

MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL OF THE OWNERS, STRATA PLAN LMS 1866, COMMERCIAL SECTION, EXECUTIVE COUNCIL, HELD ON TUESDAY, OCTOBER 29, 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
Alan Davis	On-Site Manager
Donna Lee	Accountant

REGRETS:

Mr Mark Bentz	Director
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AGENT:

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

GUESTS:

Mr. Wen Chen	Owner
Mr. Peter Morgan	Owner

CALL TO ORDER

The Council President, John Davies called the meeting to order at 1:10.

IN-CAMERA

The council went in-camera for a discussion with the guest speaker, Mr. Wen Chen from 1:10 to 1:43.

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 October 1, 2013 as circulated.

CARRIED

FINANCIAL REPORT

Operating Statements

Donna Lee, Commercial Section Accountant presented the financial statements as of September 30, 2013, recapping the financial position.

It was noted that those BC Hydro costs charged above the Strata fees will be re-calculated to absorb the increase.

It was **MOVED/SECONDED** to approve the financial statements to September 30, 2013.

CARRIED

On-Site Managers Report:

1. The rainwater pipes in the ceiling of 969 Hornby Street that leaked in a heavy rainstorm have been insulated.
2. What appears to be a rain water pipe in the ceiling of Pattison School lobby leaked a couple of weeks ago. Elafon had a look at it and determined the water was coming from the roof. The swing stage that was being used to change the fin lights had punctured the membrane. Hays Roofing is coming to repair it.
3. Elafon has been tasked with the second phase of the hot water pipe replacement project and been asked for a quote for the third phase.
4. There is a broken glass canopy on Hornby Street; new glass has been ordered.
5. Painting of the Retail Section hallways doors is almost complete.
6. I have asked for a quote for the three new hand dryers from the supplier we used last time.
7. The electric door opener for the lobby level glass doors is being installed Monday October 28th.
8. The second half of the fin light project is well under way.
9. The matting from the front door of Pattison School to the stairs has been ordered

REVIEW OF ONGOING ISSUES AND INITIATIVES

Depreciation Report

Plans and documentation have been forwarded to RDH Engineering to initialize the preparation of the Depreciation Report.

DDC Upgrade/Expansion

Evan from Elafon 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.

Hornby St. Planters

The landscaping contractor will be on-site Friday to discuss the planting of shrubs.

Legal action

The Strata Manager will confirm the required information regarding the Unit #101 legal action naming the Strata and Commercial Section has been forwarded to the lawyer.

Grease trap cleaning

New information was brought forth regarding the necessity to have grease traps cleaned.

As per the City of Vancouver regulation #32;

"A grease interceptor must be examined, cleaned:

(a) at least every 90 consecutive days or

(b) when the total thickness of fats, oils and grease and solids in the grease interceptor is equal to 25% or more of the wastewater depth,

Whichever occurs earlier, or at any time an officer or the Sewage Control Manger directs."

The Electra Commercial bylaw #58 states;

"Every sink in each kitchen where food is prepared for sale in the Commercial Section shall have a working grease trap installed in its drainage that can be readily cleaned on a prepared schedule."

It was therefore **MOVED/SECONDED** to implement the following rule;

"Every sink in each kitchen where food is prepared for sale in the Commercial Section shall have the grease trap examined and cleaned every 90 days. One week written notice of the date and time of examination/cleaning will be provided to the site manager. After the examination/cleaning is completed a copy of the professional contractor's invoice must be submitted to the site manager. Failure to comply with this rule will result in the Strata Commercial Section engaging a contractor to undertake the examination and cleaning with all costs being charged back to the owner. In addition the applicable fines will be applied."

CARRIED

Applicable owners/tenants will be advised in writing of this new rule and have 2 weeks in which to comply.

NEW BUSINESS

Commercial elevator: emergency power system

The Strata Manager will raise this issue with the Electra Strata Council and obtain a quote to have one Commercial elevator on the emergency power system.

Paper product supplies

The purchase of a two year quantity of bathroom paper products at ½ price costing will be investigated.

Painting of interior stairwells and railings

Council **MOVED/SECONDED** to approve the painting of the stairwells and railings in the two areas accessing the basement.

CARRIED

Strata Holiday party

Council **MOVED/SECONDED** to approve a contribution of \$750.00 towards the Strata holiday party.

CARRIED

STRATA COUNCIL UPDATES

Fin light replacement/upgrade project

As reported in the Site Manager's report the second half of the fin light project is under way. Once the final invoices are received the additional cost of the project will be calculated.

Booster pumps

The application for a BC Hydro rebate on the installation of the booster pumps has been received and must be approved before the commencement of this project.

IN-CAMERA

The council went in-camera from 2:40 to the conclusion of the meeting.

COMMITTEE REPORTS

Basement

The Basement Committee has engaged a Mechanical Engineer to do a full review of the Electra's Cooling systems as well as the connections and demands placed on the system by the basement owners and tenants and recently had an ~ 45 minute tour of the basement.

CORRESPONDENCE

-An owner submitted a request to rent a small common storage space. Council is undergoing a review of the rental contracts and will advise on status as soon as possible.

-An owner advised they will be painting and replacing the carpet with laminate flooring within their unit.

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 3:00 p.m.

The next meeting is scheduled for Tuesday, November 26, 2013.

Notice

The Commercial board wishes to welcome Wendy McKenzie as the new Colyvan Property Manager for the Commercial Section and 'Common-Common' section."

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.

