

MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF THE OWNERS, STRATA PLAN LMS 1866, COMMERCIAL SECTION, EXECUTIVE COUNCIL, HELD ON TUESDAY, OCTOBER 1, 2013, AT 1:00 P.M., AT THE ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.

PRESENT:

Mr. John Davies	President
Mr. Keith Hyde	Vice-President
Mr Mark Bentz	Director
Ms. Amanda Lu	Treasurer
Alan Davis	On-Site Manager
Donna Lee	Accountant

AGENT: Wendy McKenzie, Strata Manager
ColyVan Pacific Real Estate Management Services Ltd.

GUESTS:

Evan Lanaras	Elafon Mechanical
Hossein Ebrahimi	Owner
Peter Morgan	Owner

CALL TO ORDER

The Council President, John Davies called the meeting to order at 1:07.

GUEST SPEAKER

Hossein Lanaras, Commercial strata owner presented plans and details regarding a request to Strata to install a common use kitchen on the 2nd floor. Council advised as this is a common area this request would have to be brought before the owners at a general meeting. Various feasibility and cost options were discussed. Mr. Lanaras agreed to further investigate the options suggested and will inform Council on how he wishes to proceed.

APPROVAL OF AGENDA

It was **MOVED/SECONDED** to approve the agenda with noted changes/additions.

CARRIED

APPROVAL OF PREVIOUS MEETING MINUTES

It was **MOVED/SECONDED** to approve the minutes of the July 23, 2013 as circulated.

CARRIED

FINANCIAL REPORT

Operating Statements

Donna Lee, Commercial Section Accountant presented the financial statements as of August 31, 2013, recapping the financial position.

It was **MOVED/SECONDED** to approve the financial statements to August 31, 2013.

CARRIED

BUILDING REPORTS

Basement Committee - No report this month

On-Site Managers Report:

1. Elafon investigated a shower backing up; the same line that services the outer Hornby Street businesses and it had a major blockage. Drain cleaning equipment was brought in and the blockage was cleared.
2. During a very heavy rainstorm there was a small rain water flood inside 969 Hornby Street. In the investigation it was determined that the rainfall was so heavy the pipes could not carry all of it and some spilled into the shop. It was also discovered that a few pipes were not insulated. Tight 5 has been contracted to do this
3. Fan Coil 3 which services the lobby of Scotiabank developed a leak in the cooling coil and has since been repaired. The fan belt was replaced at the same time
4. A flow switch in the chilled water system broke and caused a shutdown of the chiller. The switch was replaced and the chiller returned to normal operation. A subsequent shutdown due to a brief power outage was investigated; the system was restarted and is functioning normally.
5. The Commercial cooling tower suddenly started consuming large quantities of water and chemical. Elafon investigated and determined that the float which regulates the water level in the tower was stuck and the water was flowing continuously. It was also determined that the towers bleed valve was not functioning properly and it was replaced. There was a delay in getting the repair done as it had to be co-ordinated with the basement group.
6. After receiving several complaints the steam heat was turned on September 25th.
7. What appears to be a rain water pipe in the ceiling of Pattison School lobby leaked over the weekend; Elafon will investigate.
8. A quote has been received to continue upgrades to the Commercial side of the DDC system. After a lengthy discussion this item was tabled until next month when Elafon will be invited to attend the meeting to discuss this item.

REVIEW OF ONGOING ISSUES AND INITIATIVES

Depreciation Report

RDH Engineering has been engaged to prepare the Depreciation Report; an initial request for documentation and plans as been received.

Fob audit

A spread sheet detailing the results of the fob audit has been constructed by the site manager; several changes were requested. On October 8th the un-audited fobs will be deactivated.

Hot Water Pipe Replacement

Evan of Elafon reported that asbestos insulation on the domestic hot water pipe in a critical area must be removed before any repairs/replacement can occur.

DDC Upgrade/Expansion

Evan from Elaflon reported on the DDC system currently installed in the building and the areas that are not covered. Details on how the DDC system would function, financial benefits and costing what would be involved in the expansion of the system into Commercial Section areas was discussed.

The new information presented requires further discussion and will be placed on the next agenda.

Electric hand dryers

There are 3 washrooms in which hand dryers have not been installed. Council **MOVED/SECONDED** to approve the installation of 3 hand dryers with the maximum budget being \$2,500.

CARRIED

Hornby St. Planters

A quote for the removal and planting of new shrubs will be obtained.

Legal action

Unit #101 legal action naming the Strata and Commercial Section has scheduled Discovery on Oct. 15th.

NEW BUSINESS

Dumping in recycling room

A recent incident of un-recyclable junk being dumped in the recycling room was discussed; it was **MOVED/SECONDED** to issue a warning letter explaining the garbage/recycling protocols.

CARRIED

Grease trap cleaning

It was noted that those units with grease traps are required to have the traps professionally cleaned by an approved contractor.

STRATA COUNCIL UPDATES

Fin light replacement/upgrade project

Due to a miscalculation in the quantity of lights required the project was put on hold until the additional lights arrive. Additional costs will be incurred for the swing stage rental, electrician labour, lights and safety measures for Burrard St. The funding of the additional project costs will be discussed at the Strata Council meeting later this month.

CORRESPONDENCE

None received at this time.

IN-CAMERA

The council went in-camera for a brief discussion for approx. 30 minutes; guests were called back for the remainder of the meeting.

ADJOURNMENT

The meeting was adjourned at 3:28 p.m. The next meeting scheduled is for Tuesday, October 29, 2013.

Attention

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the owner's expense and not the Strata Corporation's.