

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF STRATA PLAN LMS 1866,  
COMMERCIAL SECTION, HELD ON TUESDAY, NOVEMBER 24, 2015, AT 1:00 P.M., AT THE  
ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.**

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<b>PRESENT:</b>	Mr. John Davies Mr. Keith Hyde Mr. Gene Cherneski Mr. Mark Bentz	President Vice-President/Co-Treasurer Co-Treasurer Director
<b>SITE PERSONNEL:</b>	Mr. Alan Davis Mr. Luc Bouliane	Operations Manager Administration Manager
<b>AGENT:</b>	Ms. Wendy McKenzie ColyVan Pacific Real Estate Management Services Ltd.	Strata Manager
<b>GUESTS:</b>	The Parpia's	Owners

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**CALL TO ORDER**

The meeting was called to order at 1:05 p.m.

**GUESTS**

The Parpia's attended the meeting to discuss several items in regards to the departure of their previous tenant and the common property parameters for leasing advertising, etc. After the discussion was concluded the Operations Manager, Alan escorted the Parpia's to their unit and surrounding common property for a clearer understanding.

**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 October 27, 2015 as circulated.

**CARRIED**

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

**Carpet Repairs**

Carpet repairs have been completed on the first and second floors and the carpet has been replaced in elevator 4

### **Heating Valves**

Two heating valves have been replaced on the second floor

### **Board Room Skylights**

The board room skylights are scheduled to be cleaned as soon as the temperature rises.

### **Hornby and Nelson Street Canopies**

The canopies will have the leaves and branches removed early next week.

### **Sump Pump High Water Alarm**

On Monday November 2 I received a report that a trouble signal was being broadcast from the fire panel. When I attended I found that the signal was being generated by the sump high water alarm. The water level was high but not yet dangerous and I was able to activate the pumps manually. I called in Elafon and they determined that the programming in the sump pump control panel needed to be reset. They did so and there have been no issues since.

### **Generator and Fire Pump**

The generator and fire pump received their semi-annual service and testing. There were no issues noted for the generator but the fire pump require some minor repairs. We are waiting on a quote for the repairs.

### **Fire Suppression System**

A check valve in the fire suppression system developed a crack in the housing and due to unusual circumstances (a blocked drain) started to leak and flooded part of one Residential hallway. The problem has been corrected.

### **Annual Testing of Fire Alarm and Suppression Systems**

The annual testing and certification of the fire alarm and suppression systems is scheduled to start the week of December 7.

## **FINANCIAL REPORT**

### **Operating Statements**

Gene Cherneski, Council Treasurer, presented the financial statements as of October 31, 2015 recapping the Strata Corporation's financial position.

It was **MOVED/SECONDED** to approve the October 31, 2015 financial statements as previously distributed.

**\*OWNERS ARE REMINDED THE THAT THE DRIVEWAY SPECIAL ASSESSMENT WAS DUE JULY 15TH AND THE PIPING/HVAC SPECIAL ASSESSEMENT WAS DUE SEPT. 15TH. THOSE OWNERS WHO HAVE NOT SUBMITTED PAYMENTS PLEASE DO SO AS SOON AS POSSIBLE AS LATE FINES WILL BE APPLIED.\***

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

### **Exterior signage**

Council reviewed several sample styles for the new sign which is proposed to replace the old cube sign. The next step will be to obtain firm quotes and assure City approval.

## **NEW BUSINESS**

### **Insurance renewal**

The 2015/2016 Strata insurance renewal was reviewed and accepted by the Commercial Section; the Residential Section has approved.

New coverage for Sections was introduced, which includes directors & officers liability coverage and extended legal coverage.

Both the Strata and Commercial insurance renewal proposals were **MOVED/SECONDED** to approve.  
**CARRIED**

The Strata Manager will request an additional quote for increased directors & officers liability coverage.

### **Elevator exterior doors & frames cleaning**

A quote to have the elevator exterior doors and frames professionally cleaned was reviewed. As the cost is quite significant alternate options will be investigated.

### **Water supply lines**

The Commercial Section has discovered two unused existing bathrooms. Isolation and testing of both east and west side water supply lines is necessary. It was **MOVED/SECONDED** to approve a quote from Elafon to perform the testing of the water supply lines.

**CARRIED**

## **STRATA BUISNESS**

### **Notice of Civil Claims**

The following legal civil claims naming the Strata have been received and forwarded to the Strata insurance provider;

- 1) AE Electronics Corp. and AEBC Internet Corp. vs. Owners of Strata Plan LMS 1866 – On-going
- 2) Residential Section Strata lot 43 has filed a civil claim naming Strata Plan LMS 1866 - On-going

### **Depreciation Report**

Awaiting additional report from BC Building Sciences.

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

Awaiting engineering report.

### **Site office remodel**

The site office has been painted, carpet installed and new furniture has arrived. Occupancy is scheduled for mid to end of the week.

### **Building drawings and blueprints**

The Strata Council reviewed a quote to have the Strata's numerous drawings and blueprints digitized and indexed. As these drawing are of utmost importance it was approved at the October Strata Council Meeting to proceed with digitization.

## **CORRESPONDENCE**

-Council reviewed an owner's suggestion to install a baby changing station inside the woman's LM washroom.

Two quotes for baby changing stations were reviewed; as both products appear of equal quality it was **MOVED/SECONDED** to purchase the least expensive model.

**CARRIED**

## **ADJOURNMENT**

The meeting was adjourned at 2:50 p.m.

The next meeting is scheduled for Tuesday, January 26, 2016.

<b>Attention</b>
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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.
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