

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF STRATA PLAN LMS 1866,
COMMERCIAL SECTION, HELD ON THURSDAY, NOVEMBER 28, 2013, AT 3:00 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

REGRETS: Donna Lee 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 3:08.

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 October 29, 2013 as circulated.

CARRIED

FINANCIAL REPORT

Operating Statements

Donna Lee, Commercial Section Accountant was unable to attend the meeting, therefore the review and approval of the financial statements will be deferred to the next meeting.

On-Site Managers Report:

1. Roof repairs over Pattison School have been completed.
2. The broken glass canopy on Hornby Street has been replaced
3. Painting of the Retail Section hallways doors is complete. Painting of the stairwells is about 95% complete
4. The three new hand dryers have arrived; installation will be scheduled.
5. Fan Coil 8, which supplies heating to a portion of the first floor as well as heating the mechanical rooms, has had an undersized booster pump for years and the offices that are serviced by this unit

- were not getting adequate heat. Elafon upsized the pump and the problem has been solved
6. The electric door opener for the lobby level glass doors has been installed.
 7. The fin light project is complete and all equipment is off the property
 8. The matting for the front door of Pattison School to the stairs has been installed.
 9. Window washing is almost complete

REVIEW OF ONGOING ISSUES AND INITIATIVES

Legal action

The Strata has been appointed a new legal representative for the unit #101 legal action naming the Strata and Commercial Section. The Strata/Commercial president has met with the new legal counsel.

Frosted window removal

As per the legal letter previously forwarded to the unit owner, it was **MOVED/SECONDED** to advise the owner that the Commercial Section requires a date for access to change out the frosted glass to regular glass.

CARRIED

NEW BUSINESS

Paper recycling

A discussion was had regarding the fact that on-site paper recycling isn't available to the Commercial tenants. Further investigation will be done on the feasibility and costs to implement paper recycling.

STRATA COUNCIL UPDATES

Strata Christmas Party

Notification has been received that the Strata Christmas Party has been cancelled. The Commercial Section would like to hold a Christmas Party and have tentatively scheduled Dec. 18th, 4:00-6:00 pm. If arrangements can be made, such as securing a caterer, notification will go out confirming the party is proceeding.

Commercial elevator: emergency power system

It was discussed at the Strata Council meeting that emergency power should be available to a Commercial elevator; the appropriate contractors are being engaged to investigate.

COMMITTEE REPORTS

Basement

There was no report at this time.

CORRESPONDENCE

-An owner submitted a request on behalf of their tenant to perform renovations in the unit. Council reviewed the necessary documentation for this type of renovation; as all requirements were met it was **MOVED/SECONDED** to approve the renovation.

CARRIED

ADJOURNMENT

The meeting was adjourned at 4:18 p.m.
The next meeting is scheduled for Tuesday, January 21, 2014.

Hot Water Notice

Please be advised that pipe replacement for a section of the hot water line is tentatively scheduled for Sunday, December 12th. There will be no hot water at that time.

Announcement

The Commercial board wishes to welcome Wendy McKenzie as the new Colyvan Strata Manager for the Commercial Section and 'Common-Common' section."

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 and not the Strata Corporation's.

