

MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF THE OWNERS, STRATA PLAN LMS 1866, COMMERCIAL SECTION, EXECUTIVE COUNCIL (“EXECUTIVE COUNCIL”), HELD ON TUESDAY, MARCH 26, 2013, AT 1:00 P.M., AT THE ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.

PRESENT:

Mr. John Davies	President
Mr. Keith Hyde	Vice-President
Ms. Amanda Lu	Treasurer
Simon Chan	Commercial Bookkeeper
Alan Davis	On-Site Manager

REGRETS: Mr Mark Bentz Director

AGENT: Kenneth Bro Property Manager & Brian Carleton GM
ColyVan Pacific Real Estate Management Services Ltd.

CALL TO ORDER: The commercial section president called the meeting to order at 1:13.

GUEST: David Benson was present to speak to the lobby and outdoor planters. Council thanked him for his concern and spoke to these items as they are underway to being upgraded shortly.

Peter Morgan was present to speak to the recent minutes, privacy legislation and the recording of minutes.

NON-REGISTERED GUEST: None

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 February 26, 2013. **CARRIED**

FINANCIAL REPORT

Operating Statements

It was **MOVED/SECONDED** to accept the financial statements up to February 28, 2013 **CARRIED**

BUILDING REPORTS

Basement Committee

No report this month

On-Site Managers Report:

1. Broken skylights on Hornby Street will be replaced as an insurance claim with CMW
2. Leaking skylights boardroom: Have been partially sealed. Workers are coming back
3. Toilets on first and second floor: Waiting on the rebuilding of the valves
4. Toilet seat covers have been installed in all washrooms on LM, Main, first and second
5. 970 entrance door decals: New decals have been installed.
6. P3 heating pump. This pump which circulates heated water for the units in the Commercial section had failed. It is being replaced today.

7. The NW second floor cooling valve has failed and needs to be replaced. I was waiting until the new fiscal year to replace it.
8. The closers on the front doors of Pattison School have been repaired.
9. A quote has been received to replace the portion of the roof over Pattison School that every winter leaks and needs repairing. The cost is \$1400, this item was approved.
10. There was a minor leak in the roof over the second floor outside unit 235. There was a minor amount of water ingress into the unit. The affected drywall has been removed. A quote has been received to repair the hole. The cost is \$800. This item was approved.
11. A quote has been received to remove the graffiti in the elevators. The cost is \$1490 This item was approved, one voting member abstained
12. A quote to add an electric strike to the front doors of Pattison School has been received. The cost is \$1650 This item was approved, one voting member abstained
13. Various carpet repairs have been done on the first and second floors
14. Damaged locks on an electrical panel on the second floor have been replaced
15. A mirror in the second floor women's washroom has been replaced
16. The Lower Main door between Commercial and Residential has a new closer on it.
17. The two lights fixtures between the two sets of 970 entrance doors have been converted to LED's.

BUSINESS ARISING FROM PREVIOUS MEETING

FOB AUDIT UPDATE

A plan is underway, once finalized notices will be mailed, emailed and posted in advance.

TOILET SEAT COVER UPDATE

Covered in On-Site Managers report

LOBBY PLANTER UPDATE

It was **MOVED/SECONDED** to approve the quote as presented.

CARRIED

DEPRECIATION REPORT

The strata will be undertaking a deprecation study as per the Strata Property Act requirements as soon as the two sections pass their budgets in the upcoming AGM's. The total cost would be approximately \$16,000.00 with each section contributing their share to this Strata Expense.

CORRESPONDENCE

	Letters Received	Responses Sent
1	1-One email from a commercial owner	Letter from the strata's lawyer to a commercial owner
2		

Strata Council Updates:

The strata council is contemplating repairing the driveway as well as replacing the current fixtures in the fin lights from fluorescence to LED's. The commercial section will have to raise money for the balance of these strata projects before going ahead.

NEW BUSINESS

Pattison High School – Cameras and Mag Locks

The council deferred a decision on the cameras the mag locks were done as reported in the On-Site Managers report.

Washroom Door Napkins

It has been noted that the building (commercial section) has been subjected to random acts of vandalism including the currently missing door napkin dispenser in the washroom. Commercial section council is working to track down the responsible individuals through the cameras and fob tracks.

AGM Draft Agenda & Budget

Council went over the AGM Notice and will get their various reports to the agent by the latest Monday April 22, 2013. Council will meet separately to budget plan for the upcoming AGM and will present the report and budget to the agent to include in the AGM, this item is under the same deadline as the other reports. Council is contemplating 3 special resolutions, the agent advised to have their lawyer draft the resolutions but the council agrees that they will draft the wording and provide them to the agent for inclusion in the package.

Rubber Non-Slip Runner

The on-site manager is looking at one more supplier for this product before purchasing the replacement.

Quote From Action Lock

Covered under the On-Site Managers Report

ADJOURNMENT

The meeting was adjourned at 2:40 p.m. The next Commercial Executive meeting scheduled is April 23, 2013 at 1:00pm a PRE-AGM Meeting; the AGM Package will be mailed May 8, 2013, the AGM is scheduled for Wednesday May 29, 2013.

The Strata Council Monthly Meeting Schedule 2012/13:

See attached

Per Kenneth Bro Property Manager, 604-683-8301 Ext. 232 - Email: kbro@colyvanpacific.com

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.

The Electra - LMS 1866

Residential/Commercial/Strata Council Monthly Meeting Schedule 2013

No meetings in April or September, Vacation Months

Strata	May 13, 2013 @ 4:00	
Residential	May 13, 2013 @ 6:30	AGM
Commercial	May 29, 2013 @ 5:00	AGM

Strata	June 17, 2013 @ 4:00	
Residential	June 17, 2013 @ 6:30	Post AGM
Commercial	June 18, 2013 @ 1:00	

Strata	July 22, 2013 @ 4:00	
Residential	July 22, 2013 @ 6:30	
Commercial	July 23, 2013 @ 1:00	

Strata	August 19, 2013 @ 4:00	
Residential	August 19, 2013 @ 6:30	
Commercial	August 20, 2013 @ 1:00	

Residential	September 16, 2013 @ 6:30	
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Strata	October 21, 2013 @ 4:00	
Residential	October 21, 2013 @ 6:30	
Commercial	October 22, 2013 @ 1:00	

Strata	November 18, 2013 @ 4:00	
Residential	November 18, 2013 @ 6:30	
Commercial	November 19, 2013 @ 1:00	

Strata	December 9, 2013 @ 4:00	
Residential	December 9, 2013 @ 6:30	
Commercial	December 10, 2013 @ 1:00	