

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF STRATA PLAN LMS 1866,  
COMMERCIAL SECTION, HELD ON TUESDAY, JANUARY 26, 2016, AT 1:00 P.M., AT THE  
ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.**

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<b>PRESENT:</b>	Mr. John Davies Mr. Keith Hyde Mr. Gene Cherneski Mr. Mark Bentz	President Vice-President/Co-Treasurer Co-Treasurer Director
<b>SITE PERSONNEL:</b>	Mr. Alan Davis	Operations Manager
<b>REGRETS:</b>	Mr. Luc Bouliane	Administration Manager
<b>AGENT:</b>	Ms. Wendy McKenzie ColyVan Pacific Real Estate Management Services Ltd.	Strata Manager
<b>GUESTS:</b>	Diona Dallas Amanda Lu	Owner Owner

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**CALL TO ORDER**

The meeting was called to order at 1:05 p.m.

**GUESTS**

-Dyona Dallas: Ms. Dallas brought forth questions and concerns regarding the communication of information from ColyVan to the owners. The Strata Manager and the Directors reviewed the procedures and protocols as well as the reasoning behind engaging ColyVan to handle the Strata Section's accounting requirements.

-Amanda Lu: A discussion regarding the engagement of contractors for Strata common property repairs was undertaken. The service requirements for several invoices were reviewed. It was **MOVED/SECONDED** to pay three outstanding common door/lock invoices that were previously sent directly to the owner. Invoices relating to tenant damage to limited usage bathroom facilities will not be covered by the Strata Section.

**CARRIED**

**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 October 8, 2015 & November 24, 2015 as circulated.

**CARRIED**

## **ON-SITE MANAGER'S REPORT:**

### **Skylights & Canopy cleaning**

The boardroom skylights, Hornby and Nelson canopies have been cleaned.

### **Heating Coils First and Second Floor**

Some of the heating coils on the first and second floor were partially blocked and required flushing to restore their full capability.

### **Basement Supply Fan West**

A quote has been received to replace the bearings on the #4 Basement supply fan (West). The bearings are now very loud and should be replaced ASAP

### **Elevator #5**

Elevator #5 was shut down for repairs for a few days in Mid-December after a leveling safety issue became apparent

### **Lobby Women's Toilet**

The women's toilet in the lobby washroom area was out of service for a day when the flush handle broke and needed to be replaced

### **East Stairs Men's Washroom Lower Main**

The toilet in the washroom in the East Stairs between Lower Main and basement would not stop flushing. It was shut down until repairs could be completed

### **Window Washing**

The window washing for the exterior of the building will commence in February 2016. We are awaiting a schedule from the window washing contractor.

### **955 Hornby Entrance Doors**

A quote has been received for possible replacement of the 955 Hornby entrance doors which are quite damaged from people trying to pry them open with a crowbar. Thankfully the mag lock has held every time.

### **Organic recycling bins**

Signage has been installed in the recycling room for the organic bins.

### **Compactor Service**

On December 4 the compactor door was replaced after the existing one literally broke into two pieces. The door safety interlock was also replaced as it had been having issues. Preventative maintenance was recommended at the time and completed on January 7

### **Lower Main Floor Relamping**

The Lower Main corridor outside the elevator lobbies and the corridor in the Retail Section have been relamped, resulting in much brighter lighting.

### **Office Renovations**

The office renovations have been completed and staff moved in at the end of November 2015. Some small accessories will be added such as artwork and plants. Comments from owners and tenants have been positive.

### **Fire Alarms**

There have been three fire alarms in which the building has to be evacuated. The first incident was caused by an unknown person ripping a piece of equipment off a wall in a back corridor. The other two incidents were caused by a renovation in the Commercial Section.

### **Homeless People Sleeping on Electra Property**

There is an ongoing issue with homeless people bringing mattresses, sleeping bags, blankets, tents and shopping carts full of their belongings and spending the night camped at the base of the emergency fire escape at the North Burrard Street stairs. This causes a safety concern for everyone in the building as they block the exit door which is the only way out of the stairs once you enter them.

On several occasions we have had to call the Vancouver Police to evict them so we can remove their shelter. There is also a large mounting cost to clean up the mess, sometimes on a daily basis.

## **FINANCIAL REPORT**

### **Operating Statements**

Gene Cherneski, Council Treasurer, presented the financial statements as of December 31, 2015 recapping the Strata Corporation's financial position.

It was **MOVED/SECONDED** to approve the December 31, 2015 financial statements as previously distributed.

<b>BALANCE SHEET SUMMARY – DECEMBER 31, 2015</b>	
Operating Account	\$ 73,033.30
Contingency Fund	\$102,822.94
Accounts Receivable	\$ 12,975.69

<b>SPECIAL ASSESSMENTS; DRIVEWAY &amp; PIPING/HVAC SUMMARY – DECEMBER 31, 2015</b>	
Collected	\$ 48,617.95
Expenses	\$ 0
Amount owing	\$ 6,807.05

***\*OWNERS ARE REMINDED THE THAT THE DRIVEWAY SPECIAL ASSESSMENT WAS DUE JULY 15TH AND THE PIPING/HVAC SPECIAL ASSESSEMENT WAS DUE SEPT. 15TH. THOSE OWNERS WHO HAVE NOT SUBMITTED PAYMENTS PLEASE DO SO AS SOON AS POSSIBLE AS LATE FINES WILL BE APPLIED.\****

## **REVIEW OF ONGOING ISSUES AND INITIATIVES**

### **Exterior signage**

Council reviewed a colour mock-up and quote for the new sign which is proposed to replace the old cube sign. The next step will be to formulate rental pricing and approach the owners for their level of interest.

## NEW BUSINESS

### Repairs & Maintenance

- Door replacement @ 955 Hornby: As noted in the Site Manager's report an Extreme Glass quote was received and reviewed to replace the damaged 955 Hornby entrance doors. It was **MOVED/SECONDED** to proceed with the door replacement.

**CARRIED**

-Mechanical repairs; supply fan bearings & sleeves: As noted in the Site Manager's report the basement supply fan requires replacement parts. Upon review of the Elaфон quote to repair it was **MOVED/SECONDED** to proceed with repairs

**CARRIED**

- **Loading Bay floor repaint:** A quote to prepare and repaint the Commercial loading bay floor was reviewed; it was **MOVED/SECONDED** to proceed with painting project.

**CARRIED**

## STRATA BUISNESS

### Notice of Civil Claims

The following legal civil claims naming the Strata have been received and forwarded to the Strata insurance provider;

- 1) AE Electronics Corp. and AEBC Internet Corp. vs. Owners of Strata Plan LMS 1866 – On-going
- 2) Residential Section Strata lot 43 has filed a civil claim naming Strata Plan LMS 1866 - On-going

### Depreciation Report

Awaiting additional report from BC Building Sciences.

### Driveway replacement & Exterior terrazzo tile

Engineering report has been received and will be discussed at the Jan. 26<sup>th</sup> Strata Council Meeting.

## CORRESPONDENCE

- Council reviewed an owner's request to install an operable common property window unit at their cost. It was **MOVED/SECONDED** to approve this request.

**CARRIED**

- Two requests to waive late fines were reviewed; one request requires further clarification from the owner. Due to mitigating circumstances the second request was **MOVED/SECONDED** to approval to waive the fine.

**CARRIED**

## ADJOURNMENT

The meeting was adjourned at 3:23 p.m.

The next meeting is scheduled for Tuesday, February 23, 2016.

<b>Attention</b>
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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.
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