

# The Owners, Strata Corporation LMS 1866 Commercial Section

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October 19, 2007

## **Minutes of the October 18, 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), Raymond Eng (Director)

**Guests:** Anna Moldovan (minutes), Simon Yau (owner of units M01-M32), Jerry Andruszko (custodian) and Ador Buencamino (maintenance technician)

1. Mr. Davies declared a quorum and called the meeting to order at 3:09 pm.
2. Correction in the Minutes of the September 25, 2007 meeting of the Commercial Council: in item 3.7 Proposal of hiring part-time technical staff the statement “Ador can work 40 to 60 hours each week” changed to “Ador can work 40-60 hours per month”.
3. **Motion:** (Davies, Lum): To approve the September 25, 2007 minutes, as corrected. Approved.

### **4. Current Business**

#### **4.1. Discussion of the gate for the Pattison School entrance area.**

Mr. Yau proposed to set up a gate for the Pattison School garden plaza, which he believes will keep street people away from that area. He mentioned that the School Management has been inquiring about this for a few years already. Enclosing the garden plaza area with a gate will allow the school to have some privacy for their students in the garden plaza. The council members discussed the usage of the area, the possible liabilities that may arise having the gate and a solution to make that area safe by keeping street people away. Mr. Bentz mentioned that there is no point in having a gate if the gate is not locked. Mr. Eng suggested having a lease agreement. Mr. Yau stated that the space is for the exclusive use of the 32 strata lot owners. Mr. Lum suggested that Mr. Yau consider 3 cost items when drafting his plan for council approval: Camera, FOB access, Fence/gate construction cost, and Mr. Davies mentioned a 4<sup>th</sup> cost, to install more lighting in this area. Mr. Lum showed using the strata division map that this area is Commercial common area. The council will give him approval in writing, subject to a approval of plans, area maintenance and posting of a “Commercial Common property” sign on the gate and the above 4 costs to be paid by the owners of the strata lots. No lease charge as it is a common access property.

**4.2. Motion:** (Davies, Lum): That residential hotel room guests have access to commercial elevators and entrance (Lobby and Mezzanine) if they cannot walk upstairs. Approved.

#### **4.3. Financials**

Ms. Moldovan presented to the council members worksheets showing the percentages in strata fee and one time assessment collections for September and October, 2007, the balances in the CRF and operating accounts, the building insurance and monthly expenses and the aged detailed receivables report showing the carried forward balances from Facilitech. The collected strata fees percentage for September was 95.65% of the total strata fees and one time assessment. For October, the percentage of

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strata fees collected was 92.28%. (council wishes to thank all the owners that paid their fees on time and council has instructed Anna to investigate the few owners that did not pay and check any liens with the Land Title office. The Strata bylaws allow council to place a lien on any strata lot that has not paid for 3 or more months. The cost to the owner(s) is \$250 per lien, a late payment fine of \$50 per late payment per month + 10% interest on all outstanding balances on that owner's account). The CRF is being replenished and the building insurance for 2007/2008 has now been paid. The steam bill has also been paid on time up to the end of September. We still have some common bills that Facilitech paid using residential funds back in August that we are auditing and waiting for Facilitech to invoice Commercial for payment. Ms. Moldovan mentioned that Facilitech kept all the common bills and only sends them to us once a month. Mr. Lum has asked Residential Section President Richard Williams to have Facilitech fax or send us the bills at the time the bills are received.

### **4.4 Jerry and Ador address council regarding job duties and suggestions**

At 4 pm, Jerry and Ador joined the meeting. Jerry talked about the two cleaning suppliers who gave quotes for cleaning supplies and also the price that should be paid for the janitorial chemicals mixer. The new mixer was purchased from Wesclean when the Residential Section blocked Jerry's access to the old chemical mixer. In order for Wesclean to offer the J fill mixer machine (valued at over \$500) for free we have to buy 4 cases of the manufacturers promotional items. We are arranging to negotiate with Wesclean to obtain the mixer for free. Jerry compared suppliers and found Wesclean to be more expensive. Mr. Davies will talk with Wesclean's sales rep to either sort this out or possibly change suppliers. Mr. Davies mentioned the upgrading of the Commercial bathrooms starting with installing new hand towel dispensers. Mr. Lum disclosed Jerry's working hours and his compensation for emergency calls. The emergency calls should be addressed to the administration office between 9 am-5:30 pm and outside these hours the emergency calls should be made in the following order: 1. John Davies, 2. Tony Lum, 3. Jerry. Jerry requested that a leaf blower be bought for cleaning the plaza and sidewalks. Then, Ador presented his maintenance report emphasizing the challenge he is having in replacing the burned out fluorescent tubes above the conference room and also in fixing some water leaks in the high ceilings.

**Motion:** (Lum, Davies) To buy an extension ladder and a leaf blower. Approved.

Mr. Lum suggested having Ador inspect the old copper water pipes and slowly have those pipes replaced as needed. The discussion that followed was about the generator testing and where to get the filters that need replacing. Ador was instructed to work with Danny in having the preventive maintenance done and setup a logbook for each generator. Ador is an electrician qualified for testing these emergency generators. Regarding the elevators not working properly, Mr. Davies mentioned that he contacted Otis elevator, the company we have the contract with, asking them to repair the elevators, but until now the issue has not been resolved. An Otis sales rep came in once but the company has not yet provided us with the contract details. Mr. Bentz suggested that Commercial find someone else if Otis cannot supply proper service. Ador inspected the electrical rooms and saw that some residential people are using these rooms as storage. Mr. Davies said that as it is Residential property he will deal with this with Residential Section President Richard Williams. Regarding junk removal from the building: Commercial Section will be using their own loading bay and not the Common loading Bay and will no longer be participating in the shared cost. This will be coordinated through Anna in the administration office.

