
MINUTES OF THE COUNCIL MEETING
STRATA PLAN LMS 1866 – ELECTRA COMMERCIAL SECTION
HELD: TUESDAY, JUNE 28, 2016 – 1:00 P.M.
LOCATION: 970 BURNARD ST., VANCOUVER, BC – WITHIN THE BOARDROOM

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.

(1) CALLING THE MEETING TO ORDER

The Council President called the meeting to order at 1:05 p.m. A quorum was established.

(2) ELECTION OF OFFICERS: COMMERCIAL SECTION AND STRATA

It was MOVED/SECONDED to elect the following positions for the Commercial Executive;

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

CARRIED

It was MOVED/SECONDED to elect John Davies and Mark Bentz to represent the Commercial Section on the Strata Council.

CARRIED

(3) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the Minutes of the April 26, 2016 Council Meeting, as circulated.

CARRIED

(4) ON-SITE MANAGER REPORT

Basement Supply Fan #4

Has been repaired and is back in service.

NE Cooling Valve

Has been replaced.

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Retail Washroom Sinks

Have been replaced.

Elevator Fob Readers

The fob reader in elevator 4 failed and it was thought to be prudent to replace both as a proactive measure.

Water Leak

There was a small water leak of undetermined origin that stained a few ceiling tiles in a unit. The tiles have been replaced and the leak has not reoccurred.

Residential Water Leak from Guest Suite 3

The toilet in Residential Guest Suite 3 was leaking into the Commercial unit below. The leak has been repaired

Compactor

In late April it was determined that the bin portion of the compactor had developed a leak. It was sent off to be repaired and a temporary bin was set up in the recycle room. Three holes were repaired in the bin and it was put back into service

As the bin has already been repaired a couple of times it was suggested to us that we consider replacing it.

Emergency Generator

The buildings emergency generator had its annual service and full load test in mid-May and there were no issues.

Terrazzo and Sidewalk Pressure Washing

In Mid-May all sidewalks and outdoor Terrazzo areas had their annual pressure washing.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES AND/OR DISCUSSION

5.1 Installation of additional security cameras

An audit of the interior and exterior security cameras brought to light 14 areas that aren't covered. A quote for the cameras will be obtained.

5.2 Re-piping/HVAC projects

Council reviewed quotes to re-pipe the commercial bathrooms groups and to increase efficiency in the 1st and 2nd HVAC quadrants. As the 2015 special assessment remaining balance accommodates the HVAC project, it was MOVED/SECONDED to proceed. The bathroom re-pipe will be addressed at the 2017 AGM.

CARRIED

5.3 Exterior signage project

As discussed at the AGM the final rendering of the exterior free-standing sign has been completed and funds have been received from those owners who wish to participate at this time.

The signage company is in the process of obtaining the City of Vancouver permit; the lawyer is drafting the rental contract.

(6) FINANCIAL REPORT

6.1 Financial Statements

The Treasurers presented the financial statements up to May 31, 2016, recapping the Strata Section's financial position.

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Following a discussion it was MOVED/SECONDED to approve the financial statements up to May 31, 2016.

CARRIED

BALANCE SHEET SUMMARY – MAY 31, 2016	
Operating Account	\$ 119,516.05
Contingency Fund	\$ 111,406.73
Accounts Receivable	\$ 12,351.15
CRF Expenses	\$ 22,250.80

SPECIAL ASSESSMENTS; DRIVEWAY & PIPING/HVAC SUMMARY – FEBRUARY 29, 2016	
Collected	\$ 54,933.89
Expenses	\$10,216.84
Amount owing	\$ 491.11

6.2 Accounts Receivable

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

-It was MOVED/SECONDED to forward an owner who is arrears for \$10,234 in Strata fees and Special Levies to the Collections Agency.

CARRIED

6.3 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.

6.4 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.

(7) 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.

7.1 Council reviewed an owners request to permit their tenant to book the boardroom for meetings that may have up to 15 people attend. As per ‘Boardroom Rule’ 4c, a maximum of 8 people are permitted to occupy the boardroom at one time. The Council must uphold the rules, therefore it was MOVED/SECONDED to decline approval of this request.

CARRIED

7.2 Three renovation requests were reviewed;

-The installation of a partition wall; MOVED/SECONDED to approve contingent on the fire safety and HVAC

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systems are not compromised.

CARRIED

-Ducting/exhaust alterations; installed without approval, owner has been notified to remove venting from the current position.

-Ducting/exhaust; MOVED/SECONDED to approve 2nd set of drawings that conform to required ventilation/exhaust directives.

CARRIED

A City of Vancouver approved water meter on the walk-in cooler and freezer is required as the water consumption costs is an owner's responsibility.

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.

(8) STRATA BUSINESS

8.1 Depreciation Report

RDH Engineering is finalizing the Deprecation Report; once received the Council will review. One approved the report will be posted on the website and available through email from the Strata Manager.

8.2 Building Envelope project

As the Residential and Commercial AGM budgets were approved, the building envelope project will proceed. Contract scope and scheduling will be discussed at the June 28th Strata Council Meeting.

(9) NEW BUSINESS

9.1 HVAC project

Via email Council reviewed a quote to address issues with the balancing and vent locations in the 1st floor east quadrant. It was MOVED/SECONDED to proceed with scheduling of this work.

CARRIED

9.2 Annual General Meeting follow-up

-Weekend activation of A/C on 1st & 2nd floors: Investigation with the Elafon on the procedure and costs is underway.

-Janitorial issues: In an attempt to address any bathroom incidents the washrooms will be inspected Mon – Fri between 12:00 – 1:00; the janitorial staff will be called in to clean any irregular incidents as required. The regular cleaning will remain in the evening following business hours.

(10) TERMINATION

There being no further business to discuss, the meeting was terminated at 3:04 p.m.

The next scheduled meeting of Council will be held on Tuesday, July 26, 2016 at 1:00 p.m. within the boardroom.

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।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin
 nhờ người phiên dịch hộ.

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