

**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN BCS 1345 – ONE UNIVERSITY CRESCENT**

**DATE HELD:** THURSDAY, APRIL 20, 2006  
**LOCATION:** LOUNGE – AMENITIES ROOM  
ONE UNIVERSITY CRESCENT  
BURNABY, B.C.  
**CALL TO ORDER:** 7:00 P.M.

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**Council in Attendance:**

Mr. Smith Munro	101 – 9380	President
Mr. Bruce Clayman	600 – 9380	Vice-President
Mr. Dario Nonis	400 – 9310	Treasurer
Ms. Anita Smith	100 – 9390	Secretary
Mr. Jan Nielsen	700 – 9330	Building Envelope
Ms. Lois Woolf	400 – 9370	Amenities Room
Mr. James Atamanchuk	700 – 9370	Building
(Owner's rep)		

**Guests in Attendance:** Mr. Michael Geller, President - SFU Community Trust

**Also in Attendance:** Mr. Mel Meln, Stratawest Management Ltd.

**(1) CALL TO ORDER**

Council President, Smith Munro, called the meeting to order at 7:05 p.m.

**(2) GUEST BUSINESS**

Mr. Munro thanked Mr. Michael Geller, President - SFU Community Trust for attending the Strata Council Meeting and meeting with Strata Council to discuss some issues of importance to One University Crescent.

Mr. Geller thanked Mr. Munro for the invitation to meet with the Strata Council to address concerns and update the Strata Corporation on several issues.

One of the concerns the Strata Corporation has had is with the improvements to Suite 700 – 9370 which is owned by Simon Fraser University and is a co-joined with Suite 701 and which has had alterations to both the interior and Limited Common Property decks. Mr. Geller stated that negotiations with the Developer took place in advance of the construction of One University Crescent and agreements were struck as part of the purchase agreement for configuration of the suite and for installations on the Limited Common Property. However, one alteration made for the installation of a fireplace/barbeque on the roof deck was not done in accordance with approved plans. He advised that the SFU Community Trust will offer a full warranty to One University Crescent for this area of the roof, in the event of any breach in the membrane. This is important to the Corporation because the roofer who inspected it voided its warranty on the portion of the roof where the fireplace/barbeque was installed. A water leak as a result of contractor negligence affected the unit below. Repairs were made to the unit by the SFU Community Trust at no cost to the Strata Corporation.

Mr. Geller indicated that the SFU Community Trust would cooperate fully with the Strata Corporation and will provide copies of all approvals and plans which show the variances from the original building plans for improvements to the Strata Lots and Limited Common Property.

Mr. Geller then discussed the problems with visitor parking and additional Owner parking. He indicated that the concept of UniverCity is that of an urban development where homeowners are encouraged to use public transit and that allocations for secondary parking was not a significant feature of the project development. Nevertheless there has been considerable discussion by homeowners throughout the UniverCity complex including One University Crescent, about the need for additional Owner and visitor parking.

Mr. Geller advised that the SFU Community Trust has negotiated an arrangement with Simon Fraser University to allow UniverCity residents use of Parking Lot B (east of Tower Road) to park their vehicles on an after-hours or all-day basis at a reasonable annual fee. In addition, SFU will designate 15 spaces for One University Crescent and Harmony visitor parking to replace some of the visitor parking spaces promised by the Developer. On-street parking along University Crescent will be converted to visitor parking space, with a two hour maximum stay, 24 hours per day.

Owners may purchase a permit for non-restricted parking in Lot B at an annual rate of \$600 or a restricted permit which is valid Monday through Thursday from 3:30 pm to 8:30 am and Friday, Saturday, Sunday and Holidays all day, at an annual rate of \$336.

Parking passes may be purchased from the SFU Traffic Office which is located in the West Mall Complex, room 3110, office hours are Monday through Friday 8:30am – 4:30 pm. The phone number is 604-291-5534.

Strata Council thanked Mr. Geller for his attendance at the meeting and discussions with the Council. They expressed appreciation for his sincere manner in responding to the Strata Corporation's concerns and his promise to cooperate and provide information as needed. Mr. Geller then left the meeting.

**(3) PREVIOUS MINUTES**

There being no errors or omissions, it was:

**MOVED AND SECONDED (Atamanchuk/Woolf)**

That the Minutes of the Strata Council Meeting held Tuesday March 28, 2006 be adopted as circulated.

