

The Owners, Strata Corporation LMS 1866 Commercial

288-970 Burrard Street Vancouver BC V6Z 2R4 Tel: 778-282-8800 E-mail: info@theelectra.net

Date: September 25, 2007-09-26

Minutes of the September 25, 2007 meeting of the Commercial Council of LMS 1866, the Electra

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: Martha Walsh (owner of unit 135) and Anna Moldovan (minutes)

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

2. Motion :(Davies, Lum): To approve the August 21st, 2007 minutes and the September 2007 billing correction letter. Approved.

3. Current Business

3.1 Proposal of Strata Council meeting dates

Mr. Lum proposed that the Council meetings to be held on 2nd Thursday of every month at the Commercial conference room. The purpose of this is to quick review the last month's accounting status and leave sufficient time for preparing the minutes. We save on printing & stationary supplies by mailing out the monthly strata fee invoice/minutes at the same time. All council members accepted proposal.

3.2. New Communications Channels

Council has supplied Jerry with a cell phone plan that has unlimited incoming calls and 100 minutes of out going calls, voice mail, caller display for a cost of \$40/month. The cell phone number is 778-990-5049. Tenants and owners can report to Jerry directly when janitorial, open/closing loading bay and doors for moving in/out, elevator, and door security issues etc. attentions are required. Administrator office is open during regular business hours. Owners and Tenants can contact Anna at 778-282-8800 to report any of the above and Anna will be able to contact Jerry in the building.

The web site www.theelectra.net is now online for you to download council minutes and news releases. We have established an email address for outside business hours: info@theelectra.net. Please fee free to contact us at this email address and give Council input.

3.3. Envelope Study

Mr. Lum started by explaining to the council members the envelope study done by Facilitech who hired the consulting company, Spratt Emanuel (SE). He mentioned the \$16,000 allocated for this study, plus the \$22,000 for testing and writing up the repair information. SE will charge additional 13% on the actual repair cost, plus some small out of pocket and handling fees. He stated that as a result of his research, a possible problem with those windows could be the window aluminium frame, which leads to the water condensation. Mr. Davies and Mr.Lum proposed to call the sub trades directly to get three quotes and learn their repair techniques and then decide which offer to choose: sub trades directly or go with SE's path. This way we know ahead of time what they will offer in terms of warranty repairs and costs. Mr. Davies mentioned that the Residential Council authorized the testing on 2 windows and if after two windows have been tested the process can stop if the cause is discovered to be the same problem. Each window testing is \$2,000. Mr. Adams from Facilitech was asked to supply Mr. Lum with photos of the envelope report but failed to do so after 2 months and many meetings.

Mr. Lum said that Bob Adams is instructed by the joint Council to fix the roof crown cements as emergency repair.

Motion (Mr. Lum, Mr. Davies): To repair the roof top crowning cement as soon as possible, obtain photos from Mr. Adams in order to get 3 quotes for the repair. The funds used for this will come from the CRF. Approved.

3.4. Accounting, Utilities bills

Regarding the collection of the strata fees, accounting, utilities bills, Mr. Lum gave detailed information to the council members. He mentioned the way the accounting procedures are done: adjusting the owner's invoices by looking at every owner opening balance and what has been paid up to date. The administration office continues to collect the one time assessment strata fee. Lots of owners, including council likes to see the May AGM minutes but Facilitech failed to supply us with the minutes despite repeated requests. The steam (~\$10,000 for both commercial and residential), insurance (~\$70,000 for both commercial and residential) and hydro bills (\$7,000 commercial only) all have been paid in full. Mr. Lum mentioned that the insurance bill has been paid two months late because Facilitech did not acknowledge the Commercial about the bill. One Hydro bill sent to Facilitech was due yesterday but paid on time because we called BC Hydro to find out the amount and due date. Mr. Lum has requested that Facilitech, Mr. Adams, will change all Commercial bills to the Commercial administration office. Mr. Adams agreed and instructed his staff to follow up on this matter. Mr. Lum also requested that Mr. Adams to return the Commercial section of the CRF and the remaining balance of the operating fund. Mr. Adams agreed to give us the cheques tomorrow.

3.5. Loading Bay booking Procedure

Mr.Lum stated that the loading bay is a shared property between the commercial and residential. At this time, the loading bay booking procedure is to let the commercial administration office know when the loading bay is needed, then we call Danny, the residential manager to book the time so that we can prevent move in/out conflict. Both Anna and Jerry are supplied with loading bay and door keys. Please contact any of them if you will need access to the loading bay.

