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**MINUTES OF THE COUNCIL MEETING**  
**STRATA PLAN LMS 1866 – ELECTRA COMMERCIAL SECTION**  
**HELD: TUESDAY, APRIL 26, 2016 – 1:00 P.M.**  
**LOCATION: 970 BURRARD ST., VANCOUVER, BC – WITHIN THE BOARDROOM**

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**PRESENT:** John Davies – President  
Keith Hyde – Vice President/Co-Treasurer  
Gene Cherneski – Co-Treasurer  
Mark Bentz - Director

Alan Davis – Operations Manager

Wendy McKenzie, Colyvan Pacific Real Estate Management Services Ltd.

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**(1) CALLING THE MEETING TO ORDER**

The Council President called the meeting to order at 1:10 p.m. A quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was MOVED/SECONDED to approve the Minutes of the March 31, 2016 Council Meeting, as circulated.

**CARRIED**

**(3) ON-SITE MANAGER REPORT**

**Heating Pump #1**

One of the pumps that circulates the heated water that heats the Commercial section developed a leak in the seal. It has been repaired and put back into service.

**Basement Supply Fan #4**

This fan is one of two that supplies air to the basement units. A couple of months ago the bearings in this fan were replaced. A couple of days ago an unknown previously repaired crack in the fan shaft started to open again and caused vibration destroying the new bearings. The shaft as well as the bearings must be replaced. This work is scheduled for Monday April 25.

**NE Cooling Valve**

The valve that controls cooling in the NE First Floor has failed. The replacement is scheduled for Tuesday April 26.

**Elevator Room Air Conditioning**

The Air Conditioner that cools the elevator room had failed. It has been replaced and the temperature in the room is acceptable again.

**Chiller and Cooling Tower Service**

The chiller and cooling tower had their annual service on March 3rd, no issues were detected.

**Recycling Room**

An odor diffuser was installed in the recycling room to help eliminate organic odors.

**Fire Alarm**

The fire alarm was triggered in the Residential Section on April 19<sup>th</sup>. A grease fire in an oven filled the unit with smoke; the resident panicked and pulled the fire alarm. The fire dept. arrived and reset the panel.

**(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

**4.1 Retail washroom sink replacement**

Council reviewed additional quotes to replace two sinks in the retail section; it was MOVED/SECONDED to proceed with George Martin Plumbing & Heating sink replacement quote.

**CARRIED**

**4.2 Cube sign replacement**

Five spots on the proposed new sign have been spoken for; finalization of these commitments will proceed. Any interested owners who haven't signed up can contact the site office for information.

A final rendering of the sign was reviewed; the goal is to have the sign operational by September. Additional discussion will be undertaken at the Annual General Meeting.

**4.3 Washroom tile repair**

Council reviewed a quote to spot repair the tiling in the 1<sup>st</sup> floor ladies washroom; it was MOVED/SECONDED to proceed immediately with repairs.

**CARRIED**

**(5) FINANCIAL REPORT**

**5.1 Financial Statements**

Treasurer, Keith Hyde presented the financial statements as of March 31, 2016, recapping the Strata Corporation's financial position.

As the fiscal year-end books have not been closed and adjusting entries are being completed the approval of the March 31, 2016 minutes will be deferred.

**5.2 Accounts Receivable**

Council was presented with the accounts receivable report. All owners in arrears will receive the appropriate notice/demand letter for payment.

**5.3 Report on Unapproved Expenditure**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**5.4 Report on Litigation**

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

- AE Electronics Corp. and AEBC Internet Corp. vs. Owners of Strata Plan LMS 1866 – on-going.
- Strata Lot 43 legal action vs. Owners of Strata Plan LMS 1866 and others – on-going.

**(6) CORRESPONDENCE**

The Strata Council reviewed the correspondence received and where deemed necessary the Strata Manager was directed to correspond directly with the authors. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

**6.1** Council reviewed an owners request to reverse late maintenance fee fines applied to their units. The Strata Manager will contact the owner to discuss moving to preauthorized payment instead of monthly cheques to avoid

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future late payment fines.

**6.2** A request to reverse an invoice charge-back for damage to common flooring was discussed. It was MOVED/SECONDED not to reverse this charge-back as per bylaw #48(g) which states;

*“A Commercial Section owner or their delegate has a duty to; Ensure that the owner, or their tenant, occupant or visitor causes no damage other than reasonable wear and tear to the common property, common assets.”*

**CARRIED**

*Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.*

**(7) STRATA BUSINESS**

**7.1 Depreciation Report**

RDH Engineering is finalizing the Deprecation Report; once received the Council will review.

**7.2 Driveway/Terrazzo tile replacement project**

This item will be discussed at the April 26<sup>th</sup> Strata Council meeting.

**(8) NEW BUSINESS**

**8.1 Petty cash increase**

A motion was brought forth to increase the petty cash from \$500 to \$1000. This is to ensure emergency expenditures under \$1000 can be addressed and to maintain adequate cash flow. It was MOVED/SECONDED to implement the increased petty cash limit. **CARRIED**

**8.2 2016 Annual General Meeting**

An in-depth review of the draft budget was undergone by Council, with everyone being satisfied with the end result. Final determination of the budget will occur after the Strata budget is confirmed at the April 26<sup>th</sup> meeting.

Proposed  $\frac{3}{4}$  resolution bylaw additions were reviewed; new resolutions will be forwarded to legal for drafting.

The AGM package will be mailed to residents the week of May 9<sup>th</sup>.

**(9) TERMINATION**

There being no further business to discuss, the meeting was terminated at 3:05 p.m.

The next scheduled meeting of Council will be held on Tuesday, June 28, 2016 at 1:00 p.m. within the boardroom.

The Annual General Meeting will be held on May 31, 2016 at 6:30 p.m. within the Commercial Board Room.

Wendy McKenzie  
Strata Manager

**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.

This notice contains important information which may affect you. Please ask someone to translate it for you.

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

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