**CARRIED**

**(4) UNFINISHED BUSINESS**

**a) Parking Issues**

The Strata Corporation will continue to monitor the use of visitor parking at One University Crescent. All Owners are reminded again that visitor parking is not for Resident parking. The Strata Corporation shall monitor use of visitor parking and those Owners who are parking their principal or second vehicle in visitor parking are warned that their vehicle may be subject to towing.

b) **Building Issues Identified**

i) **Decorative Awnings and Scupper Issues**

Management advised that the Developer and Stuart Olson will be undertaking modification to scuppers at various upper floor locations, with a view to diverting run-off to help prevent the overflow of water onto the decorative awnings and the resultant problems with back splash. These repairs are expected to commence the first week of May and affected Owners will be contacted by Stuart Olson requesting access to their units. Notices will also be posted because, there is likely to be some noise disruption for all Owners.

ii) **Transformer Room Sound Transference**

The Developer and Stuart Olson have had consultants attend to the transformer room, however there does not appear to be any positive resolution to the transformer noise issue which is affecting one Owner. The general manager for Millennium University Homes has responded to the Strata Corporation's and Owner's concerns, promising to rectify the situation. The Strata Corporation and Management will continue to monitor this situation closely.

iii) **Alterations to Common Property**

In the discussions with Mr. Geller, he acknowledged that there was some alteration to the Common Property at 700 – 9370 and he apologized that procedure was not followed in notifying the Strata Corporation in advance and seeking approval for some plant irrigation measures. The offending pipes have now been removed and, once copies of support documentation are received, the Strata Council will have a better understanding of the work done at that location and a record for future reference/follow up.

c) **Security Updates**

i) **Security Locks/Alarms**

Management is obtaining quotations for upgrading of security locks, particularly the back door cylinders, with high-security key and lock sets. Council also requested that Management obtain quotations for the installation of alarm systems for the back doors to stop/alert Owners to unauthorized entry.

ii) **Amenity Room Locks**

The amenity room lock work is almost complete and Owners are reminded that the lounge will be kept locked permanently. Arrangements for lounge access and use must be made in advance through the concierge.

iii) **Lobby Security Issues**

It was reported that one of the neighbouring buildings had a problem with theft of lobby furniture. All Owners are asked to be aware and monitor any strangers in and around the property, possibly asking for permission to follow you into the lobby on the pretext of visiting another Owner. While the lobbies at One University Crescent do not have a lot of furniture, there are postal box nests in each lobby and these are vulnerable for break and enter.

Management will also follow up by having the lobby furniture bolted down where required.

d) **Insurance Issues Outstanding**

i) **Sewer Line Break**

Management advised that there has been acknowledgement by the “wrap” insurance provider which is now under review of the policy holder, Millennium University Homes Ltd. Hopefully they will shortly sign off on the claim and this issue can be settled as the Strata Corporation strongly believes they are at no fault in the incident.

ii) **Roof Membrane**

With Mr. Geller’s attendance at the meeting and promise that the SFU Community Trust would provide an undertaking of warranty, the Strata Corporation’s concerns with respect to this issue will be satisfied, once this undertaking is received.

iii) **Strata Property Act Requirement/Follow Up**

Management advised the company principal for Stratawest Management Ltd. continues to follow up with One University Homes for receipt of the documentation about the buildings required under the Strata Property Act. This documentation is gradually being received and continued follow up will take place until Management is satisfied they have received all required documentation.

e) **Concierge Job Description**

Council reviewed and amended the concierge job description for Management to discuss with the concierge.

(5) **FINANCIAL REPORT**

a) **Financial Statements**

Council Member Dario Nonis advised that he had had an opportunity to review the Financial Statements provided by Management to the end of March 2006. He advised the Statements reflected fairly the activity of the Strata Corporation for the month in question. It was then

**MOVED AND SECONDED (Nonis/Woolf)**

That the Financial Statements be approved to date as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

Council reviewed the current status of the Accounts Receivables due the Strata Corporation from Owners. With the exception of one account, receivables are generally current or past due for current month only. Management continues to follow up with the Owners to assist with establishing Pre-Authorized payment or post dated cheque routines.

c) **Interest Paying Arrangements**

Management confirmed with Strata Council that the Strata Corporation arrangements through Stratawest Management trust accounts with VanCity Savings call for all Corporation accounts to receive interest at the rate of VanCity prime – 1.75%. A review of operating and trust accounts by Council and Management revealed an error by VanCity who is presently recalculating interest payable. They will advise Management of the amount of credit applicable to the account operation shortly. The interest rates payable are very competitive for cash accounts and in many instances exceed those offered for short-term term deposits or CD's.

d) **Contingency Reserve Transfers**

Management confirmed that VanCity had a transfer problem in their system and have now corrected the transfers for the Corporation's Contingency Reserve monies from operating to reserve accounts.