3:35 pm-Mr. Raymond Eng joined the meeting.

Mr.Lum, reviewed briefly for Mr.Eng the items discussed above.

3.6. Emergency Contacts

Mr. Davies mentioned the emergency contacts: John Davies: 604-657-1640, Tony Lum: 778-883-1782, and Jerry: 778-990-5049. Mr. Lum mentioned that the administration ph no 778-282-8800 is a 24 h service: after business hours the calls are directed to the Call Center and if it is an emergency please have the call center call the above numbers. If not urgent then please have the call center send us an email message and we will get back to you ASAP.

3.7. Proposed Jerry new salary and holiday correction

Mr. Lum said that after taking over the payroll and reviewing Jerry's work history (10 years of excellent service to the building) he realised that Jerry is under paid compared with others that hold the same type of job. Mr. Davies and Mr. Lum proposed to increase Jerry's wage by \$2 per hour to bring his wage at the same level as the others. Mr. Davies stated that Jerry has been working for the Strata LMS 1866 for 10 years and he is a huge value to the building as he looks after the Electra building as if it is his own home. We also have added more tasks and responsibilities for this salary increase consideration. Jerry is now with a cell phone and act as our emergency contact. Mr. Davies mentioned that there is an agreement with Jerry to be paid for overtime hours at the rate of 1.5 per hour for hours between 8am to 12 midnight and from 12 midnight to 8am is at the rate of double time. Mr. Eng asked what it is Jerry's gross pay now and after increase. Mr. Lum provided the answers.

Motion (Davies, Lum): To increase Jerry's salary as discussed above. Approved.

3.8. Proposal of hiring part-time technical staff

Mr. Lum said that he talked to several property management companies about the way they operate and use the contractor's services. He interviewed few people, 2 are former Electra staff:

One, who knows the buildings systems but is not available right now and Mr. Ador, who can be a possible fit for the building manager position. Mr. Lum mentioned that he discussed the details with Ador and Ador can work 40 to 60 hours each week. He can start as of next week, Oct 2nd 2007. Mr. Davies mentioned that they would prefer to have in-

house handy man instead of using the contractors' services that can be expensive at a rate of \$100-150 per hour. Mr.Lum mentioned that Ador has 2.5 years experience working as a handy man for The Electra and knows the different systems well so that he does not require too much training. Ador is soft-spoken and he would like to have him working on the DDC control system, air pressure system, and electrical system. Ador's education is electrical but he has been trained on the other Electra systems while he worked at the Electra.

Motion (Lum, Davies): To hire Ador as handy man, part time, and 40-60 h a month. Approved

3.9. Installing additional video cameras on the commercial floors

Mr. Davies said that right now the commercial floors only have 5 cameras and not sufficient to cover all the areas that required monitoring. Mr. Lum proposed to use the previous council approval of \$8,000 to install additional cameras. Mr.Bentz mentioned that installing more cameras will cost more money and that we need someone to watch the cameras. Mr. Lum replied that he thinks the more cameras we have, the fewer break-ins: when the thieves know that are cameras installed they will stay away. Mr. Lum said that he is testing a system at the moment that can handle 36 cameras. Mr.Bentz asked if it is possible to have the cameras installed by the elevator lobbies. Mr. Davies replied that we would map out the areas to be monitored and cover as many exits as possible. Signs will be posted to let people know that cameras are monitoring the building.

Motion (Lum, Bentz): To increase the number of cameras with the existing camera budget of \$8,000. Approved.

3.10. Building access, camera recorder, and HVAC Control systems

At the moment, the Commercial people have limited access to the items above because they are all locked in the Residential office. Residential and Commercial presidents met and decided to move these system to a common area where we all can have equal access. Mr. Lum mention that he tried to access these equipments few times by calling Danny's cell phone but Danny did not answer, neither returned the phone call. The current policy of access is not working, as Danny is not at the office 24/7/365. Mr. Lum will talk to Danny to arrange the move out as soon as possible. Mr. Lum has been trained by Control Solutions for 2 hours on the DDC system and has learned to operate the FOB and Enter phone systems. Training will be passed to Anna and John as soon as we moved the systems out and have access to these common day-to-day tools.

