
MINUTES OF THE COUNCIL MEETING
STRATA PLAN LMS 1866 – ELECTRA COMMERCIAL SECTION
HELD: TUESDAY, SEPTEMBER 27, 2016 – 1:00 P.M.
LOCATION: 970 BURRARD 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) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the Minutes of the July 26, 2016 and August 23, 2016 Council Meeting, as circulated.

CARRIED

(3) ON-SITE MANAGER REPORT

HVAC Recalibration

The HVAC recalibration on the first and second floor has been completed.

Second Floor NE Fan Coil Bearing

The bearings in this fan coil will be replaced once the weather cools down enough that the section of the building involved can do without cooling for a day.

Lobby Table

The glass table top in the lobby had been broken and has been replaced.

Pattison School Patio Plexiglas Fence

The panels in the fence have been cleaned.

Pest Control

In an effort to eradicate mice, pest control is now visiting the building bi-weekly rather than monthly until further notice.

Pest control visited August 24th, there was little evidence of activity as there was only a small amount of bait consumed in various areas of the building.

Pest Control visited again on September 27 and found very little activity.

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Sump Pumps

It was discovered that sump pump #2 had tripped an overload. At Elafon's recommendation the pump and motor have been sent out for servicing. It was also discovered that the small sump pump in the dry pit had failed. That pump has been repaired and a high water alarm will be installed in the pit.

Common Electrical Vault Cleaning

Every 3.5 years it is necessary to shut down all electricity in the building to clean and maintain the main electrical vault that is common to the whole building. The first of two shutdowns is scheduled for Tuesday, November 1 starting at 11:00 PM and gong until approximately 6:00 AM on Wednesday, November 2. The second shutdown for the additional circuit has not been scheduled yet.

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

4.1 Exterior signage project

Awaiting response from the City in regards to the permit application.

(5) FINANCIAL REPORT

5.1 Financial Statements

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

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

CARRIED

BALANCE SHEET SUMMARY – AUGUST 31, 2016	
Operating Account	\$ 176,568.77
Contingency Fund	\$ 111,606.00
Accounts Receivable	\$ 2,635.80
CRF Expenses	\$ 22,250.80

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.

-As there are no outstanding special assessment funds owing Council MOVED/SECONDED to waive all previously incurred fines for late special assessment payments.

CARRIED

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.

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(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 owner's renovation request to remove a non-load bearing wall between the two units. Via email it was MOVED/SECONDED to approve the renovation request. **CARRIED**

6.2 An owner requested Council waive late fees for an outstanding maintenance fee; once the account is brought up to date the owner is welcome to resubmit the request.

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

The finalized Depreciation Report has been received and reviewed by the Strata Council. There will be a motion to approve acceptance of the report at today's Strata Council meeting. Once approved the report will be available on the website.

7.2 Building Envelope project

Phase 1, the mock-up and testing has been successfully completed; phase 2, high priority area repairs has commenced.

(8) NEW BUSINESS

8.1 Nelson St. tree growth

It was noted that the Strata trees on the Nelson side of the building have reached the 2nd floor and require trimming; Bartlett Trees will be scheduled to address.

8.2 Re-carpeting quotes

Council reviewed quotes to re-carpet the corridors, hallways, elevators and Pattison School common areas. As these costs far exceed the current years repairs and maintenance budget this item will be brought to the 2017 Annual General Meeting.

8.3 Stairwell painting

Quotes to wash, clean, sand, fill, prime and paint the emergency stairwell were reviewed. Areas that encompass the Residential Section and Common will be forwarded to the Residential Council for their consideration. It was MOVED/SECONDED to proceed with the painting of the Commercial Section areas; mezzanine, floor one and two. **CARRIED**

8.4 HVAC repairs & maintenance

-A quote to replace failed bearings, seals and sleeves was reviewed, via email it was MOVED/SECONDED to proceed with repairs. **CARRIED**

-A recommendation from the Strata's HVAC contractor, Elafon to perform a drainage line maintenance flushing was discussed. A quote will be requested and forwarded to Council for their consideration.

(9) **TERMINATION**

There being no further business to discuss, the meeting was terminated at 2:34 p.m.

The next scheduled meeting of Council will be held on Tuesday, October 25, 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.

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