

MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF THE OWNERS, STRATA PLAN LMS 1866, COMMERCIAL SECTION, EXECUTIVE COUNCIL (“EXECUTIVE COUNCIL”), HELD ON TUESDAY, APRIL 23, 2013, 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
Alan Davis	On-Site Manager

REGRETS:

Simon Chan	Commercial Bookkeeper
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AGENT: Kenneth Bro Property Manager & Brian Carleton GM
ColyVan Pacific Real Estate Management Services Ltd.

CALL TO ORDER: The commercial section president called the meeting to order at 1:13.

GUEST: Dr. Michael Esselen, an owner of a commercial unit, was present to introduce themselves to council and to speak to issues that have been occurring between the board and the tenant of the unit. There was an agreement to try to restart the relationship amongst all parties.

NON-REGISTERED GUEST: Peter Morgan

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 March 26, 2013 with noted changes/additions.

Replace: Peter Morgan was present to speak to the recent minutes, privacy legislation and the recording of minutes.

With: Peter Morgan was present to speak to the recent minutes, privacy legislation and the recording of meetings. **CARRIED**

FINANCIAL REPORT
Operating Statements

Differed until the upcoming AGM Wednesday May 29, 2013

BUILDING REPORTS

Basement Committee
No report this month

On-Site Managers Report:

1. Broken skylights on Hornby Street: Scheduled to be replaced this week
2. Leaking skylights boardroom: Work complete
3. Toilets on first and second floor: Waiting on replacement valves

4. P3 heating pump. This pump which circulates heated water for the units in the Commercial section had failed. The pump motor has been replaced. Additional wiring was required and was the cause of the pump failure.
5. The north west second floor cooling valve had failed and has been replaced
6. The leak in the Pattison School roof that was repaired in March did not hold and has been repaired again, a permanent fix will be completed once the weather has warmed up.
7. There was a minor leak in the roof over the second floor outside unit 235. The leak has been repaired
8. A quote has been received to remove the graffiti in the elevators. Work is complete
9. A quote to add an electric strike to the front doors of Pattison School has been received. The original work has been completed, but additional work is required, the original contractor will be called back to fix.
10. It is highly recommended by Elafor Mechanical that we continue with replacement of the 50 year old hot water pipes in the basement and Lower main levels. The recent problems with the common hot water system have caused a couple more leaks to form; this will be added to the AGM Notice.
11. The fob audit is tentatively scheduled to begin May 13, see attached notice.
12. Three restaurants in the Retail Section have removed themselves or are in the process of removing themselves from common hot water. All others have their own hot water supply already
13. Some hot water pipes in the ceiling have been better insulated
14. Small carpet repairs are ongoing
15. Commercial loading bay door and opening mechanism has been serviced
16. Stained and broken ceiling tiles in the Retail Section have been replaced
17. There have touch up repairs and painting on the first and second floors

BUSINESS ARISING FROM PREVIOUS MEETING

FOB AUDIT UPDATE

Please see attached notices which will be mailed, emailed and posted in advance.

AGM NOTICE & BUDGET

The Commercial Section Board will be sending out an AGM Notice to all owners for the upcoming AGM to be held Wednesday May 29, 2013.

DEPRECIATION REPORT

The strata will be undertaking a deprecation study as per the Strata Property Act requirements as soon as the two sections pass their budgets in the upcoming AGM's. The total cost would be approximately \$16,000.00 with each section contributing their share to this Strata Expense.

CORRESPONDENCE

Letters Received		Responses Sent
1	Two email2 from a commercial owner	Letter from the strata's lawyer to a commercial owner
2	Two renovations requests - granted	

Strata Council Updates:

The strata council is contemplating repairing the driveway as well as replacing the current fixtures in the fin lights from fluorescence to LED's. The commercial section will propose to raise money for the balance of these strata projects before going ahead at the upcoming commercial section AGM.

NEW BUSINESS

HYTEC WATER RENEWAL

The council deferred a decision pending further information.

ADJOURNMENT

The meeting was adjourned at 2:55 p.m. The next meeting is the AGM scheduled for Wednesday May 29, 2013.

Important Date To Keep In Mind:

- Friday April 26, 2013 12:00 Noon Final Submissions For AGM Package to Agent
- Monday April 29 12:00 Noon Final Proof of Package
- Friday May 3 AGM Package Preparation
- Wednesday May 8 AGM Package Mailing by Simon
- Wednesday May 29 AGM

The Strata Council Monthly Meeting Schedule 2012/13:

See attached

Per Kenneth Bro Property Manager, 604-683-8301 Ext. 232 - Email: kbro@collyvanpacific.com

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.

The Electra - LMS 1866 Residential/Commercial/Strata Council Monthly Meeting Schedule 2013

No meetings in April or September, Vacation Months

Strata	May 13, 2013 @ 4:00	
Residential	May 13, 2013 @ 6:30	AGM
Commercial	May 29, 2013 @ 5:00	AGM

Strata	June 17, 2013 @ 4:00	
Residential	June 17, 2013 @ 6:30	Post AGM
Commercial	June 18, 2013 @ 1:00	

Strata	July 22, 2013 @ 4:00	
Residential	July 22, 2013 @ 6:30	
Commercial	July 23, 2013 @ 1:00	

Strata	August 19, 2013 @ 4:00	
Residential	August 19, 2013 @ 6:30	
Commercial	August 20, 2013 @ 1:00	

Residential	September 16, 2013 @ 6:30	
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Strata	October 21, 2013 @ 4:00	
Residential	October 21, 2013 @ 6:30	
Commercial	October 22, 2013 @ 1:00	

Strata	November 18, 2013 @ 4:00	
Residential	November 18, 2013 @ 6:30	
Commercial	November 19, 2013 @ 1:00	

Strata	December 9, 2013 @ 4:00	
Residential	December 9, 2013 @ 6:30	
Commercial	December 10, 2013 @ 1:00	



Commercial Section

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुदुधी साठकाठी विरथा वरवे विगे वेलें दिस दा छिलेंसा वरवादि

NOTICE TO ALL COMMERCIAL SECTION OWNERS & TENANTS

FOB AUDIT

Upcoming Fob Audit Dates for 2013 Are As Follows:

Monday May 13

Thursday May 23

Friday May 31

Saturday June 8

Regarding The Upcoming FOB Audit, Authorized By The Commercial Section Council, The Following Procedures Will Be Followed:

Rene Will Be In The Commercial Lobby Between 9:00am To 12:00pm To Note The FOB Number And Record A Government Issued ID Information For Each Strata Lot.

After Saturday June 8, 2013 All Fobs Not Recorded And Fobs Not Corresponding With The Commercial Section Records Will Be Deactivated.

Any Deactivated Fobs Can Be Reinstated Once They Meet The Criteria Set By Council.

REMEMBER, SECURITY IS - EVERYONE'S RESPONSIBILITY!

COLYVAN PACIFIC REAL ESTATE MANAGEMENT SERVICES LTD.

Kenneth Bro - As Managing Agent of the Owners, 604-683-8399 ext 232 – kbro@colyvanpacific.com