

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

***Held on Tuesday, April 7, 2015
Within Unit 4701
938 Nelson Street, Vancouver, BC***

COUNCIL IN ATTENDANCE:	Yousef Rastar	President
	Philip Jhin Treasurer	
	Michael Mathews	Secretary
	Jerre Bradt	Member
	Kumar Shahani	Member
REPAIR & MAINTENANCE COMMITTEE:	David Miller	
STRATA MANAGER:	Sue Matthews	FirstService Residential

The meeting was called to order at 3:10 p.m. by Council President Yousef Rastar.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held December 20, 2014, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the latest accounts receivable statement. A lien was reviewed with a request from the Owner to reverse the late fines on the account now that the strata fees themselves have been brought up to date. Council discussed this request and agreed unanimously not to approve reversal. The Strata Manager will inform Clark Wilson and the Owner in due course.

Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. ***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 unapproved expenditures.
3. ***Monthly Statement:*** It was moved and seconded to approve the financial statements for November and December 2014, and January and February 2015, as prepared by FirstService Residential. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

Council did not have any update regarding the notice of trial from an Owner to the Strata Corporation. Further discussion was tabled to the next meeting.

BUSINESS ARISING

1. ***Directives to Strata Manager:*** Council was provided with the directives list from the last meeting. Work-in-progress items appear under *Business Arising* in the agenda.
2. ***Window Re-Glazing Program – Update on Broken Window:*** Council is aware there has been no further action on the part of the Owner to cover the cost of the glass repair by way of their personal insurance policy. Discussion ensued. The Strata Manager was instructed to initiate a claim under the glass replacement portion of the strata policy with BFL Canada Insurance Services. Council also instructed the deductible be charged back to the Owner. This will be done in due course. Further discussion was tabled to the next meeting.
3. ***Elevator Restoration:*** On close inspection, Council noted the decorative fabric installed in the elevator cabs as part of the refurbishment was not done satisfactorily. This will be discussed with the designer involved, as a reworking of the installation is preferred. Further discussion was tabled to the next meeting.
4. ***Concierge Staff – Update:*** Michael Matthews requested a copy of the duties list in the FirstService Residential Concierge contract model for comparison purposes. Further investigation into benefits was also touched upon, as annual staff review time is approaching. The information will be provided to Mr. Mathews in due course.
5. ***Cost Sharing With The Hotel:*** Philip Jhin informed Council that the hotel is installing a new water meter. E-Factor Engineering was asked by Council to review the plan and provide an opinion. He noted that the engineer found no reason to stand in the way of the installation. E-Factor Engineering will monitor the readings and report to Council further. As for electricity cost sharing, the hotel used Nemetz & Associates to review the services. Three options were provided to determine a fair allocation of energy consumption between the hotel and the Strata. Mr. Jhin reported that he believed digital metering was the best option for the Strata. Council agreed. Mr. Jhin will contact the hotel to enter into further discussion on the subject.

CORRESPONDENCE

Council reviewed several pieces of correspondence, some of which required action on their part. It was moved and seconded to refuse reversal of a late fine. **CARRIED.**

Council discussed a noise complaint. In the absence of any rebuttal from the Owner, it was moved and seconded to approve a fine for the Bylaw violation. **CARRIED.**

A request that a move out fee be reversed was discussed at length. It was noted that BC Safety Authority was on site at the time conducting inspection of the elevators. Both cabs were taken out of service at the same time. Council considered this to be an unreasonable predicament. It was moved and seconded to reverse the fee for this specific circumstance. **CARRIED.**

NEW BUSINESS

1. **Window Cleaning:** Council noted this work is being organized by the hotel. Courtesy Window Cleaners will be attending again this season. No discussion was required.
2. **Fan Repairs:** Council noted that the repairs to a faulty fan on the 31st floor have finally been completed by Latham's. Work was noted to have been satisfactory and the noise abated. A hatch is yet to be installed to cover the ceiling opened for the repair. The Strata Manager will follow up to ensure this is taken care of. The strata equipment list is being updated to replace missing information and to further clarify the responsible parties for repairs in future.
3. **In-Suite HVAC Maintenance – Werner Smith:** Council noted that Werner Smith is on hand this week to conduct in-suite HVAC maintenance. Access is required to each unit for this maintenance. A schedule was posted, and residents have signed up for the service with the assistance of the Concierge team. No discussion was required.
4. **Fall Protection Equipment Maintenance and Inspection:** Council noted that the hotel is coordinating the inspection of the rooftop fall protection equipment. NTEC will conduct the maintenance inspection again this season. No discussion was required.
5. **Noise and Nuisance Complaints – Protocol:** Council discussed a method of more timely responses to alleged and corroborated Bylaw violations that would meet the requirements of Section 135 of the Act. The Strata Manager will send a letter to the Owner regarding the alleged Bylaw or Rule violation and give a waiting period for the person to respond. Without any response within the mandatory waiting period for Council to consider, a fine will be assessed as per the Bylaws. It was moved and seconded to adopt this protocol. **CARRIED.**
6. **Elevator Repairs – Door Noise:** Council discussed recent repair visits by ThyssenKrupp to address various issues, one of which was door noise. Doorway cable rollers have been replaced, and ThyssenKrupp have implied they will begin a program of replacing more of them in future, as part of general maintenance. No discussion was required.
7. **Parkade Cleaning – Revisited:** Council noted that the parkade was cleaned a second time by Masters Building Maintenance after complaints were issued it was not done satisfactorily. The second service call provided the detail desired. No discussion was required.

8. **Climb The Wall – ThyssenKrupp Assistance:** Council noted that this annual event took place without incident. ThyssenKrupp provided their expertise during the event, the cost of which was covered by the hotel. Council is concerned about the wear and tear the equipment is subjected to, but do agree it is a worthy cause. No discussion was required.
9. **Hot Water Issues – Recirculating Pump Replaced:** After a recent complaint of slow hot water, the hotel engineering discovered a recirculating pump had failed. It was replaced shortly thereafter. No further discussion was required.
10. **Air Conditioning Unit Installed – P4:** Council noted an air conditioning unit was installed on P4 to cool the elevator room down. This was installed by the hotel without any notice to the Strata. Council gave the Strata Manager instructions to correspond with the hotel regarding their displeasure at not being notified. The Strata Manager will act on this directive in due course.
11. **Handyman Repairs:** Council noted that some items were repaired, or are in the process of being repaired. Bike racks to accommodate 15 bikes were relocated to facilitate their use. Elevator trim was repaired and tiles were replaced in one of the elevator cabs. Trim painting around the elevator doors in the hallways will be done shortly by Colortek.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 5:20 p.m.

Next meeting: The next Council Meeting is scheduled for July 29, 2015 at 3:00 p.m. in Unit 4701.

FirstService Residential BC Ltd.



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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*
- ✓ *Meeting minutes*
- ✓ *Building notices & announcements*
- ✓ *Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.*
- ✓ *Owner's profile update*
- ✓ *Bylaws and rules*
- ✓ *Insurance summary of coverage*
- ✓ *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 the following site to complete the **FSRConnect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>