

Present: John Davies, President
Ray Cousineau, VP
Mark Bentz, Member
Gordie Forrest, Member
Guest: Tony Lum, commercial section council member

1. **The meeting was called to order by the president at 5:07 PM**
2. **Review agenda, approval of previous minutes..** **Carried**
3. **Crown/Roof Parapet (Update)**
The roof crown repair project is now complete. Final inspection by the engineer has been performed, the scaffolding removed, and the final cleanup underway. This project was completed on time and under budget.
4. **Terrazzo repair (Update)**
The item refers to the small cracks in the terrazzo which have been there for some time. After discussion with the contractor, it was decided to leave the terrazzo as is for now.
5. **Parking (Update)**
Several proposals have been obtained for supply of parking meters, ranging from under \$3K to a budget price of \$15K. The revenue, mostly from outside sources, is estimated to be \$12-20K per year. Some suggestions for improving the \$3K option were discussed and the suppliers contacted for further discussion. There would likely be two meters for the 6 spaces, which would be installed in the planters in between the commercial and residential entrances for minimal visual impact. **Tabled**
6. **Service elevator shaft/LM level (Update)**
The work to install a framework//hoist in the re-opened service elevator shaft is almost complete. The cost of this project is being borne by a commercial strata lot owner.
7. **Fuel tank cleaning (Update)**
(Fuel tanks for fire pump and emergency generator engines) Various approaches are under being considered, including the installation of a heavy duty filter with water separator. The supplier will be contacted for further recommendations. **Tabled**
8. **Roof anchors/ Fall Protection for window cleaning**
Colyvan and Lum collaborating on this. After reviewing the requirements, consensus is the Electra needs to select a supplier who can engineer, fabricate, install and certify the roof anchors, which would preferably be through-wall/bolt-on plate to ensure minimal recertification costs each year in the future. Additional quotations are being sought. **Tabled**
9. **Fire Panel (update, status unchanged)**
The cost for a replacement is to be estimated for possible inclusion in next year's budget.
10. **Sewer Pipe, sump in basement. (update)**
Quotations are being sought. This is a funded project.

11. No-smoking policy (update)

Although the updated signs have not even been installed, there has been an approximately 95% reduction in people smoking around the entrances, which are now appearing neater and tidier. The appearance of the building from the surrounding area is also greatly improved.

12. Building projects (new item)

Motion to engage a local architect firm to provide a customised building envelope seminar at under \$750 **Carried**

13. Retail use of the Garbage room compactor (update)

The compactor basin has been repaired to prevent leakage.

14. Annual Fire system testing (Update)

The Annual inspection of the fire system was carried out by Mountain Fire, and is now complete.

15. Loading bay /door opener (Update)

The door opener, which was out of service for years, has been repaired and is now working. The supplier will be contacted to verify the automatic stop feature, which currently operates with a light beam sensor only. The area was being used for parking is now more correctly being utilised as an active loading/unloading zone. Signs and floor lines are being considered.

16. Emergency phones- all elevators (update)

Several investigations have been completed to narrow down the source of the fault with the phone system. There are several contractors involved. Meanwhile signs are to be posted in the cabs with call out instructions in the case of entrapment in the elevator. Refer to Residential/ Commercial minutes for more information regarding the elevators.

17. Tree Trimming, Nelson street side (update)

Project completed.

18. Tree trimming (Burrard Street side) (New item)

Motion to engage an arborist to trim the trees (approximately 2 ft off the top) on the Burrard street side of the Electra. The cost to be charged back to the strata lot owner/tenant on that side of the building. **Carried**

19. Intra-meeting motions:

a. Motion to proceed with tree trimming (Nelson St side) at less than \$1000 **Carried**

b. Motion to proceed with fire pump engine repairs per Cummins/Colyvan proposal **Carried**

c. Motion to proceed with generator load test and inspection per Cummins/Colyvan proposal at under \$1500. **Carried**

d. Motion to proceed with replacement and upgrade of electrical boxes, and lights in trees in driveway planter, which are defective and a safety hazard. **Carried**

20. As there was no further business to discuss, the meeting was adjourned at 6:07 PM.

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