEETING MINUTES**

It was **MOVED/SECONDED** to approve the minutes of the November 30, 2014 as circulated.

**CARRIED**

**ON-SITE MANAGER'S REPORT:**

- I have started receiving complaints that people are starting to leave garbage in the recycling baskets and one owner has suggested that because of this they should be removed.
- Two of the six elements in the electric water heater failed. It was decided to change all 6 as they were inexpensive.
- During one of the tremendous downpours of rain we had in the last couple of months some water did leak into the basement ceiling by the expansion joint in the South East hallway. It dried up in a day or so and has not come back.
- The electric door strike which allows access to the West Stairway and washrooms from the lobby developed a wiring problem and would stop working occasionally. This has been corrected.
- During the last two months I had one flushing cartridge replaced in the women's washroom on the first floor and two on the second floor
- ThyssenKrupp Elevators sent a specialist to investigate an issue with the elevators not functioning on emergency power. Following some minor re-wiring this issue was resolved.
- The Centaur system and the LM hallway door were not functioning properly and occasionally not unlock; this issue has been resolved.
- A fire alarm on January 15<sup>th</sup> was the result of an activated sprinkler head in a 7<sup>th</sup> floor residential

unit. Water damage extended to several floors, an insurance claim has been initiated. The Fire Dept., Mountain Fire Protection and Phoenix Restoration all responded.

- There was an electrical fire incident in the basement on Jan. 5<sup>th</sup>, the Fire Dept responded and confirmed smoke but no fire. As a result of this incident the Commercial elevators were rendered un-operational. The effect on the Strata electrical system, ie: elevator shut-down is being investigated and measures to correct will be undertaken.
- One of the three pumps that circulates heated water throughout the Commercial Section has failed. Council reviewed a quote from Elafon to address replace the failed pump seal and motor drive bearings; it was **MOVED/SECONDED** to proceed with repairs.

**CARRIED**

## **FINANCIAL REPORT**

### **Operating Statements**

ColyVan has completed the restructuring of the financial statements from April 2014 and ascertained a September 1<sup>st</sup> starting point. The November financial statements require detailed explanation; therefore approval of the November 30, 2014 financial statements will be deferred. A meeting will be scheduled between the Council and the ColyVan Controller to clarify the financial statements.

## **REVIEW OF ONGOING ISSUES AND INITIATIVES**

### **Unit #101 legal action**

Proceeding.

### **Exterior signage**

Communication has been received from the owner whose tenant currently has exterior signage regarding their legal opinion on the exterior signage situation. The Commercial Section's legal representative has responded; we are awaiting a response.

The sign contractor provided the financial options available; Council will review.

### **Bathroom tiles**

The LM men's washroom requires tile work, a contractor will be engaged to provide a scope of work and quote.

## **NEW BUSINESS**

### **Bank account closure**

It was **MOVED/SECONDED** to close the Royal Bank zero balance accounts as the funds have been transferred to the banking institution which ColyVan Pacific utilizes.

**CARRIED**

### **Elevator hand rails**

A quote was presented to re-plate the elevator hand rails at an approx. cost of \$200. It was **MOVED/SECONDED** to proceed with the re-plating of the elevator hand rails.

**CARRIED**

### **Administrative processes**

A program to capture all directives and responsibilities relegated to the Strata Manger, Site Manager and Board Members is being implemented to increase effectiveness.

## **STRATA BUISNESS**

### **Notice of Civil Claims**

The following legal civil claims naming the Strata have been received and forwarded to the Strata insurer; there is no update at this time.

- 1) True North Concrete Lifting vs. Owners of Strata Plan LMS 1866 and others
- 2) AE Electronics Corp. and AEBC Internet Corp. vs. Owners of Strata Plan LMS 1866

### **Depreciation Report**

The committee has met with RDH Engineering and reported to Council. RDH is awaiting feedback from the Strata before finalizing the report.

### **Driveway replacement & Exterior terrazzo tile repairs**

A proposal from a landscape architect to provide a project scope, render drawings, obtain permits, project management, etc. was received by the Electra Strata Council. Upon a brief review, the Commercial Section requires additional information which will be obtained by the Strata Manager.

### **Composting of food scraps**

The City of Vancouver requirement for Residential towers to divert food scraps and other organic items from the land fill into a composting program is now in effect. Strata's will have until July 1<sup>st</sup> to implement the composting program.

The waste management contractor has been contacted, a contract, bins and notices will be forthcoming.

### **Restoration services**

Effective January 1, 2015 Phoenix Restorations will be contracted for the Strata's restoration requirements.

## **CORRESPONDENCE**

-An owner provided a quote to install a kitchen on the 2<sup>nd</sup> floor to be presented at the Annual General Meeting. Further legal, Strata compliance and building logistics will have to be confirmed before proceeding.

-A request for the Strata to address common hallway flooring issues and to paint an elevator lobby were reviewed. The flooring issue will be rectified by the janitorial contractor. The painting request will be looked at once the walls are returned to their original state.

-An owner submitted a response to a levied bylaw infraction fine; after further review Council **MOVED/SECONDED** to reverse the fine.

**CARRIED**

-It was brought to Council's attention that waste, empty bottles, etc are being placed in the mail area recycling boxes. A sign will be posted "Paper Only", the box is for discarded mail only. If there isn't compliance the recycling boxes will be removed.

A secondary issue of excessive garbage being placed in the women's washroom and the inappropriate state the stalls are left in will be investigated.

## **ADJOURNMENT**

The meeting was adjourned at 3:12 p.m.

The next meeting is scheduled for Tuesday, February 17, 2015 @ 1:00 pm.

**Attention**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the owner's expense and not the Strata Corporation's.