

**STRATA COUNCIL MEETING MINUTES
OWNERS' STRATA PLAN LMS 4456
"ONE WALL CENTER"
938 NELSON STREET
VANCOUVER, BC**

Thursday, June 10, 2010
Chart Room – North Tower

PRESENT: Philip Jhin Jerre Bradt Nell Dragovan
 Bruce Gleig Yousef Rastar

VIA CONFERENCE CALL: Michael Mathews Havana Ulrich

GUESTS: Brian Hubbs, RDH Engineering Tim Peters, Strata Lawyer
 Ian Tan, Unit 3306 (arrived at 11:30 a.m.)

STRATA AGENTS: Rick Dickson & Michele Campbell, *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 April 1, 2010 council meeting, as presented.

MOTION CARRIED.

BUSINESS ARISING

1. **Windows:** Brian Hubbs of RDH Engineering reported that they and another engineering firm specializing in HVAC systems have performed an on-site evaluation of a representative sample of suites. The results will be combined with RDH's heating model to provide projections on the effect of the new replacement windows in reducing the heat problem at OWC. At the same time, RDH will complete a detailed window design. The final report regarding the detailed window design and the results of the heat study will be available for the council's review mid to late August.
2. **Roof:** RDH Engineering has been working with Wall Financial to determine the source of the roof leak. It is possible that the roof leak may be caused by the lack of a proper waterproof membrane on the roof. RDH Engineering will continue investigating.
3. **Wall Financial Request to Use RDH:** The strata council reviewed this request with their legal counsel, Tim Peters. Mr. Peters advised of the following points to be considered prior to agreeing with the Wall Financial request:
 - a. The strata corporation has priority over RDH Engineering.
 - b. Brian was asked to provide the council with an estimate of the portion of RDH costs already incurred by the strata that Wall Financial should pay.
 - c. All draft reports to Wall Financial must be reviewed and approved within 30 days. Any draft report that is not finalized within 30 days shall be forwarded to the strata corporation as is.
 - d. All interim and final reports to Wall Financial shall be shared with the strata corporation.

After discussion, the strata council voted to proceed with having Tim Peters draw up the agreement between the strata corporation and Wall Financial noting the above points. It was further noted that Havana Ulrich abstained from this discussion and vote.

4. **Statement of Claim:** A draft copy of the statement of claim was circulated to the strata council for their review and input.
5. **Water Damage:** The owner of unit 3306 attended the meeting to review a problem with water in his unit and damage to the flooring. The strata agent was instructed to have Latham's and Phoenix Restoration investigate the source of the water. Once the source has been identified, the strata council will be in a better position to evaluate who is responsible for the repairs.
6. **Concierge Uniforms:** The council requested the strata agent research the cost of outsourced uniforms for a cost comparison with the hotel.
6. **Enterphone:** The enterphone panel cover has been replaced.
7. **Canopy:** The damage to the canopy has been repaired.
8. **Insurance Settlement:** An issue between a previous owner and an insurance claim has now been settled.
9. **Website:** Jerre Bradt has agreed to research the website content and layout and report back at the next meeting. In addition, the four domain names that access the Strata Corporation website are owned and registered by individual suite owners. Council asked Jerre to contact the domain name owners to transfer ownership of the domain names to the Strata Corporation.
10. **Parking Stall Outlet:** The council discussed this issue and instructed the strata agent to once again write to this owner advising that the owner is requested to investigate and provide costs, etc. in relation to the installation of a parking stall outlet.
11. **Smoke & Odour Complaints/Investigation:** The strata agent provided the council with a report from Latham's regarding complaints received regarding cigarette smoke emanating to their unit from a neighbouring unit. Latham's report noted that smoke and odours were being transmitted through the walls and entering neighbouring units through electrical outlets. The report recommended that it may be prudent to caulk around the electrical outlets as well as removing the baseboards and caulking between the floor and the wall to reduce potential paths for smoke and odour transmission between units. However, Rick Dickson said that in his experience this was not always successful, as it can be difficult to locate and caulk all the openings that may transmit odours. Council took no action on this recommendation.

It was further noted that some of the roof top fans are being turned off by the hotel staff. The council instructed the strata agent to request that Latham's put signs on the strata corporation fans noting "Property of OWC Residences - Do Not Turn Off".

Furthermore, the strata council may consider presenting a non-smoking bylaw for the owner's approval at the Annual General Meeting.

12. **Noise Complaints:** The council reviewed a list of noise bylaw violations provided by the concierge. The complaints were reviewed and fines will be applied to three suites.

FINANCIAL

1. The treasurer reviewed the financial statements for the period ending May 31, 2010 noting that two invoices had been charged to the wrong account. The strata agent will make the necessary changes to the financial statement.
2. The accounts receivable were reviewed and the strata agent was instructed to continue pursuing all outstanding balances.
3. The strata council reviewed various accounts that can be consolidated and the funds returned to the Contingency Reserve Fund; such as but not limited to P4/P5 Lobby Upgrades, HDTV Satellite Upgrade, New Maintenance Manual, etc.
4. The strata agent was directed to obtain current interest rates for reinvesting the \$300,000.00 term deposit, which matures soon.

CORRESPONDENCE

1. The strata council reviewed and approved the request from the BC Lung Association to hold their annual Climb the Wall event on February 27, 2011. Havana Ulrich will contact the Lung Association with the approval.

NEW BUSINESS

1. The strata agent was requested to obtain quotes for removing scratches in the elevator. It was also discussed to have the grout in the lobby cleaned as it is quite dirty.
2. Nell Dragovan has agreed to discuss landscaping options on Nelson Street with the hotel.
3. **Protection of Personal Information:** The strata agent provided the council with a handout prepared by Clark Wilson with respect to the strata corporation's responsibilities regarding the protection of personal information. This item has been tabled to the next meeting as other members of the council would like to have an opportunity to review the material.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:45 p.m.

The next meeting of the strata council will be held on Thursday, September 23, 2010 at 9:30 a.m. Venue to be advised.

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

R. S. (Rick) Dickson
Strata Agent

RSD/mc