

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

Held on Thursday, June 30, 2011
In the Columbia Room – 4th Floor South Tower

PRESENT: Bruce Gleig
Philip Jhin
Jerre Bradt
Nell Dragovan (via teleconference)
Yousef Rastar

REGRETS: Michael Mathews

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 April 27, 2011 council meeting as previously circulated. It was noted that a few typos were discovered following circulation of the minutes. The strata corporation's website has been updated with the corrected minutes.

MOTION CARRIED.

RESERVE FUND STUDY PRESENTATION

David Allbrice and Henry Leung attended the meeting representing RDH Engineering at 10:00 a.m.

David gave an overview of the progress with the reserve study analysis. Council was given a trial presentation on the software that has been developed and is being used by RDH. David will be providing Council with pass codes to access the reserve study software. The reserve study analysis will be finalized and provided to Council in the future. The reserve study will be used to budget for future capital expenditures.

Council thanked David and Henry and they left the meeting at 11:00 a.m.

GLAZING SAMPLES

Brian from RDH and Nick the representative from Wall Financial attended the meeting at 11:00 a.m.

Brian presented a number of glazing samples to Council for their review. The samples varied in respect to color and heat transference qualities. Brian was directed by Council to obtain an additional sample and Brian will follow-up with the manufacturers.

Council thanked Brian and Nick and they left the meeting at 12:00 p.m.

BUSINESS ARISING

1. **Legal Status:** The Council President advised that there is nothing to report at this time. It was previously advised from the lawyer representing the Strata Corporation that the trial date has been set for September 17, 2012.
2. **Communications with Bruno Wall:** Council has not received any new communication from Bruno Wall.
3. **Latham's HVAC In-Suite Quote:** Council reviewed the quotation from Latham's and after review it was **MOVED, SECONDED** and **CARRIED** to approve the quotation in the amount of \$8964 plus taxes.
4. **Latham's:** Council was advised by Latham's that an area within the Strata Corporation's property is inaccessible and a general contractor needs to be contacted to review the situation and install a proper kind of platform for servicing the equipment. The strata agent was directed to investigate.
5. **Landscaping:** Two quotations were received from landscaping contractors. A Council member had met with Paraspac Landscaping and reviewed the site. Council reviewed this quotation and noted that it did not include a maintenance component. The Council member noted that they would contact Paraspac to revisit the quotation provided and ask if they are to provide a maintenance quote as well.
6. **Water Damage from Common Pipe:** The strata agent advised that Phoenix Restoration had been out to mitigate loss for a common pipe that had caused damage to a unit. The strata agent advised that the emergency work has been completed and restoration work is needed for the unit. Council gave the agent direction to complete the restoration work in the unit associated with this leak.
7. **Concierge Wages:** Council directed the strata agent to contact the accounting department for Sheraton Wall and advise that the concierge employees of the Strata Corporation are to be provided with an increase in wages. Council had previously approved the increase but had been waiting for information in regards to the history of the employee's wages.
8. **Noise Concern:** The Council President noted that he had been in contact with the resident of the unit that is still reporting a noise concern in regards to the elevator. The Council President noted that he had requested that the resident provide a document showing that they have power of attorney for the unit in question.
9. **Parking:** Council would like to bring to the attention of all owners and residents that when entering or exiting the parkade you must use the same fob. Residents cannot use one fob to enter and a different fob to exit.
10. **Cooking Smells:** Council reviewed a log of cooking smells that had been reported by residents. The strata agent was requested to follow up with the hotel in regards to these smells on the lower levels P4, P5, and P1.

CORRESPONDENCE

See "Business Arising" item #8.

FINANCIAL

1. **Financial Statement:** It was **MOVED, SECONDED** and **CARRIED** to approve the April 2011 financial statement.
2. **Accounts Receivable – Collection Procedure and Bylaws:** An update was provided on the collection procedures for the Strata Corporation. The Council President will circulate the updated collection procedures to all Council members for their review. It was noted that there are two strata lots that are in significant arrears. The strata agent was requested to proceed with the lien procedure for the two strata lots in question. The strata agent also advised that the new collection procedure should be sent to all owners for their information.
3. **Invoices for Approval:** It was **MOVED, SECONDED** and **CARRIED** to approve payment to RDH for invoices in the amounts of \$211.40, \$6720.00, \$899.64 and \$2688.00.
4. **Procedures for Arrears:** As previously included in the April 27, 2011 minutes, 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 begin following these procedures.

If an owner fails to pay an amount due to the strata, the strata will take the following actions:

- (a) **15 days after the due date,** the strata will write to the owner giving notification of the delinquency and setting out the remaining steps which will be taken if the amount is not paid.
- (b) **30 days after the due date,** the strata will commence charging interest on the amount and inform the owner.
- (c) **60 days after the due date,** the strata will impose a fine and inform the owner.
- (d) **90 days after the due date,** the strata will place a lien on the property and notify the owner.
- (e) **120 days after the due date,** the strata will instruct a lawyer to pursue collection of the amount due.

NEW BUSINESS

1. **The Lung Association:** The Climb the Wall event for The Lung Association has been approved by Council for February 2012 as requested via correspondence dated June 2, 2011 from The Lung Association.
2. **Website Training:** A Council member noted that the company that maintains the website will be providing training to the concierge in the near future.
3. **Unexpected Expenditures:** Council decided to seek a $\frac{3}{4}$ vote at the next general meeting to allow council to incur unexpected expenditures of up to \$5000 during any budget year.
4. **Customer Survey:** Council discussed a suitable response to an Ascent Property Management Customer Survey.

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 1:00 p.m.

NEXT MEETING

The next council meeting is scheduled for Friday, September 2, 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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