3.11. Proposal to rent commercial roof for air cons and power generators.

Mr.Lum started by explaining to the council members that he has been looking for a place inside the building to place his power generators and also he has the pending approvals for this. His proposal is to rent the commercial roof sites to place his power generators. The proposal is on the table for discussions, depending on the authorities approvals.

3.12. Strata LMS 1866 sued by Mainland Plumbing.

Mr. Davies explained briefly the case with the Mainland lawsuit. Mainland filed a small claim of \$25,000 against Strata Corporation LMS1866 and Facilitech. A letter was served on August 27th, 2007 while Mr. Adams was still our property manager. Mr. Adams claimed that the documents were not delivered on time and the claim of \$25,000 was a default judgement. The Commercial had no knowledge of this and when Mr. Adam was asked he responded that he thought that the Mainland was to be paid by Evropa's owner. Mr. Davies and Mr.Lum stated that regarding this matter they retain a lawyer to look into this. There is a hearing coming up on Oct 2, 2007 and the lawyer is going to represent the Strata Corporation. A \$2500 fee was approved for handling this case.

Motion (Davies, Lum): To approve \$2,500 to hire Edwards Kenny & Bray law firm to look after this case. Approved.

Mr. Eng asked what was the percentage of owner approval for terminating Facilitech services. Mr. Lum replied: 87.44%.

Mr. Davies mentioned that Facilitech was signing our cheques without authorization even the council repeatedly requested Mr. Adam that he would stop this practice.

4. Other Business

4.1. Unit 138,139 signage for business at street level

Mr. Davies stated that because of the Strata Corporation common area is 40% commercial and 60% residential, the street level signage is against the bylaws. Request denied

4.2. Cigarette smoke smell air intake problem

Mr. Davies proposed a rule to be discussed. Mr. Bentz said that the City rules the smoking issue and he proposed that signs to be posted outside the property stating: "This is an air intake No smoking is allowed." Mr. Davies mentioned that we need the Residential President approval to place signs outside and he believes Mr. Richards will agree and help with the signs. Mr. Davies will meet with the residential president, Mr. Richard, to start working on this joint issue.

4.3. Use of Residential Social Club, Exercise room, meeting and hotel rooms

The Residential Section owns the facilities above and Mr. Danny, the residential building manager is the contact person who deals with renting the above facilities. Mr. Lum mentioned that the hotel guest rooms can be booked 3 days in advance and that the membership of the exercise room was ~\$50/year. Mr. Davies said he would check with the Residential President regarding updates in renting these facilities. The owners can contact Danny directly for updated details on these facilities.

4.4. The usage of the Commercial Board Room

An owner explained to the council that some tenants conducted inappropriate use of the commercial boardroom on the weekend, from Friday to Saturday. The tenant did not book the room plus that the 10 participants took over all of the conference room and was making a mess. Mr. Bentz suggested that we hand out the boardroom usage policy to all tenants. Ms. Moldovan was instructed to have the boardroom policies delivered to all commercial tenants in the building.

4.5. Others commercial rooms usage

Mr. Davies mentioned that Mr. Bob Adams from Facilitatech is using B17 unit, on the basement level, which belongs to commercial section, as storage. Mr. Lum was instructed to inform Mr. Adams that the rent for the room is \$1,000 per month if he doesn't move his stuff out by tomorrow. Also to inform Mr. Adams that a 2% per month interest charge applies if he fails to return the Commercial section CRF and operating fund by tomorrow.

Motion (Lum, Davies): To charge \$1,000/month rent and 2% per month interest for the outstanding amount held by Mr. Adams. Charges starting date is Sept 1st 2007. Approved.

Mr. Lum affirmed that all the keys which belong to Commercial had been compromised by being returned on some plastic bags; not to mention, how many keys are copied or missing from their key tags. The locks had to be rekeyed on first, second and main level for security reasons and new keys delivered to the owners. Mr. Davies mention the rekeying bill will be sent to Residential for compensation. Mr. Lum mentioned that Residential has locked up the chemicals mixer room to prevent Jerry from getting his soap for cleaning. Commercial council has installed a new soap mixer machine for Jerry to use already. The Council is trying to get the soap-mixing machine for free but if there is a charge, the Commercial will also send a 60% bill to residential for compensation.

4.6. Restoration of one door for units 113,114

The owners of units 113, 114 commercial would like to restore the door, which was removed by previous owners between the two units. Mr. Davies stated that he will provide them with a letter of comfort, and the door design and color has to match the others doors.

Motion (Davies, Lum): To adjourn the meeting at 5:21 pm.