
MINUTES OF THE COUNCIL MEETING
STRATA PLAN LMS 1866 – ELECTRA COMMERCIAL SECTION
HELD: TUESDAY, JANUARY 31st, 2017 – 1:00 P.M.
LOCATION: 970 BURRARD ST., VANCOUVER, BC – WITHIN THE BOARDROOM

PRESENT: John Davies – President
Keith Hyde – Vice President/Co-Treasurer
Gene Cherneski – Co-Treasurer
Mark Bentz - Director

Alan Davis – Operations Manager
Luc Bouliane – Administration Manager

Wendy McKenzie, Colyvan Pacific Real Estate Management Services Ltd.

(1) CALLING THE MEETING TO ORDER

The Council President called the meeting to order at 1:05 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to approve the Minutes of the November 26, 2016 & January 4, 2017 Council Meetings, as circulated.

(In favor – 4/Opposed – 0/Abstained – 0)

CARRIED

(3) ON-SITE MANAGER REPORT

Heating Leak in Retail Hallway

On January 3rd, 2017 a leak was reported in the Retail hallway at the Southern end. It turned out to be a leak in a heating water pipe. The leak was isolated and the pipe repaired.

NE Fan Coil Bearings

The bearings in the fan in the above fan coil have been replaced

Retail Women’s Washroom

One of the toilets in the women’s washroom required a new flushing cartridge.

First Floor Washrooms

One men’s toilet and two women’s toilets required new flushing cartridges

Second Floor Washroom Men’s Lock

The lock on the entrance door of the second-floor men’s washroom required replacement. It was essentially worn out.

Second Floor SE Heating Valve

The heating valve for the second-floor SE section needed an adjustment as it was working backwards

Boardroom Skylight

The section of the boardroom skylight that was leaking has been resealed

Elevator Carpeting

The carpet in both elevators has been replaced with carpet tiles. We have ordered enough extra to be able to replace all tiles in both elevators three times

Common Electrical Vault Cleaning

The electrical vault cleaning took place on December 9th, 2016 with a few issues, but the service was completed. The service contractor was called in to repair the starting circuit. The shutdown for the secondary circuit is scheduled for Monday, June 5th, 2017.

Loading Bay Door

The large spring that keeps the roll up door to the loading bay balanced had a temporary repair done to it. However, it broke again shortly afterward. A new spring has been installed and the loading bay door is now operational.

Generator and Fire Pump Annual Service

The emergency generator and fire pump had their annual service and run tests on Thursday November 28th. There were no issues reported with the generator at that time.

The fire pump engine was reported to have a minor fuel leak and potential exhaust issues. The service contractor reported that during the annual service the pump portion of the fire pump had been discovered to have leaking seals. All repairs have been completed and the pump is certified for another year

Exterior Lighting

The halogen lighting in the square planter off Nelson has been replaced with test LED's. The bulbs and fixtures have been determined to be not acceptable and we are waiting on a new proposal for lighting for the area.

Car Collision Into Building

On Thursday January 26 at approximately 10:30 AM a car was driven into the driveway and continued up onto the plaza before crashing into one of the buildings support pillars. It is unknown why the driver did not stop.

Police, Fire and Ambulance all attended and the woman driver was taken to hospital by ambulance.

The force of the collision drove the car far enough into the pillar that the pillar was about halfway into the engine compartment of the car, and some damage could be seen on the cladding around the concrete pillar.

Another car parked in the driveway was also damaged along with one of our bushes.

After a tow truck removed the car the damage to the cladding was more obvious but what could not be seen was potential damage to the concrete of the pillar.

A structural engineer attended and could find no damage as a result of the collision.

The cladding has been temporarily put back in place until proper repair/replacement can be done.

A claim with ICBC has been started.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES AND/OR DISCUSSION

4.1 Exterior signage project

The City approved the sign set-back variance in December, therefore the sign construction is underway. Leases are being finalized with the goal to have the sign operational by late spring.

4.2 Continuation of building fob implementation

It was noted that the small loading dock is not fobbed from the hallway. A second quote was obtained; pending further review this item will be deferred to the February meeting.

4.3 Washroom uncleanliness

In regards to previous complaints regarding the usage of the women’s washrooms and the resulting uncleanness, updated signage examples were reviewed. It was **MOVED/SECONDED** to approve posting the sign in the washrooms.

(In favor – 4/Opposed – 0/Abstained – 0)

CARRIED**4.4 Stairwell painting**

The previously approved emergency stairwell painting project was halted due to the requirement to test for lead paint. Several areas of peeling paint were tested by an environmental company and found to contain lead. A quote to remediate the areas of concern was reviewed; it was **MOVED/SECONDED** to proceed with the environmental remediation, once completed the painting can proceed.

(In favor – 4/Opposed – 0/Abstained – 0)

CARRIED**(5) FINANCIAL REPORT****5.1 Financial Statements**

The Treasurers presented the financial statements up to November 30th, 2016, recapping the Strata Section’s financial position.

