

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

***Held on Wednesday, July 29, 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
STRATA MANAGER:	George Nicolaou	FirstService Residential

The meeting was called to order at 3:15 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 April 7, 2015, as circulated. **CARRIED**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the latest accounts receivable statement. It was moved and seconded to proceed with further legal action for the collection of the outstanding arrears owing on one (1) account. **CARRIED**

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 Statements:*** It was moved and seconded to approve the financial statements for March, April, May and June 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

There were no updates since the last Council meeting regarding the notice of trial from an Owner to the Strata Corporation.

BUSINESS ARISING

1. **Window Re-Glazing Program – Update on Broken Window:** Arrangements were made for GlasTech to replace a broken window. The company informed the Strata Manager that the glass has been special-ordered and should be arriving in September. An insurance claim was opened under the glass replacement portion of the Strata policy with BFL Canada Insurance Services and the deductible will be charged back to the Owner.
2. **Elevator Restoration:** The elevator restoration project is now complete. The final invoice was paid to ThyssenKrupp.
3. **Noise on 31st Floor:** An Owner reported that noise is still occurring on the 31st floor. The Hotel Engineering department was informed and are investigating the issue. Lathams was previously called to attend to the issue and initially reported that the cause of the problem was due to a cooling system at a neighbouring building, although further investigation is still needed to determine the cause.
4. **Cost Sharing With The Hotel:** Members from Council met with the hotel to discuss the cost sharing agreement. The Council is waiting for a legal opinion from Clark Wilson on this subject.

CORRESPONDENCE

1. Council reviewed a request from an Owner to install new flooring in their unit. This was approved provided that an Assumption of Liability was signed and submitted to the management company prior to the renovations taking place.

The owner also requested permission to have a pet in their unit. After reviewing the details of the pet, Council approved the request.
2. Council reviewed correspondence from an Owner with regards to cameras being installed over the door at a neighbouring unit. Council requested that the Strata Manager write a letter to the Owner identified in the letter and ask that the cameras be removed from the common hallway due to current privacy laws.
3. Council reviewed correspondence from an Owner with regards to the recent leak that affected the P4 and P5 parkade and lobby areas. This item was discussed under **New Business**.
4. Council received a letter from the Lung Association requesting permission to hold the 2015 "Climb the Wall" event. Council noted that the last event took place without incident. It was moved and seconded to approve the request. The hotel will be requested to cover the cost again for ThyssenKrupp's attendance. **CARRIED**

NEW BUSINESS

1. **Sewage Leak:** A leak occurred in June that affected the P4 and P5 parkade and lobby areas. This was due to a mechanical failure on the hotel's side. The hotel arranged for restoration for the cleanup, as well as an Industrial Hygiene Consultant. An external laboratory test revealed no residual bacteria or issues

The hotel has arranged for a full carpet replacement throughout the P4 and P5 levels. The hotel has advised that the work should be completed by the first week of August.

2. **Exterior Smell:** The hotel was informed of an invasive smell occurring outside the lobby entrance at certain times of the day. The hotel engineering department is investigating the problem. ***Subsequent to the meeting, this issue appears to now be resolved.***
3. **Cooking Smells:** Lathams attended to investigate intermittent cooking odours in a unit on the 36th floor. The technician reported that they turned on the air conditioning and cooktop exhaust fan, and no further odours were present. The resident was advised to monitor the matter.
4. **Washing Machine:** Lathams was called to a minor water leak in one (1) unit. It was found that the issue was coming from the laundry room. The technician found and clamped two (2) pinhole leaks on the pipe serving the washing machine. No other leaks were found.

It was decided that the matter is an insuite responsibility and the invoice for the work will be charged back to the owner. An estimate from Lathams for further repairs will also be forwarded to the Owner. **CARRIED**

5. **Dishwasher:** Lathams was called to investigate an intermittent backup into the dishwasher in a unit on the 33rd floor. After investigating the issue, it was found by the Lathams technician that the dishwasher pump may have failed. The Owner was advised to contact the appliance repair company.

It was decided that the matter is an insuite responsibility and the invoice from Lathams will be charged back to the owner.

