



STRATAWEST MANAGEMENT LTD.

Professional Property Managers

STRATA PLAN BCS 1345 – ONE UNIVERSITY CRESCENT

STRATA COUNCIL MEETING

DATE: THURSDAY, JANUARY 26, 2006

TIME: 7:00 PM

LOCATION: LOUNGE – AMMENITIES ROOM
9390 UNIVERSITY CRESCENT
BURNABY, B.C.

A G E N D A

- (1) CALL TO ORDER.**
- (2) STRATA COUNCIL BUSINESS –**
 - a) Building Walk about (very brief)
 - b) Assignment of positions of office
(examples for consideration & Mandatory)
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Grounds
 - Buildings
 - Bylaws
 - Building Envelope
 - SFU Community Association
 - c) Strata Council Keys and Access
- (3) PREVIOUS MINUTES:**
 - Not applicable for this meeting
- (4) UNFINISHED BUSINESS**
 - a) Annual General Meeting items for followup
 - 1) Security Upgrades
 - 2) Architectural Issues
 - 3) Amenities Room Issues
 - 4) Power Outage / Breaker Issues
 - 5) Pets
 - 6) Parking Ramp Mirror
 - 7) Garbage Recycling Etiquette



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- b) Insurance Issues outstanding
 - 1) Sewer Line Break
 - 2) 700-9370 membrane breach
 - 3) Locker room break-ins
 - 4) Theft from office
 - 5) ICBC claim for Building one gate
- (5) **FINANCIAL REPORT:**
 - a) Financial Statements –
 - b) Accounts Receivable;
- (6) **CORRESPONDENCE**
- (7) **COMMITTEE ITEMS & BUILDING ISSUES (suggested)**
 - a) BYLAWS
 - 1) Standard Bylaws and Developers registered version – Clark Wilson
 - 2) Strata Property Act
 - b) BUILDING
 - 1) Heating & Ventilation issues
 - c) GROUNDS
 - d) BUILDING ENVELOPE / DEFICIENCIES
 - e) SFU COMMUNITY ASSOCIATION
 - f) AMMENITIES ROOM
- (8) **NEW BUSINESS:**
 - a) 2006 meeting dates
 - b) Parking issues
 - Visitor Parking – rules and disclosure statement
 - Metering of One University Crescent
 - c) For Sale signage
 - d) Elevator notice boards
 - e) Concierge Station
 - Carpet – curtains – email – computer etc.
- (9) **ADJOURNMENT,**

Next meeting – Thursday, February 23, 2006 @ 7:00 PM in Amenity Room Lounge