

The Owners, Strata Corporation LMS 1866 Commercial

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November 16, 2007

Minutes of the November 15, 2007 meeting of the Commercial Council of LMS 1866

Note to readers: These minutes are in draft form. Any errors, corrections or omissions will be discussed at the next meeting of council, and noted in those minutes.

Present: John Davies (president), Tony Lum (vice-president), Mark Bentz (treasurer).

Guests: Anna Moldovan (minutes), Martha Welsh (owner of unit 135), Ruth Pinder (Seatrade Shipping), Dr. Scott Yeoman (tenant of units 113-114), Owner of strata lot 38, Peter Morgan (owner of unit 118) and Jerry Andruszko (custodian).

1. Mr. Davies declared a quorum and called the meeting to order at 3:14 pm.

2. **Motion:** (Davies, Bentz): To approve the minutes of the October 18, 2007 meeting. Approved.

3. Financials

Ms. Moldovan presented the November strata fee Accounts Receivable collection, bank account balances, budget comparison and balance sheets for the months of August-October, 2007. Council asks owners to pay their monthly strata fees on the due date, the first business day of every month. 92% of the Strata fees were collected by or before the Council meeting on November 15th. 8% was not collected and is creating extra work for the Administration office in having to deal with legal actions on liens and extra cost for registered mail, time wastage in billing disputes, generating invoices for late fees... etc. Council seeks your assistance in paying your fees in a timely manner to enable Council to run the Electra as efficiently as possible.

Motion (Davies, Bentz): To approve the financials. Approved.

4. Pattison School Plaza Gate

Mr. Simon Yau, on behalf of the owner and the Pattison School Management, had requested that the cost for setting up the gate, fence, lightening system and security Camera for the Pattison School Plaza be paid by the Strata Corporation as the area is common property. Mr. Lum advised him in writing that this is not an urgent matter and that the current budget does not allow this expense unless the strata corporation can rent the space to recover its investment. Mr. Davies suggested that installing more lighting in the area is a good idea for safety reasons and for trying to keep street people away.

5. The Electra Christmas celebration Party + Food Bank Fundraiser

Ms. Pinder has Councils permission to hold a fundraiser in the Electra building for the Greater Vancouver Food Bank. Council has decided to have **the fundraiser at the Christmas celebration party on December 14, 2007.** The party will take place in the **Residential main floor lounge. The door to the residential side will be wide open between 5 pm-11 pm.** All owners, tenants and customers are welcome and invited. This is a great opportunity to get to know your council members and each other better. Remember the saying "It is not about what you know but who you know" so come on out and join in the celebration with us. Ms. Pinder is registered with the Vancouver Food Bank and has organized successful drives before. Ms. Pinder will be responsible for all of the details in organizing the event to insure a successful turn out of people and ensure we all have a good time. She said the only thing that will need to be supplied by others is a dish to share, and an item to donate to the food bank.

Ms. Pinder is doing research on live entertainment to see what options we have and she will keep us posted.

6. Mainland Plumbing Case

Mainland Plumbing and Heating Ltd had obtained a court garnishing order against Facilitech Property Management and Strata LMS 1866. Mainland's lawyers have applied the judgement of ~\$25,600 against Facilitech's accounts and this case is now closed as far as we know. Council has decided to continue to retain Edwards, Kenny and Bray to defend LMS1866 Commercial against any possible future action in this case.

Motion: (Davies, Lum): To retain Edwards, Kenny and Bray as our corporate lawyer to defend the Corporation against any future legal and court proceedings. Approved

7. Letter of comfort for units 113-114 970 Burrard

Dr. Yeoman requested Councils approval of a leasehold improvement for units 113 and 114. The improvements will consist of restoring a wall and door separating the 2 units. Council approved the improvements provided the work is done in compliance with the City of Vancouver's requirements and permits.

8. Fiscal Year End Auditing

The appointment of an auditor was an AGM approved item and Council requests owners' approval to change the auditor as they have discovered that much money could be saved doing this. At the AGM the owners approved BDO Dunwoody as auditor. Council has 3 estimates for the March 31, 2008 fiscal year end:

- SmytheRatcliffe (Mark Bentz's recommendation)
Review cost \$2,400 plus taxes and disbursements
Audit cost \$3,300 plus taxes and disbursements
- Henry Kwa (Tony Lum's recommendation)
Review cost \$2,800 plus taxes and disbursements
Audit cost \$4,500 plus taxes and disbursements.
Trust account examination cost \$3,500 plus taxes and disbursements
This estimate will vary depending on the time spent.
- BDO Dunwoody (approved at AGM)
Review cost \$7,500 plus taxes and disbursements
Audit cost \$12,500 plus taxes and disbursements
Additional years will be discounted to \$10,000; for instance the audit of 2009 financials

Motion (Davies, Bentz): To send out a Proxy to all owners for permission to change the auditor. Approved.

9. Overview of work done in the Electra

9.1. Commercial washrooms, Camera Installation and Security

All bathroom doors and hallway doors are locked now and require a key to access. This was deemed necessary due to ongoing incidents of street people using them and leaving them in a filthy condition. The washrooms are now clean and tidy at all times. Mr. Andruszko, our custodian, reports that we are using about 25% less paper towel since we switched to the new powered dispensers in the washrooms. Mr. Lum mentioned that camera installation work has started and 36 cameras will be installed. Mr. Andruszko talked about street people sleeping and using needles on the residential stairwell, fire exit. Mr. Lum has mentioned this problem to the Residential President Mr. Williams and also the residential security guards who patrol this area but we are still seeing this problem as little as a few days ago. Mr. Lum mentioned that a camera with motion detection would be installed under the stairwell and a loud

alarm will be installed on the door. This alarm will sound when the door is held open. When asked, Mr. Andruszko said that he is very happy with the in-house management. He can see that things are being fixed in a timely manner and matters are being addressed a lot quicker than when things were out sourced by the property management company. Mr. Andruszko returned to work after his quick report.

