

## COMMERCIAL COUNCIL MEETING December 14, 2011 DRAFT MINUTES

**Present:** John Davies President  
Keith Hyde, Vice-President  
Amanda Lu, Treasurer  
Gene Cherneski, Director

**Regrets:** Simon Chan

**Guests:** Alan Davis, Building Manager  
Peter Morgan  
Elena Victorova  
Volker Henning Ahlborn  
David Benson

1. Call to Order: Meeting was called to order at 11:05 AM by Mr. Davies, President and Chair, who declared a quorum.
2. Guests:
3. Review of previous minutes:
  - i. Commercial Strata meeting amended minutes of October 21, 2011.

There was discussion to accept the amended minutes except the items 5C, 7C and 5B and deferring to Alan's report regarding AEBC.

**Motion to table by Keith Hyde. Seconded by Gene Cherneski. Carried.**
  - ii. Commercial SGM November 23, 2011.

Council accepted a letter from an owner detailing his speech given at the SGM as to why the November 23<sup>rd</sup>, 2011 SGM was called. This letter will not be distributed to owners until the Council reads and digests the information.

**Motion to table these minutes for approval by the next AGM by John Davies. Seconded by Gene Cherneski. Carried.**
  - iii. Commercial Council meeting after the SGM on November 23, 2011.

**Motion to approve by Keith Hyde. Seconded by Gene Cherneski. Carried unanimously.**

iv. Commercial Strata meeting November 18, 2011:

**Motion to table these minutes by John Davies. Seconded by Gene Cherneski. Carried.**

v. Removed council brainstorming meeting November 25<sup>th</sup>, 2011.

vi. Removed Strata Corporation meeting residential / commercial of October 5, 2011

4. (Includes item 4, 11 and 12) Review and approve financials: Treasurer's report on financials: Treasurer's report on meeting with Smythe Ratcliffe:

i. All financials before November 2011 were approved per Amanda Lu.

ii. Expenses for December 2011 will be the insurance for the building per Amanda Lu.

iii. Expenses for November 2011 – movie, HST November payment (House Tupper) and payment for legal costs at the SGM per Amanda Lu.

iv. There was some discussion on insurance prepaid expenses.

v. There was a proposed motion to clarify tax payable of \$16,000. David Benson will call them.

**Motion to request insurance expenses monthly.**

**Motion to approve November 2011 financials by Keith Hyde. Seconded by Amanda Lu. Approved.**

vi. Full audit costs were \$7700.

**Motion to approve audit for expenses only by Amanda Lu seconded by Peter Morgan. Carried.**

vii. The board recommends a limited audit of the full previous year and 2011 subject to approval by the owners at the AGM.

**Motion to approve by Keith Hyde. Second by Amanda Lu. Carried.**

viii. Strata depreciation Bill 8 – 2009 Section 94. Amanda Lu suggested the Council tell the owners of upcoming expenses that may be special levies as the owners need to know this information.

ix. Keith Hyde suggested evaluation report to the owners from a professional firm.

Motion to develop a depreciation report (in-house) on the lifespan of equipment and allocate funds for replacement month-to-month.

**Motion by Keith Hyde. Seconded by Amanda Lu. Carried.**

5. **Signage unit 107: Alan**

6. **(Includes Item 6 and 7 on agenda) Renovations of M 35 and M 37:**

Council received correspondence from the owner requesting the installation of a non-load bearing wall between M 35 and M 37 and a double sink in strata lot 393.

The Strata Council will provide a letter of comfort to the owner requesting that the owner bring in a certified plumber in to explore the feasibility of water connections to install the sink.

The Council has no objection to the owner installing a non-load bearing wall between strata lot M 35 and M 37 with the prerequisites that they obtain all permits and follow all city and strata bylaw regulations. The owner is to install their own hot water tank and re-install the window and door that was original to strata lot 393 matching the common area appearance of the other strata lots.

**Motion by Keith Hyde. Seconded by Gene Cherneski. Carried.**

7. Elafon – quotes for replacing toilets with new power assist flush toilets:

Keith Hyde discussed that one owner with 32 strata lot units is using common area toilets the majority of the time. He suggested that a template be drawn up that makes sense which would be an operating template agreement regarding access and janitorial cleaning. Firstly, it was proposed that Gene Cherneski along with Alan Davis and Luc Bouliane would create an operating template agreement. Secondly, create a template for capital expenditures and approval regarding all common area maintenance items between December 17, 2011 and January 3, 2012. It was also proposed that these agreements be reviewed by the commercial strata's attorney.

The building manager recommends that the work proceed to replace the existing toilets with new power assist flush toilets.

**Motion by Gene Cherneski. Seconded by Keith Hyde. Carried.  
Amanda Lu did not vote.**

8. AEBC current projects:

The building manager advised that there was nothing to report regarding AEBC's current or outstanding projects other than a wall being erected in B 17, a commercial common property and coring a hole in the loading dock and emergency generator room to date. It was proposed that this item be tabled to the next meeting while the building manager gathers further information on the projects. No work on current or

outstanding projects should be done before the January 2012 meeting. The building manager is to prepare a report for Council. Mr. Davies also indicated that all building permits must be received by Council before any work can continue.

On questioning by John Davies, Peter Morgan stated that he approved to put up the wall in B-17.

Gene Cherneski is to contact Cobalt and Peter Morgan is to e-mail Council the information on Cobalt.

Satellite dish: Project to be reviewed.

**Motion by Gene Cherneski to have the building manager prepare a report and update on AEBC's past and current projects. Seconded by Amanda Lu. Approved.**

**Motion by Keith Hyde to have the attorney for the commercial strata to prepare a letter advising AEBC not to proceed with any work on any projects and propose an operating agreement subject to review.**

Proposed motion requesting clarification from the commercial strata's attorney on the validity of Council's approvals at the October 21 strata meeting to allow AEBC to go ahead with work on its projects. The request for clarification is due to some owners questioning Council's authority to approve the go-ahead for these projects.

The projects should also be ascertained for their heritage value.

**Motion by Keith Hyde. Seconded by Gene Cherneski. Carried.**

9. Building manager's report: Alan

**11 & 12. See item #4**

13. Cameras: **Alan to supply comments re-administrative authority.**

**Motion by Keith Hyde to have a professional review done of the system so that the commercial strata corporation has full control of the cameras in accordance with the Privacy Act.**

Proposed motion to instruct the building manager to ascertain the restrictions of the security system to be compliant with all laws including the criminal code of Canada.

**Motion by John Davies. Seconded by Gene Cherneski. Carried.**

Proposed motion that the fob and enter phone be relocated from AEBC to commercial common area property.

**Motion by John Davies. Seconded by Gene Cherneski. Carried.**

14. Transfer of the Electra website:

**Motion by Amanda Lu that a second letter be sent to AEBC requesting the transfer of the website to the strata commercial section by December 31, 2011. Seconded by Gene Cherneski. Carried.**

15. New business: Glass Pro

**Motion to review invoices by the building manager for odd jobs not paid to Glass Pro and pay the outstanding invoices totaling \$12,000 over the next four months. Seconded by Gene Cherneski. Carried.**

**Motion by Keith Hyde to direct management to formulate a better system of work orders for approval. Seconded by Gene Cherneski. Carried.**

16. Adjourned at 1:35 pm.

17. In camera – personnel and trades.