

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF STRATA PLAN LMS 1866,
COMMERCIAL SECTION, HELD ON TUESDAY, FEBRUARY 17, 2015, AT 1:00 P.M., AT THE
ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.**

PRESENT: Mr John Davies President
Mr Keith Hyde Vice-President
Mr Mark Bentz Director
Mr Alan Davis On-Site Manager

REGRETS: Ms Amanda Lu Treasurer

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 1:09 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 January 20, 2015 as circulated.

CARRIED

ON-SITE MANAGER'S REPORT:

- One flushing cartridge was replaced in the first floor men's washroom.
- Heating pump #2 has been repaired and put into service.
- A fan motor which supplies heating/cooling burnt out and was replaced the same day by Elaфон.
- The fan motor for the lobby heating/cooling has stopped functioning; the electrician is scheduled to have a look at it this week.
- On Jan. 20th the cooling and chiller were shut down for their annual servicing. There were no issues found during the servicing of the chiller; the cooling tower however was discovered to have problems with the automatic portion of the fan control system. Elaфон advised to run the fan continuously to avoid possible failure.

The repairs to the fan control system of the cooling tower were completed on Jan. 23⁰th. The fan control was then placed back in automatic and the chiller was returned to its normal schedule. Commercial owners can expect to see a spike in the chiller Hydro bill as it was having to run 24/7 for 10 days in order to continue to supply the basements cooling requirements.

FINANCIAL REPORT

Operating Statements

A meeting has been scheduled for Feb. 26th between the Council and the ColyVan Controller to clarify the financial statements. Therefore review and approval of the operating statements up to January 31, 2015 will be deferred until that date.

GST

It was **MOVED/SECONDED** to proceed with engaging the professional who previously dealt with the GST remittance/collection issue to complete the process. The mandated period of time for collection has expired and a reimbursement of GST is available.

CARRIED

REVIEW OF ONGOING ISSUES AND INITIATIVES

Unit #101 legal action

Proceeding.

Exterior signage

The Commercial Section's legal representative has responded the owner on the Section's standing in regards to the exterior signage; no response has been received. Therefore a letter will be forwarded stating the Section will be proceed with the next step in forwarding this project.

2nd floor kitchen proposal

A proposal to install a common kitchen facility on the 2nd floor was raised for discussion at the 2014 Annual General Meeting. The owner who brought forth the proposal has requested the item be place on the 2015 AGM agenda. The Strata legalities to implement this project will be discussed with the owner by the Strata Manager before proceeding.

Re-routing of electrical power

During a recent power outage it was determined that several fob controllers and elevator readers are not wired to the appropriated source. A quote based on time and materials to rectify this situation was reviewed; it was **MOVED/SECONDED** to proceed.

CARRIED

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 protocols

A discussion was had on the necessary steps and equipment required when the elevators are out of service. A key will be held in a lockbox to access the emergency equipment when the situation arises. These protocols will provide the needed information to owners/tenants/visitors during an elevator shut-down.

After hours non-emergent service

The ColyVan emergency line contractor will be informed to contact the Site Manager when owners require after hours non-emergent building, but owner emergency assistance. The owner will be charged a \$200 fee for the Site Manger to attend the building to address the owner emergency.

Annual General Meeting

May 21, 2015 has been scheduled for the Annual General Meeting.

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 is engaging in on-going discussions with several engineering companies and specialized contractors.

Driveway replacement & Exterior terrazzo tile repairs

A proposal from a landscape architect to provide a project scope, render drawings, obtain permits, project management, etc. has been received and reviewed by the Commercial and Residential Sections.

The next step is a meeting next week with the City Heritage Dept. to ascertain what parameters the Strata will be required to work within.

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.

The waste management contractor has provided a contract proposal with cost saving incentives.

The next step in implementation is to determine where the compost bin will be placed, as space is limited.

Building re-key

It was reported a Strata contractor lost custody of the building interior grand master keys. As a matter of building security and with an abundance of caution it was passed at the Jan. 20th Strata Council meeting to have the building be re-keyed. An insurance claim has been filed; all costs will be subrogated against the contractor.

Owners that require new keys will receive notification via mail regarding the dates and logistics of the re-key. Notices will also be posted in the building.

CORRESPONDENCE

-None received at this time.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

The next meeting is scheduled for Tuesday, March 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.

