

COUNCIL MEETING
Monday, November 17, 2008, 2pm
1st Floor Conference Room
DRAFT MINUTES

Present: John Davies, President
Tony Lum, Vice-President
Mark Bentz, Director

Guests: Terry Irving, Building Administrator
David Benson, Owner
Martha Welsh, Owner
Evan Lanaras, Contractor

Meeting called to order by John Davies at 2:10pm. A quorum was present.

Minutes dated October 15, 2008, were approved as presented.

1. Financials – Update AR, AP, CRF

October financials were approved as presented.

Request to waive strata fees for vacant units was turned down by the Council.

Request to waive an NSF fee was also turned down by the Council.

A lien has been placed on Strata Lots 393 & 395 for non-payment of fees

98% of all the strata fees are received on time. Only 2% of the fees are outstanding. OWNERS ARE REMINDED TO PLEASE PAY ALL FEES ON TIME. A \$50 fine is applied to each account that has an outstanding balance after the 15th of each month. All outstanding balances are subject to interest charges, legal and handling fees. Any payment received will be credited to the fines first then strata fees. Please contact the administration office if you have any questions.

2. Guest Evan Lanaras of Elafon Mechanical introduced himself and thanked Council for the mechanical work. John Davies thanked Evan for the excellent work he does for us and for understanding the financial restraints of the Commercial Section. We have lots of need but limited funds. Evan advised Council that he had just finished repairing a broken pipe caused by a failed shock absorber on the Residential side.

Evan left the meeting.

3. Otis Elevators

A report from Otis regarding fixing the problems presented by the Vertech report was introduced.

4. FOB Update

We are in the process of setting up an automatic access (FOB) system separate from the current joint system with the Residential Section. The current policy to purchase extra FOBs is a charge of \$50 each. This \$50.00 charge is non-refundable. Broken FOBS that are returned to the office will be replaced free of charge.

5. Chiller – Repair or Replace

The McQuay Chiller currently servicing the Commercial side is required to run year round and has been failing chronically. MOVED to get quotes on replacing the current chiller with one more suitable and reliable for the size of the building.

6. Toilet Repairs

New urinals will be installed in the men's washrooms on the first and second floors during the week of November 24-28, 2008, pending availability of our plumber. Thank you for your patience in this matter.

7. Facilitatech - Update

John Davies updated everyone on correspondence received from, and sent to, Patrick A. Williams of Clark Wilson, the Residential lawyer. Our complaint to the Real Estate Council of British Columbia is moving forward. The owner of SL349 expressed frustration with this process. Everything humanly possible is being done by this Council to try and rectify this situation.

Mark Bentz left the meeting at 3:35pm. John Davies declared a quorum still existed.

8. Building Maintenance

Discussion took place regarding shared lobby access, with residential tenants/owners using the commercial lobby as a shortcut to Burrard St. Status quo will be maintained. The owner of SL 307&308 suggested the front door be locked as of 6pm each evening for security reasons. The enterphone currently operates by the owner/tenant having to go down to the door and open it for their visitor(s). MOVED to explore options for buzzing in visitors.

Quotes are being solicited to recarpet the commercial common areas.

A fire extinguisher has disappeared from the mezzanine level.

9. Commercial Administration Office

A huge thank you goes out to everyone who donated time, furniture and equipment to get the Commercial Administration Office up and running. Now that our office has been running for over a year, it is time to add to the only work surface in the office, a table, with a suitable work desk. MOVED to purchase a suitable work desk and explore options for cell phone access for the administrator.

10. **Christmas Party**

**COME ONE, COME ALL
TO THE COMMERCIAL CHRISTMAS PARTY
THURSDAY, DECEMBER 11, 2008, 5PM
1ST FLOOR CONFERENCE ROOM**

The meeting was adjourned at 4:15pm.