



**Strata Corporation LMS 1866**

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**Minutes of Commercial Executive Meeting  
June 26, 2007**

**Held:** Tuesday, June 26, 2007 – 4:30 p.m.- The Electra Boardroom  
**Present:** John Davies, President  
Tony Lum, Vice President  
Raymond Eng  
Mark Bentz  
**Facilitech:** Rick Dean, Property Manager  
Bob Adams, General Manager  
**Guests:** Peter Morgan

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1. John Davies President, **declared a quorum** and the **meeting was called to order at 4:41 p.m.**

**2. Election of President, Vice President and Treasurer**

A meeting was held on June 22<sup>nd</sup> at which time John Davies was elected President and Tony Lum was elected Vice President. It was moved, seconded and carried to elect Mark Bentz as Treasurer.

3. **Approval of Minutes** - On a motion by Raymond Eng to accept the minutes as amended for May 30, 2007, seconded by Tony Lum, **all were in favour, motion carried.**

**4. Financial Business**

a) **Financial Statements** – The financial statements were tabled until the next meeting.

b) **Receivables** – The receivable outstanding balance is \$16,630.75.

c) **Forced Sale Proceedings** - On a motion by John Davies to commence forced sale proceeding against Unit L16, seconded by Tony Lum, **all in favour motion carried.**

d) **Signing of Strata Cheques** - On a motion from John Davies, seconded by Tony Lum that either the President or the Treasurer countersign all of the Strata Corporation's cheques, **all in favour, motion carried.** This will require all cheques to have a signature from Facilitech as well as one signature from either the Treasurer or President of the Commercial Executive.

**5. Current Business**

a) **Steam Costs** – An engineer from Alex Boome Consulting Engineering will be in to review the system. In the meantime a heat exchanger is being changed.

b) **Carpet Repairs** – Beatty Floors will be contacted for a quote to repair the carpet in the Commercial area.

c) **Mezzanine renovations** - Awaiting final inspection. The area is now open for business.

- d) **Power Shutdown** – This is considered complete with some minor repairs required.
- e) **Elevator RFP** - The consultant who was hired has advised that, due to other commitments, he is not in a position to complete this.
- f) **Elevator Room** – The temperature in this room is high and needs to be investigated.
- g) **Canada Post** – They have now been given all of the names of tenants.
- h) **Sushi Maki** – The deep fryer has now been removed.
- i) **Envelope Study** – We are awaiting the report from the Engineer regarding the envelope study.
- j) **Sandwich Boards** – The Council requested that the policy be enforced.
- k) **Lobby Board Signage – Electric Signage** – Facilitech was asked to get two quotes for the reader boards for the main lobby and 955 Hornby Street. This is to include electronic reader boards as well.
- l) **Basement Renovations**
  - i) **Bathroom Upgrade** – A budget of \$30,000 was approved at the last AGM and the bathrooms will be reviewed and a plan put together for renovations.
  - ii) **Memo of Understanding** – The memo of understanding was agreed to and signed by Peter Morgan, Tony Lum and Rick Dean.
  - iii) **Readers** – The security company has been asked to install readers at the basement doors and the door in the main lobby.

## 6. New Business

- a) **Contracts** – Copies of all contracts to be sent to Tony Lum.
- b) **Windows in Office Area** – Owner and tenants will be asked to remove all of the paper etc. from their office windows.
- c) **Cube Sign** - It was agreed to look into charging the Scotia Bank for the electricity used to light their sign.

7. **Future Meetings** - Next meeting is scheduled for July 30, 2007 at 4:00 pm.

8. **Adjournment** - A motion to adjourn the meeting by Raymond Eng, seconded by, Tony Lum, **all in favour, motion carried.** The meeting was adjourned 4:55 p.m.