

COUNCIL MEETING
Wednesday July 15, 2009
DRAFT MINUTES

Present: John Davies, President
Mark Bentz, Vice-President
Tony Lum, Treasurer (via phone)
Keith Hyde, Director
Guests: Terry Irving, Building Administrator

Meeting was called to order at 3:08pm by John Davies. Quorum was present

MOTION to accept Minutes of Meeting June 12, 2009. CARRIED

1. FINANCIALS

Tony Lum reported that there is currently a small surplus.

Terry Irving reported that the Hydro expense for the period May 28 – Jun 25 included a rebate from BC Hydro. This rebate will be passed on to the owners on the July 31, 2009, hydro invoice.

MOTION to accept the financial report as presented. CARRIED

2. LATE FEES: Two owners requested that the late fees assessed for late payment of the May 2009 Special Assessment invoice be waived as they stated they indicated that they did not receive the invoice in question. After some deliberation, the Council DENIED both requests.

Please Note: It was decided that, effective September 2009, Invoice & Minute Packages will be sent by E-MAIL. ALL OWNERS are required to call or e-mail the office with their e-mail address no later than Aug. 15th, 2009. This change is to reduce cost, save trees and eliminate possible Canada Post delivery issues. Should an owner prefer to continue to receive a printed invoice and minutes via Canada Post, please contact the office by Aug. 15th, 2009

3. COMMERCIAL LOBBIES – CARPET REPLACEMENT

Terry Irving presented 3 quotes from flooring suppliers to replace the carpet in 2nd, 1st, and Mezzanine level lobbies. MOTION for Terry Irving to have the designer who previously worked on this item look at the samples received and make suggestions, then report back to the Council. CARRIED

4. 1ST FLOOR COMMON AREA UPDATE

Quotes are being solicited to install glass wall and door, as well as quotes to frost the lower portion of all walls around conference area on 1st and 2nd floors.

5. TERRAZZO STAIRS UPDATE

This repair will commence as soon as the scaffolding is moved to phase 3 of the crown repair. The terrazzo repair is expected to start by the last week in July and should be completed by the middle of August.

6. HVAC – Maintenance Update
MOTION: to accept IPAC Chemicals as new supplier of chemicals for the HVAC system and to replace water meter to provide more efficient chemical disbursement. CARRIED
MOTION: to accept quote to clean and flush entire commercial HVAC system. CARRIED
7. CHILLER – Maintenance Update
A thorough cleaning of the tubes and cooling tower are required as part of the annual maintenance of the chiller. The chiller must be shut down to perform this service. This will be done once isolation valves are installed so that the chiller may be shut down.
8. FIRE PUMP ENGINE
Annual inspection was performed on the Fire Pump Engine. This is a shared responsibility with the Residential Section. A quote was included to replace the current engine.
MOTION to explore other avenues. CARRIED
9. MAIN LOBBY COFFEE MACHINE
Mark Bentz reported that he was approached regarding putting a coffee machine in the main lobby. MOTION to place coffee machine in main lobby. DEFEATED
10. TRASH REMOVAL – RETAIL LEVEL
Some retail shops are causing ongoing problems by dragging wet trash bags along interior Commercial and Common hallways to the trash compactors. All owners and tenants are reminded that all trash must be **thoroughly drained and carried** to the trash compactor. Interior electronic access will be **cancelled** for all Hornby Street shops who do not comply with this.
11. WINDOW CLEANING
The Council wishes to thank all owners and tenants for their patience. Commercial windows will be cleaned as soon as the Crown Repair is completed. This is expected by very early September. Window washers do not have access to the roof until this repair is completed. If the Commercial windows are cleaned now, they will need to be cleaned again when the Residential windows are cleaned at the end of the Crown Repair.
12. RESIDENTIAL ACCOUNTS RECEIVABLE
The Commercial Section has paid the first invoices for the Crown Repair and Terrazzo Repair in full while the Residential Section changes Property Management Companies.
MOTION: to have Council determine when the Residential will refund the Commercial Section and start paying their 59.15% portion of the shared special projects in a timely fashion.
13. **CON ARTIST**
A con artist has been observed in the Commercial hallways. Please look at the attached security photo. This man represents himself as Dr. Bailey, a chiropractor from this building. He will attempt to “borrow” money because he was towed away. **HE IS A CON ARTIST AND NOT FROM THIS BUILDING. PLEASE DO NOT GIVE HIM ANYTHING!** Be aware that the Police are looking for him.

The Commercial Council is very pleased to report that Bob Adams of Facilitech Property Management is finally, as of July 14, 2009, no longer doing business with LMS1866. The Directors of the Commercial Section are pleased to welcome Mr. Ken Bro of Colyvan Pacific as the new Property Manager for the Residential Section. We look forward to having a very positive working relationship with Mr. Bro.

MOTION to Adjourn Meeting at 4:45pm. CARRIED