### **4.5. Taking over tasks from Facilitech**

It was mentioned by Mr. Lum that all the tasks have been transferred to in house. Now we have a good team to deal with all the aspects of managing The Electra. We have Anna in

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administration/Accounting, Ador in maintenance, and Jerry in cleaning. We have not yet received all the old invoice records from Facilitech for auditing. From the few invoices we have received Mr. Davies has picked out some that were billed to and paid by Commercial and appear to be residential only expenses. The audit will be ongoing. Mr. Bentz suggested that Commercial move forward without relying on or using Facilitech to supply the old info.

### **4.6. Camera Installation**

Mr. Lum explained briefly how the camera system works mentioning that security is an issue on the Lower main floor on the Residential side. Mr. Lum has asked that residential security check this area daily.

### **4.7. Repairing carpets in the elevator lobbies on 1<sup>st</sup> and 2<sup>nd</sup> floors.**

The carpet on the second and first floor elevator lobbies has to be repaired or possibly be replaced as it was not repaired properly before and some areas of the carpet are very badly worn. Mr. Davies mentioned that the carpet on the main floor lobby hallway is being shampooed tomorrow and we also are getting quotes on repairing the carpet. The quotes on repairs will be discussed at the next meeting.

### **4.8. Installing a gate for the entrance area by the Scotia Bank**

**Motion:** (Eng, Lum): To install a gate for the entrance area by the Scotia Bank and Hydro substation on Burrard St. The expense is ~\$300.00 for Commercial, cost share 60/40 with Residential Section. Approved.

### **4.9. Mainland Plumbing court case**

There is no update on the case as the hearing date is October 16, 2007.

### **5.0 Control, schedule and report task lists.**

Mr. Lum stated that by December, the Commercial staff should be well adjusted to their positions and ready to apply their skills to implement these task lists to give owners and tenants much better service than Facilitech:

1. Control task lists such as strata fee collection, liens on the strata lots that do not pay fees, payroll, etc.
2. Schedule task lists for changing filters, waxing the hallways, oiling motors etc.
3. Request or report lists such as owner/tenant complaints, problems that need to be addressed

Ms. Moldovan was instructed to handle complaint reports and assign resources to deal with these complaint and maintenance schedules.

**Motion:** (Lum, Bentz): To implement the items above. Approved.

### **5.1. The presidents review of councils performance**

Mr. Davies underlined his statement that the council managed to deal with everything in the past 100 days in office without spending anything on legal or accounting fees. We used all in-house contribution to make the transition to in-house management a success. This was only possible with the support and dedication of many Commercial owners. A report in letter form will be drafted up to list the tasks accomplished in the past 100 days of the work done by current council and in-house management staff.

### **5.2. Council meetings new dates**

The council meeting date will now be on the 15<sup>th</sup> of every month. If the 15th falls on a weekend or holiday the meeting will be conducted on the next business day.

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### **5.3. Emergency Contacts**

Emergency calls should be addressed to Anna in the administration office during business hours (9 am-5: 30pm) and outside business hours the calls should be addressed in the following order: 1. John Davies, 2. Tony Lum and 3. Jerry Andruszko. For fire/medical/police you are still to call 911. Please call us after you report to 911 first.

### **5.4. Rental space fee collection**

Mr. Davies mentioned that Facilitech is being charged for the use of a storage room.

At 4:55 pm Mr. Bentz left the meeting room.

At 5 pm Mr. Eng left the meeting room.

### **5.5. Update on the roof crown cement repair**

Facilitech to date has not sent Mr. Lum the pictures and the report requested 3 months ago, which includes the damaged areas. Mr. Davies and Mr. Lum suggested that they would make inquiries regarding repairs.

### **5.6. Janitorial service for the Electra Commercial offices.**

The proposal was to help owners organize the janitorial service for their offices. This will help to improve the appearance of the building at all times. Mr. Lum mentioned he has two potential cleaning persons that would like to do cleaning for the buildings offices. By using these people as much as possible it will help to keep the building clean at all times and keep the building more secure by having pre-approved cleaning agents servicing the building.

### **5.7. Christmas Party for the Electra**

It was proposed that the Christmas party would take place on Friday December 14, 2007, in the Social Club of the Electra and that all owners and tenants of the Electra would be invited. Mr. Lum said he would talk to Residential to see if they would agree to doing this together. If not, the Commercial Section will decide how to organize the Christmas party. Up to \$2,000 was authorized for the Christmas party and the details such as renting tables, invitations to owners and others, details to be discussed later. The purpose of this party is to offer a chance for all the owners to get together to know each other better. We are doing in-house management so it is very important to put a face to a name. This one time cost will smooth out future dealings and all owners are encouraged to set aside this time to come to the Christmas party.

**Motion:** (Davies, Lum) To adjourn the meeting at 5:28 pm. Approved.