(6) **CORRESPONDENCE**

The Strata Corporation through Management wrote to Simon Fraser University expressing concerns with respect to 700 – 9370. Mr. Geller, in attending the meeting tonight addressed these issues and offered responses to the Strata Corporation concerns.

Requests were received from 600 – 9380 to (1) install sound baffling above their deck at the HVAC system, since HVAC noise interferes with their use and enjoyment of the deck and (2) install an electrical extension cord in the utility room adjacent to the deck. The baffling proposed is similar to that installed at 700 – 9370. Council Member Bruce Clayman, the Owner of 600 – 9380 excused himself from the discussion on the matters other than to clarify the request. After discussion and consideration, it was

**MOVED AND SECONDED**

That the Owners of 600 – 9380 be allowed to install the baffling modifications and extension cord as noted in their correspondence and attachments.

**CARRIED**

(7) **COMMITTEE ITEMS & BUILDING ISSUES**

a) **Bylaws & Rules**

All Owners are advised that a copy of the proposed revised Strata Bylaws are available for review at the Strata Corporation's web site: [www.members.shaw.ca/ouc](http://www.members.shaw.ca/ouc). Owners who have comments or queries may send emails to the Strata Council via the web site.

The Corporation will provide written copies of the proposed Bylaws to all Owners prior to a Special General Meeting at which the Bylaws will be considered. However, it wishes any Owner questions or concerns addressed prior to that notification so that these may be considered prior to distribution of notice of the General Meeting.

b) **SFU Community Association**

Mr. Clayman advised that the Association is sponsoring various events around the town center and pamphlets indicating locations and times will be placed at the lobbies.

Mr. Clayman indicated that security has become a topic of discussion amongst Association Members and the idea of establishing a community security patrol is gaining acceptance and will be discussed at future meetings.

c) **Building Envelope/Deficiencies**

Management advised that he would be meeting shortly with a representative from the Master Painters and Decorators Association to review the exterior painting. It is felt it would be in the Strata Corporation's best interest to have a report prepared on the condition of the exterior painting. The Developer advises that the general contractor, Stuart Olson, will be required to re-paint much of the building exterior. The condition of original paint, its current condition and its adherence is questionable in many areas and documentation in the hands of the Corporation is viewed as prudent in the event warranty claims or means of remedy are required. Management has asked the Developer for a copy of the original painting specs to supplement this report. Management will provide this information to Strata Council when available.

(8) **NEW BUSINESS**

a) **Car Wash**

The Strata Corporation will purchase a hose for the car wash for Owners' use. Owners are asked to be careful when using the facility so they do not overspray and/or allow the hose to run on adjacent garage surface.

b) **Natural Gas**

Management advised that efforts are continuing to look at ways to reduce natural gas consumption. Keith Plumbing and Heating have attended the building to review the operation of the HVAC system and boilers. The Strata Corporation continues to run approximately three times higher than the budgeted natural gas usage and this will be a budgetary issue that will need to be addressed with Owners at the upcoming Special General Meeting.

c) **Security**

The Strata garage and locker rooms were broken into this week. Part of the security upgrades will be to improve locking system at the locker and bike room locations. The thieves stole the Strata video recorder and an insurance claim will be filed for its replacement. Upgraded security will be installed and the recorder will be replaced and relocated to a more secure location.

d) **Newspapers**

The Strata Corporation has received a request for delivery of local community newspapers and Management will make arrangements for this, with the papers to be delivered to a central location with a limited number distributed to each address for Owner pick up. If there is an increased demand, more papers will be ordered.

**(9) ADJOURNMENT**

There being no further business the Meeting adjourned at 9:40 p.m. with the next regularly scheduled Strata Council Meeting set for Wednesday, May 24 (or is it Thursday May 25), 2006 at 7:00 p.m. in the Amenity Room Lounge.

I have the 24<sup>th</sup> on my calendar