



STRATAWEST MANAGEMENT LTD.

Professional Property Managers

STRATA PLAN BCS 1345 – ONE UNIVERSITY CRESCENT

STRATA COUNCIL MEETING

DATE: TUESDAY MARCH 28, 2006
TIME: 7:00 PM
LOCATION: AMENITIES ROOM – LOUNGE
ONE UNIVERSITY CRESCENT
BURNABY, B.C.

A G E N D A

- (1) CALL TO ORDER.**
- (2) GUEST BUSINESS – Mr. Michael Geller – President, University Trust**
(Council issues – parking – presidential suite, irrigation pipe – roof membrane warrantee, etc)
- (3) PREVIOUS MINUTES:**
- February 22, 2006
- (4) UNFINISHED BUSINESS**
 - a) Parking issues – update (discussion with Mr. Geller)
 - Visitor Parking rules and tags
 - Towing arrangements with Mundies Towing
 - b) Building Issues Identified –
 - Decorative awning issues - update
 - Scupper issues - update
 - Transformer investigation - update
 - Alterations to common property
 - c) Security updates
 - Re-keying of back door cylinders with high security keys – Requested 2nd quote from Mr. Prolock - delayed, as he is USA unit April 3rd.
 - Parking ramp mirrors - installed
 - Amenity room locks – installed
 - 9330 stairway locks – installed (temporary until proper lock set received – on order)
 - d) Insurance issues outstanding.
 - Sewer line break claim - update
 - Roof Membrane
 - ICBC Claim for building one gate



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e) Developer / Strata Property Act Requirements - followup

(5) FINANCIAL REPORT:

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

(6) CORRESPONDENCE

(7) COMMITTEE ITEMS & BUILDING ISSUES

a) **BYLAWS & RULES**

- 1) Draft bylaws update – making fines enforceable
- 2) Additional Rules
- 3) Planning for SGM in next few months to ratify

b) **BUILDING**

- 1) For Sale signage – delivered and stolen – based on feedback, council instruction on replacement sign required.
- 2) Building two garage gate
- 3) Heat issues in concierge station and gym
- 4) Amenity room glass – possible insurance claim
- 5) Pending Power Factor Surcharge
- 6) Backflow preventor testing

c) **GROUNDS**

- 1) Blades Garden Service Report on condition of gardens re: Planting issues – trees toppling over - Developer plants dying or not healthy

d) **BUILDING ENVELOPE / DEFICIENCIES**

- 1) Envelope review – proposals for survey – not necessarily required until end of year 2
- 2) Envelope Maintenance Manual – copy for council
- 3) Developer / General Contractor issues

e) **SFU COMMUNITY ASSOCIATION**

- 1) Mosquitoes prevention by SFU trust
- 2) Out of bounds issues

f) **AMMENITIES ROOM**

- 1) Rules implementation?
- 2) Relocation of some amenity room furniture to allow for placement of tables and chairs for council meetings and other functions.



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(8) NEW BUSINESS:

- a) Concierge duties and job description – Job Review
- b) Janitorial contract – solicitation for service
- c) Owner Contact Information – email addresses etc
- d) Web Page
- e) Critters
- f) Pets – dogs off leash email

(9) ADJOURNMENT,

Next meeting – Thursday, April 20, 2006 @ 7:00 PM
Location Lounge