

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF STRATA PLAN LMS 1866,  
COMMERCIAL SECTION, HELD ON TUESDAY, JANUARY 21, 2014, AT 1:00 P.M., AT THE  
ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.**

---

**PRESENT:**

Mr. John Davies	President
Mr. Keith Hyde	Vice-President
Ms. Amanda Lu	Treasurer
Mr Mark Bentz	Director
Alan Davis	On-Site Manager
Shirley Song	Accountant

**AGENT:** Wendy McKenzie, Strata Manager  
ColyVan Pacific Real Estate Management Services Ltd.

**OBSERVER:** Mr. Peter Morgan      Owner

**CALL TO ORDER**

The Council President, John Davies called the meeting to order at 1:12 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 November 28, 2013 as circulated.

**CARRIED**

**FINANCIAL REPORT**

**Operating Statements**

Shirley Song, Commercial Section Accountant presented the financial statements as of December 31, 2013, recapping the financial position.

The approval of the financial statements will be deferred as Council requires additional information from the new accountant.

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

1. The planned replacement of the next section of the old hot water piping was completed on January 9<sup>th</sup>. There was a small issue with about a dozen pin hole leaks springing up on a portion of the remaining old section after the water was turned back on. Repairs on this section of piping will be addressed. The broken glass canopy on Hornby Street has been replaced
  - a. The front entrance doors at 970 Burrard St were making an unexplained noise, but this issue has subsequently been resolved.

## REVIEW OF ONGOING ISSUES AND INITIATIVES

### Legal action

There is no update at this time regarding the legal action with unit #101 naming the Strata and Commercial Section.

### Grease trap cleaning issue: contamination of sump pump

The owners of units preparing and serving food were requested to have their grease traps inspected and cleaned. All but one unit has complied; the remaining unit has been notified that they must install the necessary grease trap(s).

## NEW BUSINESS

### 2<sup>nd</sup> Floor elevator lobby seating

It was noted that the installation of two chairs and a table in the 1<sup>st</sup> floor elevator lobby has been utilized and much appreciated. Council therefore **MOVED/SECONDED**; the purchase of similar chairs and table for the 2<sup>nd</sup> floor lobby.

**CARRIED**

### Hytec water treatment program

The initial contract for the water treatment program has concluded; the Strata Manager will contact the company to ascertain the status of the program.

### Electrical upgrade

The original electrical capacity for the office units was designed for a single owner operator. The units are now being occupied by more than 1 person and several devices that demand more power than what the offices were originally designed for. The site manager was tasked to start the process in understanding the cost and scope of work for an electrical upgrade.

### HVAC upgrade

The units on the mezzanine and the south west corner of the first and 2nd floor have significant HVAC issues. This is a long standing problem and Elafor mechanical has done a walk through to assess if the sensors can be moved to better address this problem. Elafor will be requested to come back and report to the board.

### Leasing contact parameters for common property storage rentals

Council reviewed the current status of common property storage rentals; it was agreed that the contracts require updating for a consistent, streamlined managing.

It was therefore **MOVED/SECONDED** to implement the following rule;

*"The following are to be applied to the rental of exclusive storage space rentals of Commercial common storage space;*

- 1) *Yearly contracts will be reviewed and renewed on an annual basis on April 1<sup>st</sup>.*
- 2) *Costing will be calculated as follows;*
  - *\$1.00 per sq/ft for regular storage units*
  - *\$50.00 per month for the two storage closets*
  - *Minimum charge is \$50.00 per month for all storage units*
  - *Payments are due monthly*
- 3) *Only owners of the Electra Commercial section are permitted to rent storage space; if they elect to sub-let to tenants they can do so at cost and the agreement is only valid for a maximum of one year."*

## **STRATA COUNCIL UPDATES**

### **Commercial elevator: emergency power system**

There is no update from the Strata Council at this time regarding emergency power to a commercial elevator.

## **COMMITTEE REPORTS**

### **Basement**

There was no report at this time.

## **CORRESPONDENCE**

-An owner submitted a request to rent a small common storage space from the Strata Corporation. Council reviewed the availability and **MOVED/SECONDED**; to approve a one year lease to rent.

**CARRIED**

## **IN-CAMERA**

The council went in-camera from 2:17 pm to the conclusion of the meeting; no motions were tabled.

## **ADJOURNMENT**

The meeting was adjourned at 2:57 p.m.

The next meeting is scheduled for Tuesday, February 18, 2014.

<b>Attention</b>
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.