



STRATAWEST MANAGEMENT LTD.

Professional Property Managers

STRATA PLAN BCS 1345 – ONE UNIVERSITY CRESCENT

STRATA COUNCIL MEETING

DATE: THURSDAY, FEBRUARY 22, 2006
TIME: 7:00 PM
LOCATION: BOARDROOM – SFU COMMUNITY TRUST
BURNABY, B.C.

A G E N D A

- (1) CALL TO ORDER.**
- (2) STRATA COUNCIL BUSINESS –**
 - a) Strata Council Keys and Access (distribution and confirmation)
 - b) Minute distribution and council review – future guidelines
- (3) PREVIOUS MINUTES:**
 - January 26, 2006
- (4) UNFINISHED BUSINESS**
 - a) Parking issues – disclosure statement discrepancy and agreement of
 - Disclosure statement discrepancies
 - Parking easement between Simon Fraser University, Millennium & City of Burnaby for 11 parking stalls
 - Nancy McQuaig on intent for parking at SFU
 - Unauthorized parking in visitor parking and vacant owner/developer spaces
 - Co-op parking stalls
 - Relocation of parking gates
 - Visitor Parking rules and tags
 - b) Building Issues Identified –
 - Decorative awning issues
 - Scupper issues
 - Transformer investigation
 - Alterations to common property
 - c) Security updates
 - Re-keying of back door cylinders with high security keys with future allowance for re-keying other address and common locks
 - Parking ramp mirrors
 - Amenity room locks



STRATAWEST MANAGEMENT LTD.

Professional Property Managers

- d) Insurance issues outstanding.
 - Sewer line break claim
 - Room Membrane
 - ICBC Claim for building one gate
- e) Developer / Strata Property Act Requirements
Documents required to be turned over to Strata Corporation.

(5) FINANCIAL REPORT:

- a) Financial Statements –
- b) Accounts Receivable;

(6) CORRESPONDENCE

(7) COMMITTEE ITEMS & BUILDING ISSUES

- a) BYLAWS
 - 1) Draft bylaws and bylaw items for discussion
- b) BUILDING
 - 1) Heating & Ventilation
 - Temperature adjustments
 - Replacement of belts & servicing
 - Volume of air flow
 - 2) For Sale signage (ordered)
 - 3) Further damage to building two garage gate
 - 4) Heat issues in concierge station and gym
 - 5) Dryer vent issues
 - 6) Hot water - time to heat up?
 - 7) Elevator bells
- c) GROUNDS
 - 1) Planting issues – trees toppling over
 - 2) Developer plants dying or not healthy
- d) BUILDING ENVELOPE / DEFICIENCIES
 - 1) Envelope review – proposals for survey
 - 2) Developer / General Contractor issues
- e) SFU COMMUNITY ASSOCIATION
- f) AMMENITIES ROOM
 - 1) Rules
 - 2) Access – locking of interior doors



STRATAWEST MANAGEMENT LTD.

Professional Property Managers

3) Damage to mirrors or faulty installation -

(8) NEW BUSINESS:

- a) Elevator Notice boards – Installed
 - Rules of use
- b) Concierge duties and job description
- c) Window washing – when, how much, how many times
- d) 700 – 9370 – SFU Suite concerns

(9) ADJOURNMENT,

Next meeting – Thursday, March 23, 2006 @ 7:00 PM

Location _____