9.2. Plumbing & HVAC

9.2.1. Hot water leaks & funding for water pipe replacement

A leak was discovered in the Commercial hot water system and it had to be shut down. We had a plumber booked to come in the next morning but he didn't show. We did manage to get one to come in at 7:00 PM and he fixed the 2 pinhole leaks. He informed us that we are living on borrowed time with these old pipes. The lifespan of copper pipe is about 30 years and we are 20 beyond that so more leaks are to be expected. When the budgets for next and subsequent years are created funds will have to be allocated to allow for replacing as much old pipe as possible. There is not enough in this year's budget to do non-emergency replacement. These 2 pinhole leaks resulted in a 2 day outage of hot water for the commercial owners.

Mr. Lum mentioned that a filter on Level 1 on the Burrard St. side has never been changed. As a result of this there is no heat in one area. The filter section has to be opened up and the filter has to be changed so that the hot water will run and heat the units in the area. Also, the air ducts are not balanced in some level 2 units and are creating uncomfortable temperatures inside some units: some too hot, some too cold. The system needs the air ducts to be balanced by either adjusting the existing ones or installing new dampers in the air duct. Trotter Morton has completed the bearing repairs for the air supply fan #3 but the heating/cooling coils need cleaning. The fan is turned off until the cleaning is done as the plugged coils causes too much load on the bearings and damages them.

9.2.2. Pressure reduction valve and back flow device for the chemical mixer

Commercial bought a cleaning chemical mixer machine and installed it in the basement. The City inspector asked that a pressure reduction valve and a backflow device be installed in order to prevent chemicals going back into the city water. Our new plumber, who was found by Mr. Davies, and is very reasonably priced, has been tasked with this job.

9.3. Lighting

A 24 foot long ladder is required as many high up light bulbs need replacing such as at the main 970 Burrard entrance and the ceiling in the Conference room. We are looking at the option of restoring the existing staging ladder to change the lights at the same time as doing the camera installations over the next 2 weeks. Please be advised that there will be some disruptions while performing the work on the main lobby floor.

10. Building Appearance

10.1. Carpet Repairs

Finally, after over 2 years of non-stop mentioning of carpet repair by the previous Property Management Company, the work will be starting next week. Ms. Moldovan found Rob, the carpenter and handy man who promises to do a good job on our carpet repairs as he recognizes that this is a professional business building. Also, his rate is very reasonable. The repairs that are being done right away are the elevator lobbies on the first and second floor, inside the elevators and any major damage in the hallways.

10.2. Painting

Many areas of the commercial common area walls are scratched or patched without being painted. The doors and walls on the LM level require patching, sanding and painting. Mr. Davies found a painter who is painting the lower main floor elevator lobby for a very reasonable price. The painter is well known to Ms Welsh who recommends him highly and believes he will do an excellent job. More common area walls and doors will be painted as required to give The Electra a fresh and clean look.

10.3. Commercial Basement hallway

The basement hallway connecting the Elevator lobby to the Hornby side has approximately 1600 feet that is not tiled like the rest of the hallway. As the basement is now fully functional like the rest of the building the bare concrete floor requires tiling to properly present the building in a professional manner.

Motion (Davies, Bentz): To complete the tiling of the basement level hallway. Approved.

11. Roof Tile Repair

During the last big wind storm ~15 x 10 square feet of the roof mosaic tiles got blown off the wall and a portion landed in the residential front lane. Mr. Davies and Danny (residential building manager) taped off the plaza area right away for safety concerns. Facilitech called in Spratt Emanuel (SE), the company that did the building envelope study, to look at the problem. Mr. Davies pointed out that SE had not informed Commercial about any risk issues that needed immediate attention on this roof wall. Mr. Morgan brought to the meeting the Building Condition Survey report from July 13, 2007 issued by the same company. He pointing out the 2 paragraphs describing the tile grout joint condition on the exterior walls of the building and at the roof top elevation and mentioned that the survey report does not say that it is an immediate risk. He suggested that Council ask SE why the immediate risk was not mentioned in the survey report. This issue is going to be discussed in detail at the next Joint Council Meeting.

12. Roof Space Usage

Commercial Section has about 25,000 sq feet of roof space. Roofs are designed for installing mechanical HVAC systems, antennas, power generators etc. AE Electronics Corp. is a major strata owner of The Electra and wishes to install 4 Antennas on the top of the roof and power generators on the short Hornby roof by the current building power generator. Council has instructed Mr. Davies to seek an independent suitable layer with experience on dealing with these types of matters to draft up the rental agreement and address all aspects of liabilities. AE agrees to pay all expenses related to this Commercial Contract.

13. Patio Boards on Pattison School Plaza

The same wind storm that damaged the tiles on the roof also broke several wooden fence pieces that surround the Plaza of Pattison High School. Council has asked for quotes on replacing the fence pieces and is also looking at alternatives to wood for longevity.

Motion (Davies, Bentz): To adjourn the meeting at 5: 20 pm.