

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF STRATA PLAN LMS 1866,
COMMERCIAL SECTION, HELD ON TUESDAY, FEBRUARY 18, 2014, AT 1:00 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
Mr Alan Davis On-Site Manager
REGRETS: Ms Shirley Song Accountant

AGENT: Ms Wendy McKenzie, Strata Manager
ColyVan Pacific Real Estate Management Services Ltd.

GUEST: Mr Evan Lanaras Elafon Mechanical

CALL TO ORDER

The Council President, John Davies called the meeting to order at 1:09 p.m.

GUEST SPEAKER: Evan Lanaras of Elafon Mechanical

Piping: An overview was given of the work completed to date; piping replacement from hot water tank to L16 storage, with asbestos removed. As well emergency work was completed due to a flooding issue.

A quote to remove asbestos on hot and return piping lines in continuation of the original project was reviewed. Discussion on the costs and timelines to finish the piping project was undertaken; this will be brought to the owners at a general meeting.

HVAC audit: Continued reports of regional issues with heating/cooling were investigated. Evan relayed that in conjunction with Control Solutions additional sensors and grates/grills for ventilation will need to be installed to solve the issue. Additional investigation of other regional zones for HVAC irregularities will be undergone.

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 January 21, 2014 as circulated.

CARRIED

FINANCIAL REPORT

Operating Statements

Shirley Song, Commercial Section Accountant was unable to attend the meeting. The Treasurer with Council reviewed the current financial statements.

It was **MOVED/SECONDED** to approve the financial statements to January 31, 2014.

CARRIED

ON-SITE MANAGER'S REPORT:

- a) 4 Timers have been installed on the fan coils for ScotiaBank. Now, instead of the fans running 24/7 they come on at 8:30 AM and go off at 4:30 pm Monday to Friday.
- b) On Sunday night there was water leaking from the ceiling of Pattison High School into the lobby. The problem was determined on Monday by Elafon to be condensation from a rain water pipe in the ceiling. Reinsulating of the rain water pipe will be undertaken.
- c) The front entrance doors at 970 Burrard starting making a very annoying harmonic sound on opening and closing again a couple of days ago. Once again Entrance Automation was called in to correct the problem. This time they say that there was a bunch of dirt in the upper track of the left door.

REVIEW OF ONGOING ISSUES AND INITIATIVES

Legal action

There is no update at this time regarding the legal action with unit #101 naming the Strata and Commercial Section.

Un-notified move

The un-notified moving of large equipment resulted in damage to the common property. It was **MOVED/SECONDED**; to assess the applicable bylaw infraction fine to the unit responsible. The damage to the floors will be assessed.

CARRIED

Hytec water treatment program

Council reviewed a three year water treatment contract which will entail the installation of new, improved equipment. The contract cost will remain the same; therefore it was **MOVED/SECONDED**; to approve the three year Hytec water treatment program contract.

CARRIED

Electrical upgrade

The original electrical capacity for the office units was designed for a single owner operator. The demand is far exceeding capacity. A quote was reviewed by Council; the site manager will obtain additional quotes

NEW BUSINESS

Maintenance issues

Cooling tower annual maintenance – The scheduled date for this service didn't provide enough notice, the date will be rescheduled.

Emergency piping – As detailed by Elafor a leaking pipe in L16 and a washroom has been temporarily clamped. It was **MOVED/SECONDED**; to proceed with repairs.

CARRIED

STRATA COUNCIL UPDATES

Commercial elevator: emergency power system

There is no update from the Strata Council at this time regarding emergency power to a commercial elevator.

Smoking on common property incident

A recent unpleasant incident involving the Site Manager trying to enforce the Strata rules regarding no smoking on common property was reviewed. Council will escalate the non-smoking rule to a bylaw with a ¾ resolution at the upcoming Annual General Meeting.

COMMITTEE REPORTS

Basement

There was no report at this time.

CORRESPONDENCE

-A request to book the board room on a regular monthly basis wasn't approved as the projected attendance numbers were too large for the board room to accommodate.

-Council reviewed a letter of complaint against an unidentified member of Council regarding previous issues. It was determined that these issues were had in discussion with a neighbouring unit owner, not from a Council capacity.

-Acting upon complaints the Strata requested a restaurant unit to keep their back door closed so food odors don't permeate the common hallways. In response the unit stated to ensure proper air circulation throughout the premises and to keep the restaurant warm for patrons the back door needs to be open during operation hours.

It was **MOVED/SECONDED**; to inform the owner that individual units can't use the common hallways for ventilation.

CARRIED

ADJOURNMENT

The meeting was adjourned at 3:08 p.m.

The next meeting is scheduled for Tuesday, March 18, 2014.

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.

