

**MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF THE OWNERS, STRATA PLAN LMS 1866, COMMERCIAL SECTION, EXECUTIVE COUNCIL (“EXECUTIVE COUNCIL”), HELD ON TUESDAY, AUGUST 21, 2012, AT 11:00 A.M., AT THE ELECTRA COMMERCIAL BOARDROOM, VANCOUVER, B.C.**

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**PRESENT:**

Mr. John Davies	President
Mr. Keith Hyde	Vice-President
Ms. Amanda Lu	Treasurer
Mr. Gene Cherneski	Director
Simon Chan	Commercial Bookkeeper left 11:40
Alan Davis	On-Site Manager

**REGRETS:**

**AGENT:** Kenneth Bro, Property Manager  
ColyVan Pacific Real Estate Management Services Ltd.

**CALL TO ORDER**

The President chaired the meeting and called it to order at 11:08 p.m. As there was an issue with unregistered guest the President adjourned the meeting at 11:10 and reconvened the meeting at 11:15 in the Residential Section Boardroom.

**GUESTS:** No guests were registered.

**APPROVAL OF AGENDA**

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

**APPROVAL OF PREVIOUS MEETING MINUTES**

It was **MOVED/SECONDED** to approve the minutes of the June 7 and July 27, 2012. **CARRIED**

**FINANCIAL REPORT**

**Operating Statements**

It was **MOVED/SECONDED** to accept the financial statements up to July 31, 2012 **CARRIED**

**BUILDING REPORTS**

**Hornby Street Awnings** – Contractor has been asked to repair leaks

**24/7/365 Answering Service** – Current Service set to expire September 6, in concert with the alternate service hosted by ColyVan Property Management which is slated to come into effect on or before this date.

**Electric Hand Dryers** – Installed on First floor washrooms, waiting on drywall removal to install on second floor and main lobby.

**HVAC** – A heating valve on the second floor is leaking and requires replacement. One cooling valve on the first and one on the second are sticking and require replacement. A condensate pan on the first floor requires replacement as the condensate line has snapped off.

**Boardroom skylight** - A rock or other object has cracked one of the skylight in the boardroom and replacement of the skylight is required. Alan directed to get quotes and initiate repair.

**BUSINESS ARISING FROM PREVIOUS MEETING**

**Update on Legal Expense Breakdown**

Alan and Simon were tasked with getting this information to the Executive for the next meeting.

**CORRESPONDENCE**

Letters Received		Responses Sent
1	1-Response from an owner	1-Bylaw Violation

Further to correspondence:

It was **MOVED/SECONDED** to allow the data centre to add a magnetic release lock on the fire door. The commercial section will direct the work being done as it is part of the fire/safety systems of the building. The work will go ahead once quotes have been received and the work pre-paid by the data centre.

**CARRIED**

The ongoing use of common area as a reception area for the data centre is being reviewed by the commercial executive as this is being done with out permission from the commercial section. This item will remain on the agenda for further review and action.

**NEW BUSINESS**

**Commercial Chiller Running over Maximum Capacity**

It was reported that the chiller in peak periods has been running at 110% of capacity at times. It is presumed that this due to the Basement Data Centre excessive cooling/chilling demands as the main cause and the commercial executive will be seeking outside expert analyses on the chiller operations during peak periods.

**Washroom Floors**

As part of a continuing upgrade to the common area washrooms it was **MOVED/SECONDED** to spend up to \$4,600.00 to upgrade the linoleum of the floor in the Paterson School washroom to hospital grade flooring. Some of the moneys will come from leftover monies set aside for a toilet upgrade that wasn't used and will be balanced with the final cost of the flooring. Amanda Lu was asked to leave the meeting at 12:15 when this item was discussed and voted on and rejoined the meeting at 12:20. **CARRIED**

**Review Of Alan's Duties**

Tabled for further discuss

**Elafon Expenses**

Tabled for further discuss

**Website Posting and Website Upgrades**

Keith will liaise with Trevor on the Residential Section on this.

**Broken Glass In Boardroom Skylight & Fire Exit Door**

Extreme Glass will provide a quote to replace the skylight window & have a look at the fire exit door that is sticky to see if they can fix it while on-site.

**Carpet Cleaning 1<sup>st</sup> & 2<sup>nd</sup> Floor**

Alan was directed to get a quote from First General restoration for a truck mount cleaning of the carpets for council's consideration.

**Friday & Saturday Cleaning of the LM Washrooms**

It was **MOVED/SECONDED** to have Altima clean the washrooms on the weekends. **CARRIED**

**ADJOURNMENT**

The meeting was adjourned at 1:08 p.m. The next Commercial Executive meeting scheduled is October 23, 2012, at 11:30 a.m.

The Strata Council Monthly Meeting Schedule 2012/13:

Meeting Schedule 2012: November 20, December 3, January 8, 2013

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

## FIRE

### Prevention Tips

- Never leave cooking food unattended
- Unplug appliances when they are not in use
- Never leave burning candles unattended. Always place candles in proper holders on a sturdy surface away from children, pets and materials that could catch fire
- Check smoke alarms at least twice per year and change the batteries
- Never paint any fire sprinklers or stack items close to fire sprinklers (at least 18 inches below fire sprinkler heads)
- Ensure your dryer vents are cleaned between each cycle and that the exhaust fan is checked annually

## WATER DAMAGE

### Toilet Overflow & Sewer Backup

- Don't use the toilet as a garbage disposal
- If your toilet becomes plugged, immediately shut off the water at the valve located behind the toilet to prevent and reduce overflow damages
- Do not mix and blend various drain cleaners to clear a clog, this can often contribute to a clog if it can't clear it
- A simple plunger should clear any clogged toilet. To properly plunge a toilet you need to have some water in the toilet bowl to the create suction required to dislodge the clog
- If a plunger doesn't work – call a plumber

### Sprinklers

- Never hang anything from any part of a fire sprinkler system
- Watch for sprinkler heads when moving furniture and other items
- Never paint any fire sprinkler heads
- Always report damage to any part of a sprinkler system immediately
- Learn where the water shut-off valve is in your unit and allow for easy access

### Dishwashers

- Make sure there are no foreign objects placed in the washer, like tooth picks, olive pits, bones, ect.
- Always scrape your dishes before loading in to machine, even if your model indicates you don't have to. This will ensure no clogs are created
- As your machine ages inspect the door seal for deterioration and damage and replace as required
- If your machine is making noise during a wash cycle that isn't normal, stop the machine and call a repair service
- Never operate your dishwasher unattended so that you can react to any problems that might occur
- Learn where the water shut-off valve is in your unit and allow for easy access

### Washing Machines

- Always be sure to empty pockets before washing
- Never operate your washing machine unattended so that you can react to any problems that might occur
- Front loading washing machines need more maintenance. After each load wipe down the interior of the front load door and the rubber baffle which lines the door to ensure no scum builds up.
- Front load machines also require a monthly cleaning cycle, read your owners manual for details
- Only use high efficiency (H.E.) laundry soaps prescribed for use in your front load washer
- Measure and use the recommended level of detergent, too much will produce mechanical problems and cause leaks
- Check the water supply hoses regularly for deterioration
- If your machine is making noise during a wash cycle that isn't normal, stop the machine and call a repair service
- Turn off water sources when the machine is not in use
- Learn where the water shut-off valve is in your unit and allow for easy access

### *A Few Quick Tips To Prevent Claims*