

**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 4456  
ONE WALL CENTRE**

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Held on Monday, April 7, 2014  
Within Unit 4701 – 938 Nelson Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Yousef Rastar	President
	Philip Jhin	Treasurer
	Michael Mathews	Secretary
	Mehdi Tavassoli	
	Jerre Bradt	
	Nell Dragovan	
<b>REGRETS:</b>	Michael Constantini	
<b>STRATA MANAGER:</b>	Sue Matthews	FirstService Residential

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The meeting was called to order at 3:00 pm by Council President, Yousef Rastar.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meetings held October 7, 2013 and January 8, 2014, as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the December 2013, and January and February 2014 financial statements. CARRIED.

**REVIEW OF ACCOUNTS RECEIVABLE**

Council is aware that some Owners have not transferred their strata fee payments to FirstService Residential for processing. All Owners in arrears have been sent a reminder letter from the Strata Manager to address this issue. The Strata Corporation requires these payments in order to meet the Strata Corporation's financial obligations.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

The Strata Manager informed Council that Clark Wilson LLP has been asked to provide an update on the current litigation between the Strata Corporation and an Owner in the building. This information was unavailable for the meeting but will be passed along to Council in due course.

There was no further discussion on the matter.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1) Directives to Strata Manager

The Strata Manager informed Council that a directives list would be established at all Council Meetings as a method of tracking outstanding requests made to the Strata Manager. All work in progress items will move forward under the category of *Business Arising* in the agenda until they are resolved.

2) Window Re-glazing Program – Update

Council discussed sending a deficiency audit form to residents in order to efficiently ascertain the number of repairs that may be required under warranty. With some discussion, Council agreed that the notices posted in the elevators have had a positive result and the Concierge is keeping a list for RDH Building Engineering. RDH is looking into the probable cause of a broken window, as the cause is unknown. Further discussion was tabled to the next meeting.

3) Elevators – Refurbishment – Update

Council has authorized ThyssenKrupp to begin the elevator refurbishment project. Wall Financial will be paying for half of the project. The Strata Manager will follow up with ThyssenKrupp during the project. Further discussion was tabled to the next meeting.

4) Elevators – Cameras – Update

Council noted that the project is almost completed. The contractor has some minor steps remaining to finalize the installation. No discussion was required.

5) HVAC Servicing by Werner-Smith - Update

Council noted that the invoice from the contractor for their service rendered had not been paid by the former management company. This has since been rectified. No discussion was required.

6) Janitorial Wage Increase – Update

Council noted that the increase had been approved previously. The Strata Manager will ensure any outstanding invoices from the contractor are paid in a timely manner. No discussion was required.

7) Concierge Staff – Payroll Changes

Council discussed the recent communication from the Hotel, advising that the Hotel would no longer provide payroll support to the Strata Corporation. The Strata Manager has been able to obtain an extension on the imposed deadline, with the Hotel now planning to go forward with their decision as of May 1, 2014. Council was informed that FirstService Residential is prepared to take on the payroll function for the Strata Corporation.

Yousef Rastar volunteered to contact the Hotel to enquire as to the rationale in ending the current payroll situation. In the meantime, Michael Mathews and the Strata Manager will prepare for the turnover. It should be noted that this should not have a detrimental effect on the current staff.

8) Fire Alarm Panel Issues – Update

Council was provided with a Notice of Violation from the Fire Department due to a faulty circuit in a speaker in a unit on the 48<sup>th</sup> floor. The Owner has been informed that access is required to properly repair the speaker but access has not been provided. The Strata Manager has instead been directed to the Owner's lawyer to deal with the situation. The lawyer has been contacted and provided with a copy of the violation notice. The Strata Manager will contact the lawyer again to help facilitate the repair.

Council is aware that the Owner is potentially jeopardizing the safety of all residents in the building by not cooperating with this fire safety requirement. This may result in the Strata Council having to take further action as allowed under the *Strata Property Act*. The Strata Manager will inform Council of the result of the follow-up.

9) Dryer Vents – Update

Council noted this directive has been accomplished.

10) Fob System – Update

Council briefly discussed the subject and agreed it was not pressing at this time. No further discussion was required.

**CORRESPONDENCE**

Council was informed that an informal hearing was conducted with an Owner in the building regarding a chargeback for restoration services in the suite. As there was an issue with the contractor of choice and some discrepancies concerning the communication between the owners involved and the previous Strata Manager, Council is of a mind that a settlement can be made in this instance without setting a precedent. It was MOVED/SECONDED to agree that a 50% settlement of the chargeback as fair in this circumstance. CARRIED.

Council noted a renovation request was approved.

No other correspondence was received that required further action on the part of Council.

**NEW BUSINESS**

1) Cost Sharing With the Hotel

Council noted that Bruno Wall has opened the conversation on shared costs with the Strata Corporation by providing some discussion papers to Council. Council is interested in obtaining a professional opinion on the cost sharing formulas in place. The Strata Manager was asked to obtain quotes for this purpose. Quotes will be provided to

Council in due course. The Strata Manager will arrange a meeting with Council and Mr. Wall to begin the discussion. Further discussion was tabled to the next Council Meeting.

2) FSRConnect

Council noted that FirstService Residential has a web portal available for residents in the building. This portal is a mass communication tool that enables Owners to see their strata accounts, building notices, calendar of events, etc. online. Council debated whether or not the existing website for LMS4456 should be continued and they agreed to consider the options after using FSRConnect for a period of time. Further discussion was tabled to the next meeting.

3) Water Damage Below The Insurance Deductible

Council was informed that FirstService Residential has a process for incidents where damage to units is below the deductible on the common property insurance policy (\$50,000). It details the limits to which the Strata can or cannot be involved in the repairs depending on the cause and who to contact depending on the circumstances of the incident. No discussion was required.

4) Parking And Locker Lists

Council was informed that current legislation requires the Strata Manager to sign off on all Form B requests, including all parking and locker assignments. Council was able to confirm that no action was taken by the previous management company to formalize this information. The Strata Manager suggested the Owners be sent an audit form to reply to in this regard. It will ask them to confirm the information provided them is true and correct. Council agreed to this action. The Strata Manager will facilitate the audit. Further discussion was tabled for the time being.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 5:30 pm.

The next Council Meeting will be held on July 10, 2014 at 3:00 pm.

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<p><b>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the <i>Strata Property Act</i>, will be assessed for replacement copies.</b></p>
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### FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and Owners secured log-in and access to:

✓ Account balance & history	✓ Owner's profile update
✓ Meeting minutes	✓ Bylaws and rules
✓ Building notices & announcements	✓ Insurance summary of coverage
✓ Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.)	✓ Event calendars

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

To sign up, please visit <http://fsresidential.com/British-Columbia/Homeowners/Forms> and complete our online "FSRConnect Registration" form.

Let's Connect!