6. **Emergency Phone:** Webb Solutions was recently at the building and reported that the elevator emergency phone is not working properly. A quotation was received for \$757.54 plus tax to install a new E10 emergency phone. It was moved and seconded to approve the quotation. **CARRIED**
7. **Building Maintenance:** Council discussed several items that require maintenance throughout the building. A report was also forwarded by David Miller to the Council for review. Council thanks Mr. Miller for submitting the report for review.

It was recommended to Council that the wallpaper on several floors needs to be removed. After this is completed, the walls will need to be painted. A rough estimate was provided to Council for budget purposes and this will be considered for a "building maintenance plan" for review prior to the next Annual General Meeting.

Council received a quotation for \$2,320 plus tax from Jordan's Commercial Flooring for common area carpet maintenance. It was moved and seconded to approve the quotation. **CARRIED**

Council received a quotation from R&L Contracting for \$1,790 plus tax for repairs to the front lobby tile, and the elevator floor. The work will include stripping of the topical sealer to remove the circular grooves from the tile. The tile will be resealed after this is complete. Approximately 500 square feet of tile will be completed from the entrance to the front of the elevator, not including the tile under the carpet in the waiting area. It was moved and seconded to approve the quotation. **CARRIED**

Council requested that the Strata Manager obtain three (3) quotations for metal utility access hatches on the 31st floor and the front entrance lobby.

8. **Electrical:** Mott Electric was requested to replace a broken light fixture in the lobby, two (2) burnt out ballasts and a third that is failing.

Mott Electric was also requested to quote on several other items including:

- Supplying projector bulbs for a light rack that illuminates the large painting on the end wall of the lobby.
- Quoting to supply and install a similar rack for the painting on the side wall.
- Quoting to convert all of the lobby lights to LEDs, and putting the whole lobby light circuit on one dimmer.
- Quoting to install a light on P1 to light the doorway into our garbage and bike rooms.
- Replacement of several ballasts burnt out in the parkade.

9. **Unit Doors/Pressurization:** It was brought to Council's attention that some residents are wedging the front doors open. **Please be advised that this is not allowed.**

Apart from looking unsightly to other residents, this disrupts the air pressure on each floor. The building was designed to have positive air pressure. One is for fire safety, where the positive air pressure helps keep smoke from a fire within a unit from traveling into the lobby and adjacent units. The second reason is to keep odours from traveling between units through the lobby.

Council requested that the Strata Manager write warning letters to two (2) units that have been identified to keeping their doors open on a regular basis.

10. **Mailbox Stickers:** All owners and residents are advised that putting any stickers on the exterior of the mailboxes is not allowed.
11. **Elevator Notice Boards:** It was recommended to Council that notice boards be installed in each elevator. The cost will be approximately \$92 each. It was moved and seconded to order two notice boards. **CARRIED**
12. **Insurance Renewal:** Council received and approved the proposal from BFL Canada for the Strata insurance. The cost of the insurance premium is \$87,760 and the policy

period is from August 1, 2015 to August 1, 2016. It was noted that the replacement cost limit is \$64,503,000. A copy of the Insurance Summary is attached for Owners' records.

Owners are reminded that they are responsible for obtaining contents insurance for the items within their units, and are encouraged to check with their own insurance broker to ensure they have appropriate improvements and betterments coverage that may be required for any upgrades to their suite and specific coverage for any costs that the Strata Corporation may assess for an Owner's responsibility in causing damage to the property.

Any alterations to strata lots, according to the insurance policy, are considered betterments and, as such, must be covered under the individual homeowner's insurance policy

13. **Organics:** The Strata Manager informed Council that he is inquiring on obtaining a proposal for organics removal for the Strata residents.
14. **Strata Manager Away:** The Council was advised that the Strata Manager, George Nicolaou, will be away for an extended absence for two (2) months starting in mid-August and a temporary Manager will be assigned.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 5:25pm.

Next meeting: The next Council Meeting is scheduled for October 26, 2015 at 3:00 p.m. in Unit #4701.

FirstService Residential BC Ltd.



George Nicolaou
Strata Manager
Per the Owners
Strata Plan LMS 4456

GN/kh

General: 604.683.8900
Customer Care Centre: 1.855.273.1967 (24 hours)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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:

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

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>

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SUMMARY OF COVERAGES

PRIVACY BREACH EXPENSE		See Policy Wording	Miscellaneous Property - Replacement Cost
Loss Payable:	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.		
This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.			