

The Owners, Strata Corporation LMS 1866 Commercial

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

December 17, 2007

Minutes of the December 17, 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) and Martha Welsh (owner of unit 135).

1. Mr. Davies called the meeting to order late at 3:30 pm due to an emergency: the chiller stopped working and the service contractor had to be called in order to fix it right away.

2. **Motion:**(Davies, Bentz): To approve the minutes of the November 15, 2007 meeting. Approved.

3. Financials

Ms. Moldovan presented the December Accounts Receivable collection, balance sheet and budget comparison for the month of November 2007. As of December 17, 2007 7% of the total December Strata Fees are uncollected and a total amount of \$16,923.19 is outstanding in unpaid strata fees and hydro from previous months. The strata council has discussed the possibilities of improving the accounts receivable procedure of collection so that Ms. Moldovan can allocate more time for the building administration such as dealing with contractors, tenants requests/reports, contracts, HVAC and water systems, locating supply fans, temperature sensors, filters, lights, sprinkler system and electrical panels on the floor plan sheets.

Motion: (Bentz, Davies): Effective January 15, 2008, to apply the \$50.00 late charge penalty and 10% per annum interest charge on overdue amounts. If the outstanding amount is over \$200.00 or the strata fees have not been paid for more than 2 months, a lien would be placed on the strata lot at the Land Title Office. Also, to approve the payment collection allocation and forced sale in accordance with the Strata Property Act. Approved.

Ms. Moldovan was instructed to send a letter to the owners with outstanding balances informing them about the procedure of accounts receivable collection. The payments made in a current month will go first to offset the outstanding balance from previous months and the remaining will be allocated for the current month strata fees. Please find attached to these minutes a statement of your account if you have an outstanding balance. Call the

administration office if you have any questions or submit your payment as soon as possible in order to avoid late charges.

4. Overview of work done in the Electra

4.1. Carpet repairs

The carpet repairs have been completed on the elevator lobbies on the first and second floor, inside the elevators and major repairs in the building hallways.

4.2. HVAC system needs more work

The HVAC system is not working properly and needs to have more work done. Three of the heat controllers required replacement and that has been done and now heat has been restored to Seatrade and 2 more units. Mr. Lum pointed out that in the HVAC system there are areas that have too much air flow and other areas have none. The air flow in the ducting system has to be balanced and the cooling coils need to be checked in order to locate the problem areas. We have established scheduled maintenance to lube bearings and motors, replace air and water filters etc. The water filters have been changed and the water system has been flushed. The work on the HVAC system continues as all of the air filters have to be replaced and the devices on the HVAC system checked regularly.

4.3. Cooling the elevator room

Following installation of an air conditioning unit in the elevator room, the room is now at an acceptable temperature and the elevators are running better and getting stuck on the floors less often. Mr. Davies has instructed Otis, the elevator service company, to replace the elevator door sensors and council is looking at ways to improve the elevator service in the building. Also, the Commercial Section needs a new contract with the elevator company, as Facilitech has not renewed the contract since 2000.

5. Roof tile repair

The roof tile repair is 90% done and the fence surrounding the buildings loading zone has been removed. The budgeted amount allocated for the roof repair was from \$50,000-60,000 but because Facilitech did not manage this as a project, it will probably cost more-Mr. Lum stated. Also, there is a possibility of extra costs being incurred as the Residential Section has approved the building window repairs, something that Commercial Section is still reviewing with regards to the immediate need.

6. Procedure Manual

The Strata council members discussed the necessity of having in place a procedure manual for the Electra Commercial Section. The Procedure Manual should include all procedures to be followed in case of an emergency such as fire or elevators not working: contact persons and access to the administration office and key locations. Ms. Moldovan was instructed to

start working on the Procedure Manual whenever she has time on hand as the Manual will include also the floor plans with the specific details on HVAC, water, power, sewage systems for quick access in the future. Mr. Bentz pointed out that the out of order elevator procedure is an emergency requirement as people in the building are very confused when the elevators don't work: out of order signs to be placed right away when elevators are not working, the doors to access floors and the stairwell doors to be held open and signs to be placed indicating the location of the stairs.

7. Accounts Payable-common-shared bills

Paying the common shared bills with the Residential Section continues to be an extreme challenge for the council and the administration office as Facilitech is not providing the Commercial Section with bills in a timely fashion, nor are they providing detailed information such as quotes, purchase orders or service reports. We are continuing to be presented bills that have nothing to do with the Commercial Section and because of this every invoice must be reviewed in complete detail as to validity. Ms. Moldovan was instructed to send a registered mail letter informing Facilitech that the Commercial Section will be paying their share of the common bills directly to the suppliers and requesting a complete break down on the amount owed to Residential Section. **We are having good success in repairing our relationships with our suppliers and thank all of you for paying your strata and hydro fees on time.**

Motion: (Davies, Bentz): To adjourn the meeting at 6:15 pm.