Following a discussion, it was **MOVED/SECONDED** to approve the financial statements up to November 30th, 2016.

(In favor – 4/Opposed – 0/Abstained – 0)

CARRIED**BALANCE SHEET SUMMARY – NOVEMBER 30th, 2016**

Operating Account	\$ 105,422.85
Contingency Fund	\$ 246,098.74
Accounts Receivable	\$ 4,851.29
Special Assessment Accounts	\$ 40,053.26
CRF Expenses	\$ 22,250.80

5.2 Accounts Receivable

Council was presented with the accounts receivable report. All owners in arrears will receive the appropriate notice/demand letter for payment.

5.3 Report on Unapproved Expenditure

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

5.4 Report on Litigation

The following legal civil claims naming the Strata have been received and forwarded to the Strata insurance provider;

- AE Electronics Corp. and AEBC Internet Corp. vs. Owners of Strata Plan LMS 1866 – December 2016 settlement conference yielded no results.
- Strata Lot 43 legal action vs. Owners of Strata Plan LMS 1866 and others – Settlement conference held January 6th, 2017 yielded no results, a pre-trial conference is scheduled for March 2017.

(6) BYLAW CONTRAVENTIONS

6.1 There were no bylaw contraventions issued at this time.

(7) CORRESPONDENCE

The Strata Council reviewed the correspondence received and where deemed necessary the Strata Manager was directed to correspond directly with the authors. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

7.1 Council reviewed an owner's concerns regarding a bulletin board listing for tenants. The Strata Section has no bylaws that govern these activities.

7.2 A renovation request with plans for alterations to a Hornby St. retail unit was reviewed via email; it was **MOVED/SECONDED** to approve.
(In favor – 4/Opposed – 0/Abstained – 0) **CARRIED**

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(8) STRATA BUSINESS

8.1 Building Envelope project

Phase 2, high priority area repairs are underway; six units were inspected thoroughly last week. A plan to rectify the issue has been put in place. Once their repairs are complete the project will continue with the expectation to reach the year-end target.

(9) NEW BUSINESS

9.1 LM elevator lobby carpet replacement

Quotes and samples have been obtained to replace the carpet in the hallways and elevator lobbies. Carpet replacement will be brought forth to the owners at the 2017 Annual General Meeting. To give the owners a clearer idea of what the carpet will look like it was proposed that the small LM elevator lobby be re-carpeted. Following a discussion, it was **MOVED/SECONDED** to proceed with having the LM carpet replaced.

(In favor – 4/Opposed – 0/Abstained – 0) **CARRIED**

9.2 Strata website

A discussion at the previous meeting regarding the costs to maintain and download meeting minutes to the Commercial Section website led to the Strata Manager suggesting the utilization of the ColyVan provided MyBazinga portal for the Section's website needs. Following confirmation of; zero costs to the Strata, ColyVan's ability to post the minutes and notices and owner notification it was **MOVED/SECONDED** to proceed with the utilization of MyBazinga.

(In favor – 4/Opposed – 0/Abstained – 0) **CARRIED**

Once the Electra: Commercial MyBazinga portal is up and running owners will be sent an email with instructions on how to sign up for access.

9.3 Move in/out rule

To alleviate moves in/out occurring during office hours it was **MOVED/SECONDED** to implement the following rule: *“Moves in/out are permitted Sunday to Thursday from 6:00 p.m. to 10:00 p.m.”*
(In favor – 4/Opposed – 0/Abstained – 0) **CARRIED**

(10) TERMINATION

There being no further business to discuss, the meeting was terminated at 2:30 p.m.

The next scheduled meeting of Council will be held on Tuesday, February 28th, 2017 at 1:00 p.m. within the boardroom.

Wendy McKenzie
 Strata Manager

IMPORTANT NOTICE

Please note that all bylaw contravention and debt collection decisions of the Strata Council will now be published using strata lot numbers. This is to ensure that all actions relating to future disputes between Owners and the Strata Corporation to be resolved through the Civil Resolution Tribunal (CRT) are properly documented. Be advised that publication of strata lot numbers does not violate the Personal Information Protection Act (PIPA) and is recommended by the Condominium Homeowners Association (CHOA). However, should you require additional information or have any questions do not hesitate to contact your Strata Manager, Kathy Vanderlee at kathy@colyvanpacific.com or Melissa Ruyter at melissa@concisemgmt.com

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.

This notice contains important information which may affect you. Please ask someone to translate it for you.

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.

Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.

COLYVAN PACIFIC REAL ESTATE SERVICES LTD.

#202-5704 Balsam St. Vancouver, BC, V6M 4B9

Telephone: P: 604-683-8399 **Fax** 604-683-7399

www.colyvanpacific.com

FOR AFTER HOURS EMERGENCIES CALL:

604-683-8399