

The Owners' Strata Corporation LMS 1866 Commercial

288-970 Burrard Street, Vancouver, BC V6Z 2R4

COMMERCIAL COUNCIL MEETING JANUARY 15<sup>TH</sup>, 2010 - DRAFT MINUTES

**Present:** John Davies, President  
Keith Hyde, Director  
Mark Bentz, Vice- President

**Guests:** Peter Morgan, Owner/Occupant  
Al Davis, Building Manager

Meeting was called to order at 3:05 pm by John Davies. A quorum was present.

MOTION to accept Minutes of Meeting Nov 17, 2009 – PASSED (note: no meeting was held in December, 2009)

1. Owner's/tenant's request to speak to the board re. 970 Burrard door opening hours and request to unlock elevators on weekends. Owner/tenant failed to appear at the meeting to present his arguments for a possible procedural change.  
Motion: present the various options at the AGM (Apr., 2010) so that the owners may decide on this after-hours security issue: passed.
2. FINANCIALS: The financial thru 31DEC09 were reviewed. YTD operating surplus is \$22,997 including extraordinary income from the rental for 2 days of filming (\$7500 to each of the Comm. and Res sections). As the Treasurer was not present, a more thorough review of the financials will be table to the next meeting.
3. REVIEW THE RE-WRITING OF THE BYLAWS UPDATE (Peter Morgan): Peter advised that to date he's rewritten ~ 20 -25 of the by-laws, incl., "type of kitchens" permitted. Plans to have a draft version ready by next board meeting of Feb. 15<sup>th</sup>, 2010. Peter has had some dialog w/ Residential to see if they would like to coordinate this effort but they are, to the best of his understanding, taking charge of the re-writing of their own by-laws. We will continue to share our information.  
Motion - further budget of \$2500 agreed to for Peter to continue this effort: Passed
4. HVAC SYSTEM AUTOMATION PROJECT CONTINUES: Tony has undertaken a review of the system and will provide a report along with a cost estimate at the Feb. board meeting which will likely be including in the next fiscal year's budget.
5. BUDGET TO PAINT STEEL AWING (HORNBY ST.): The painted grey steel and glass awning on the Hornby St. side of the Electra has been in need of painting for some time. Alan to get quote(s)
6. LIGHTING FOR HORNBY ST. AWNING: Alan to get determine best source for this material and get quote(s). In keeping with the general upgrade of the entire Electra Building and the Green/Blue lighting theme, the board has agree in principal to fund the addition of LED lights to run the length of the awning, subject to receiving an appropriate quotation.
7. ATRIUM/CONFERENCE ROOM GLASS WALL INSTALLATION PROJECT: Completed late Nov. We had the contractor back to make some small adjustments to the doors. The board is very pleased with the finished product and has received numerous positive comments from owners.
8. WATER METER READING & CONSUMPTION: The reading have been taken, photographed and documented in keeping with the procedures agreed to by each section and billings will be handled by the treasurer accordingly.
9. MASTER KEY LOST AND REKEYING PROJECT: This project is nearly complete and costs to be borne by the management firm whose employee lost the masters. Mark expressed concern regarding the very poor attitude of the contractor which will be taken into account when future re-keying projects are commissioned.
10. NEW BUILDING ADMINISTRATOR/MANAGER: Mr. Alan Davis started Dec 7, 09. The board formally welcomed and congratulated Alan on his appointment as building admin./manager (shared position w/ the Residential Section). A revised general and emergency contact information will be posted in the commons areas shortly.

11. ELECTRONIC TIMER INSTALLATION REPORT: Project completed. Alan instructed to change the bathroom timers/motion detectors to be to 10 mins. (from 5 mins.)
12. HALLWAY FINISHING AND PAINTING (PUBLIC AREAS OFF HORNBY/NELSON): Pre-amble: The public hallways off Hornby & Nelson have never been fully finished (exposed concrete, conduit, etc.). Motion: Direct Alan to request quote(s) to complete finishing and painting of these entrances to bring them up to the standards of the rest of the Electra public/customer accessible spaces: RFQ process approved
13. ELEVATOR REPAIR STATUS: As was reported previously, the board changed elevator contractors and a major elevator maintenance and repair project commenced Jan 2010: Alan reported that Theissen (new elevator contractor eff. Jan. 2010) now has the new motor in stock and that they hope to have the second elevator functioning by Jan. 20<sup>th</sup>, 2010.
14. POOR DRAINAGE DUE TO EXCESSIVE GREASE/FAT FROM RESTAURANTS: A letter has been sent to all of the restaurants on the Hornby St. side of the Electra that they must install proper industry-grade grease traps. The board has also requested a quote from our 'regular' plumber for the cost of installation of these traps as well as the cost to properly clean out the main drains.
15. AGM PLANNING:
  - Simon is directed to contact the accounting firm so they can plan their review of the books for the AGM report.
  - John Davies will start the writing of the AGM report to owners so that the board can provide input.
16. NEW/OTHER BUSINESS:
  - Tony to get quote for FC/SF (HVAC control systems) work.
  - Board directed Alan to ensure work is proceeding on the installation of the remaining cameras and provide quote to complete this project.
  - It's been reported that section of the Commercial roof are in need of repair. Alan directed to determine the extent of the problem and get the necessary quote(s)
  - Motion to remove unsightly "realtors" signage and holder from beside driveway: Passed.

Meeting adjourned at 5:10PM