

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN LMS 4456 - "ONE WALL CENTRE"
938 NELSON STREET, VANCOUVER, BC**

Held on Wednesday, April 27, 2011
In the Columbia Room – 4th Floor South Tower

PRESENT: Bruce Gleig (by teleconference)
Michael Mathews (by teleconference)
Philip Jhin
Jerre Bradt
Nell Dragovan
Yousef Rastar

MANAGING AGENT: Derrin Geisheimer, Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 9:30 a.m.

MINUTES

It was **MOVED** and **SECONDED** to approve the minutes of the March 11, 2011 council meeting as previously circulated.

MOTION CARRIED.

BUSINESS ARISING

1. **RDH Status Report:** The council president gave an update on the progress with RDH and the glazing issue at One Wall Centre. At this time, glazing samples are being compiled which council will seek approval and feedback on. A Special General Meeting will need to be organized for this, which council would like to invite Bruno Wall to.

Other issues discussed surrounding the re-glazing project were the status of adding additional windows for venting, the surround stage, bid documents, and the City's involvement in glass tinting versus non-tinting and a single colour concept.

A discussion took place regarding whether the hotel would be doing re-glazing or not as the windows aren't failing as quickly as the residential component of the building. It was noted that the hotel might choose to wait on this matter.

2. **Legal Report:** The strata corporation lawyer, Tim Peters, has all of the necessary documents for the strata. The council president advises that there is nothing further to report at this time.
3. **Hotel and Communications with Bruno Wall:** The council president advised that council has moved forward with some of the concerns that have been noted as follows:
 - a) **CCTV:** The strata corporation has updated the CCTV system and staff are being trained.
 - b) **Elevator Noise:** Please see "Arbitration".

- c) **Hotel Alarm Testing:** The hotel advised that they will notify the concierge staff so that they can post notices prior to work being performed that affects the strata alarm systems. Previously, the hotel staff was not advising the One Wall Centre concierge staff.
 - d) **Janitor's Room:** It was noted that a tap is leaking in this room.
 - e) **Guest Parking:** Philip Jhin discussed the request for guest parking with the hotel manager. The proposed stalls(s) and costs didn't meet council's approval. This matter will need to be re-visited with the hotel manager.
 - f) **Gym Membership:** This was reviewed with the hotel and everything is in order. Residents of the strata corporation have the gym available for their use. Resident ID card which can be acquired from the strata concierge, is required
 - g) **Fob System:** Concierge staff has been allowed by hotel staff to obtain fob record access and to add and delete fobs from the system.
 - h) **Window Washing:** This work is in progress.
 - i) **Valet Parking:** There have not been any concerns expressed by residents lately.
 - j) **Leak on P5:** Staff noted a leak in the parkade and it has been advised that it is associated with the hotel's property membrane failure. Staff will monitor the issue.
 - k) **48th Floor (Latham's):** Damage to the interior of a suite took place late last year due to a Latham's tradesperson draining a pipe onto the floor of the mechanical room. Canstar Restoration is progressing with the repairs. This is an insurance claim and the deductible amount is \$25,000; this cost will be requested from Latham's.
 - l) **Contact List:** The hotel manager has provided an updated contact list.
 - m) **Strata Corporation & Hotel Shared Expenses:** Council still has not received the back-up information on shared expenses.
4. **Leak Correspondence:** Council requested a letter be sent regarding a leak from a unit on the 43rd floor to the 42nd floor.
 5. **Website: Contracts** that are available have been placed on the website. Council thanked Jerre Bradt for the many improvements made to the website.
 6. **Exhaust Fans:** A replacement for fan 26 has been ordered and will be installed once received by Latham's. Other fans will be repaired as major parts show excessive wear and tear.
 7. **Electronic Waste:** Council will follow up with coordinating the removal of electronic waste.

All residents are requested to not leave electronic waste such as televisions, computers, fax machines, cordless or cellular phones, etc. in the garbage room area. The strata corporation is obligated to dispose of these items at extra cost to the owners. The nearest locations for electronic waste disposal are the Salvation Army Thrift Store, 261 E. 12th Ave., (telephone 604 874 4721; open 9:30AM to 5PM daily) or Return It Depot at 1856 Powell St. (telephone 604 253 4987; hours 9AM to 6PM daily except Sundays when hours are 10AM to 4PM). Both locations accept items free of charge.

8. **Landscaping / Grounds:** The strata agent will review this item.
9. **34th Floor Drain Cleaning:** This has been completed and should be done at 5-year intervals as advised by Latham's. The primary cause of the trouble appeared to be accumulated grease and cooking waste poured down the sink drain.

All residents are requested to not allow improper organic material to go down the kitchen sink drains. Grease is a major concern as it blocks the drains and can cause a back up. Please dispose of grease in a container and place it in the garbage containers on P1.

10. **Notice to Arbitrate:** A resident has an ongoing concern with noise in their strata lot. As the resident felt that the strata corporation was not addressing their concern, the resident filed a notice to arbitrate. After this was filed, further communication took place with all parties including the resident owner, hotel manager, hotel engineering, council and the strata agent. There have been multiple issues contributing to the noise.

An on-site meeting took place where the resident revoked their notice to arbitrate. Council, the hotel manager, hotel engineering and the strata agent are continuing to work with the resident in regards to their noise concern.

11. **Unauthorized Construction:** A letter will be sent to an owner regarding unauthorized construction.
12. **Proof of Loss:** The previous strata agent has signed the proof of loss form involving a large claim where Phoenix Restoration attended to work from the 37th to the 42nd floor.
13. **Latham's – HVAC Maintenance:** A long discussion took place on the service provided by Latham's on the in-suite HVAC. Council noted that they must inspect the entire system in addition to changing the filters. It was also noted that it appeared Latham's did not provide a full inspection on the heat pumps during their previous maintenance inspection.
14. **Wind Study:** It was **MOVED, SECONDED** and **CARRIED** to approve \$6,000 for RDH to update a previous wind study for the strata. Council hopes to recover part of this cost from Wall Financial.
15. **Unauthorized Movie Shoot:** Council will follow up with the concierge on this item.

FINANCIAL

1. **Financial Statements:** The financial statements for February and March 2011 were presented. Following review, it was **MOVED, SECONDED**, and **CARRIED** to approve both statements.
2. **Arrears:** Council reviewed the current accounts receivable status.
3. **Procedures for Arrears:** Council adopted a set of standard procedures to handle late payment of all strata corporation fees, fines and chargebacks. Council instructed the strata agent to being following these procedures. The procedures are outlined below.
 - a. **15 days after due date** - Send a letter notifying the owner of the delinquency and spelling out the remaining steps that will be taken if not paid.
 - b. **30 days after due date** - Send a letter to begin charging interest on the account. Interest will begin from day 1.
 - c. **60 days after due date** - Send a letter and impose a fine on the owner.
 - d. **90 days after due date** - Place lien on the property and notify the owner.
 - e. **120 days after the due date** - Send a lawyer's demand letter.
 - f. All overdue accounts shall accrue interest at the rate of 10% per annum, compounded annually until paid.

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 12:00 p.m.

NEXT MEETING

The next council meeting is scheduled for Thursday, June 30, 2011 at 9:30 a.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan LMS 4456

Derrin Geisheimer
Strata Agent

DG/an

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When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to properly file and retain the entire year's strata records. Service charges apply to obtain additional copies of the strata meeting minutes from the managing agency. Meeting minutes are posted on the strata corporation's website, www.onewallcentre.ca, shortly after they are distributed to owners.

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