

# DRAFT 1.1

## COMMERCIAL COUNCIL MEETING 2:00 PM Boardroom, November 18th, 2011 - DRAFT MINUTES

**Present:** Peter Morgan, President, Chair  
Johan Arnet, Vice-President  
Amanda Lu, Treasurer  
Peter Cheung, Secretary

**Regrets:**

**Guests:** Alan Davis, Building Manager  
John Davies, owner  
Simon Chan, Commercial Bookkeeper

1. **Call to Order:** Meeting was called to order at 2:13 PM by Mr. Morgan, Chair, who declared a quorum.
  - a. Agenda Changes: None.

2. Minutes of the previous meeting of October 21, 2011:

**The minutes are incomplete and have been tabled.**

3. Finances: Amanda Lu and Simon Chan.

- a. Monthly financials and their highlights (to October 31).

**Motion to approve by Peter Morgan. Second by Amanda Lu. Carried.**

- b. Proposed motion: to approve payment and transfer of \$55,591.54 from the CRF account to the operations account in order to pay the insurance on the Electra buildings effective December 1, 2011 for one year with CMW insurance services for a total premium of \$93,984.00. The figure is \$55,591.54 (\$93,984 x 59.15%), that is Residential share of the Insurance premium. Residential is to be invoiced to recover the amount from CRF.

**Motion to approve by Peter Morgan. Second by Amanda Lu. Carried.**

- c. Proposed motion: to pay director Peter Morgan \$133.73 from petty cash for out-of-pocket expenses as per submitted receipts incurred in printing the special general meeting agenda and package of supporting material.

**Motion to approve by Johann Arnet. Second by Amanda Lu. Carried.**

- d. Accounting request to add the building manager as a check counter signing officer.

**Item removed.**

- e. Any other financial comments: None.

4. Building Manager's report:

- a. Attempted break-in, high-rise produce and Electra laser, October 10 and retail corridor security issues involved.

- i. Proposed Motion: to reset the opening time for the retail corridor doors at its Nelson and Hornby entrances to 8:55 AM daily except on public holidays when the doors will automatically remain locked and on the occasional Sunday when all businesses along the corridor advise the building manager they will be closed.

**Motion by Peter Morgan. Second by Johan Arnet. Carried.**

- ii. Proposed Motion: closing time of the retail corridor doors at its Nelson and Hornby entrances to be adjusted each day by the building manager between 7 PM and 9 PM to temporarily accommodate client-appointed schedules of a late-opening owner while a more consistent closing time is researched.

**Motion by Peter Morgan. Second by Johan Arnet. Carried as amended.**

- b. Water pipe repair project space-space commercial status.

Proposed Motion: that the \$10,438.12 cost of the pipe replacement project described by the building manager defunded by the water pipe repair project special levy fund.

**Motion by Peter Morgan. Second by Amanda Lu. Carried.**

- c. Door-frame damage re-room 222 and two other related doors are damaged. The owners will be contacted that the door frames must be restored back to their original condition.

**Motion from Johan Arnet. Second by Peter Cheung. Carried.**

- d. Any other operational comments: None.

5. Pattison school common property proposed bathroom renovations (Peter, Amanda). Replace three toilets with the commercial grade ones. Cost pretax \$5500 for toilets and hand dryers.

Motion to obtain two quotes by Johann Arnet. Second by Peter Cheung. Carried. Amanda Lu abstained.

6. President's Report:

- a. Grease traps issues report (tabled from October meeting):

- i. proposed motion: owners with one or more grease traps installed on their premises may allow them to be cleaned by employees at least every 60 days but must require an independent contractor to clean them at least once a year and owners must provide a record to the building manager upon occasional random request that shows the dates and names of the employee or contractor who cleaned the traps.

**Motion by Johan Arnet. Second by Amanda Lu. Carried.**

- b. Interior terrazzo repairs:

Proposed motion: that a budget of up to \$3000 is approved to higher dynamic stone to repair the Interior terrazzo floor near the commercial lobby entrance per the polyuria-resin method described in a quote from dynamic stone.

**Motion by Peter Morgan. Tabled.**

- c. Commercial lawyer's recommendation that of bylaw be prepared to formalize approval for video cameras in the commercial common areas.

**Tabled.**

- d. Fines in process:

- i. M34-970 Burrard (least by owner Parpia Holdings to Scotia Bank).

1. Warning letter issued September 23, 2011.
2. Receipt of signage-related letter dated September 29, 2011.

3. Fine letter issued October 18, 2011.
4. October 24, 2011 fax from Parpia Holdings.
5. Presidents notes Re: October 25, 2011 phone call to Parpia Holdings.
6. E-mail from Scotia Bank representative October 31, 2011.
7. Scotia Bank representative confirms wall is from floor to ceiling.

Proposed motion: that the fines imposed on October 18, 2011 on RPF holdings be confirmed (alternate: be withdrawn and, if paid, returned).

**Motion from Peter Morgan that the fines be confirmed and remain on file and that the owner provides permits, fire and building as necessary. The \$200 fine remains. Second by Johan Arnet. Carried.**

e. Commercial Bylaws amendment status (tabled from the October meeting). The bylaw amendments approved at the AGM have been registered.

f. Hallway painting project (floor from fringe bracket commercial bracket and lower mainland bracket [strata]):

A meeting has been set up with the designer to choose colors.

7. In camera meeting

- a. Discussion regarding a personnel matter.
- b. Discussion regarding a security matter.

8. Meeting adjourned at 3:30 PM.