

STRATA COUNCIL MEETING MINUTES

STRATA PLAN BCS 1345 – ONE UNIVERSITY CRESCENT

DATE HELD: WEDNESDAY, FEBRUARY 22, 2006

LOCATION: 600 – 9830 UNIVERSITY CRESCENT
BURNABY, B.C.

CALL TO ORDER: 7:00 P.M.

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)		

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

(1) CALL TO ORDER

Council President, Smith Munro, called the meeting to order at 7:00 p.m.

(2) STRATA COUNCIL BUSINESS

a) Access & Security

Management provided Council Members with confirmation of increased access for their requirements to investigate areas of the building on behalf of the Strata Corporation.

b) Communications Distribution

Council discussed and agreed on format for distribution and Council review of Minutes prior to mailing or posting of Minutes in future.

(3) PREVIOUS MINUTES – January 26, 2006

There were no Minute comments that required amendment in the January 26, 2006 Minutes and it was:

MOVED AND SECONDED (Clayman / Nonis)

That the minutes of the Strata Council Meeting held Thursday, January 26, 2006 be adopted as circulated.

CARRIED

(4) UNFINISHED BUSINESS

a) Parking Issues

Council discussed at some length parking issues at One University Crescent (OUC) (the building), University Crescent (the street) and available parking in university lots. The Council discussed many issues affecting the Owners and their visitors as follows:

i) Disclosure Statement

The disclosure statement describes 23 visitor parking spaces at One University Crescent. On site there are only 12. The Developer, Simon Fraser University and The City of Burnaby entered into an agreement whereby 11 parking spaces in adjacent University lots were designated as "Visitor Parking" although not identified or segregated from other parking spaces and requiring payment in accordance with University guidelines for parking.

It is also understood that the other developments completed so far have similar arrangements. Council feels this re-allocation of visitor parking was not disclosed to Owners who purchased at One University Crescent and may be a contravention of the Disclosure Statements given to purchasers.

Strata Council has decided to discuss the matter with representatives of the University Trust and will invite them to attend the next Strata Council Meeting to discuss this and other issues.

ii) **Co-Op Parking Stalls**

The Developer has confirmed that the Co-op parking stalls required under the University Trust Development agreement are numbers 10 & 129. Parking stall 10 is currently a designated visitor stall and would need to be re-marked if a co-op vehicle purchase at the Strata Corporation occurs.

iii) **Visitor/Owner Parking Rules**

Council discussed and is developing rules for visitor and Owner parking at One University Crescent. Owners are advised that visitor parking is not for Owner use and Owner vehicles are not allowed to overnight park in those locations. OUC does not have an inventory of extra parking spaces with all the vacant parking spaces either allocated to owners or the developer. Unauthorized parking in the garage may result in your vehicle or your visitors' vehicles being towed without notice or warning.

Towing arrangements with Mundies Towing are in the process of completion and once their signage is posted, there will be no further notice given.

b) **Building Issues**

Management wrote to the Developer (Millennium University Homes Ltd.) about various issues at the building and provided a copy of their reply to Council:

- i) Decorative awnings at many locations at the building have been an issue where they deflect water back into balconies and onto the building. The Developer advised they have asked their architect to look into this problem and advise a solution. They will provide further information as available.
- ii) Drain scuppers at all levels above ground floor units cause deck drain water and cleaning water to fall on ground floor unit patios. Apparently these are within code and Council is reviewing the problem. The Developer has not signified that they will look to correct further.
- iii) The main electrical transformer room located at the P-1 Level of Building Two near 9320 entrance has a noise transference issue. The Developer has had consultants and the installer investigating the problem. They agree that the amount of transference is in excess of that allowed and stated that it will be brought into acceptable levels.
- iv) The Strata Corporation will need to deal with Common Property alterations that were not pre-approved by the Developer for the joining of Strata Lots 44 & 45. The University owns the units and will make application to the Strata Corporation for the modifications as intended in the purchase of the units.

c) **Security Updates**

- i) Management provided Council with a quotation for upgrading rear entry doors to high security keys and removing doorknob hardware. Council requested competitive quotations before approval. The long-term intent is to gradually change door locks throughout the building to high security and in doing so improve the security at those locations.
- ii) Council approved the additional keying at the stairwell of 9330 to ensure that anyone accessing that stairwell from the visitor area can only exit the building and not enter either the stairwells, elevator vestibules or the P-2 parking level without a properly coded fob or key.
- iii) The amenities room doors to the lounge and pool room will be keyed. Council is reviewing whether or not to have keys as an integral part of access to these locations to cut down potential unauthorized access issues.
- iv) Management provided Council with a quotation from Accurate Glass for the installation of four parking ramp mirrors in the amount of \$1,520.00 + GST. Council considered the Owner feedback on this issue and agreed the installation was warranted. It was then

MOVED AND SECONDED (Atamanchuk / Woolf)

That the Strata Corporation proceed with the installation of parking ramp mirrors as per the quotation of Accurate Glass.

CARRIED

d) **Insurance Issues**

Council discussed three issues that could potentially impact on the Strata Corporation insurance; however each is under discussion or review.

- i) A sewer line break that caused back up to two units in Building One on August 28, 2005 is still not settled. The Strata position is that the break occurred in an area that was still part of construction and that the insurance coverage or responsibility for repair rests with the Developer or General Contractor. Much correspondence on the matter has occurred between the Strata Corporation's adjustor and representatives for the Developer's insurance to date. Council agrees that neither the Strata insurance nor accounts should be charged with these costs. Management will keep Council apprised of its efforts to have the Developer wrap up insurance policy cover costs.
- ii) An Owner accident in the garage resulted in the Strata Corporation having to obtain security services pending the repair and replacement of one of the garage gates. ICBC has confirmed coverage and they will be forwarding settlement shortly.
- iii) A breach in the roof last year caused damage to a suite below and has resulted in some warranty issue on a portion of the roof membrane. This matter will also be discussed with the University Trust representative at the next Council Meeting.

(5) **FINANCIAL REPORT**

a) **Financial Statements**

Financial Statements were not formally reviewed at this meeting. Current statements are interim with the 1st Strata Corporation fiscal year commencing February 1, 2006. The January 31, 2006 statement will require review as to accruals and expenditures as the surplus or shortfall may require either rebate if over \$100 per unit or additional Developer contribution if a deficit.

b) **Accounts Receivable**

Council reviewed the current status of the Accounts Receivables due the Strata Corporation with respect to Strata Fees. For the most part, fees are current with some Owners possibly misunderstanding payment methods.

Management is following up by notice and phone where required. Council approved the issuance of a demand letter in one instance to enforce Bylaws where an Owner had made no payments. Subsequently, the Owner has made arrangements and Management will follow up.

Owners are reminded that payments are due on the 1st of each month and pre-authorized payments or post dated cheques strongly recommended. When the Strata Corporation Bylaws are presented for approval, there will be a Bylaw requirement for either of these payment methods as well as interest and fining.

(6) **CORRESPONDENCE**

The Strata Council reviewed correspondence both written and received.

An Owner wrote to Strata Council requesting a review of hallway air temperature and pressure along with security issues at 9330. Management will reply advising that hallway temperatures have been moderated by Keith Plumbing and air pressure is inline with specifications of the system, however will be reviewed. Security changes to 9330 have been approved as noted to further limit access to common areas.

An Owner wrote in followup to transformer noise issues. As noted previously in the Minutes, the Developer has been looking into the issue and has promised to bring the noise levels down to Code requirements.

An Owner wrote to the Council with concerns about rainwater being directed onto their deck. This problem relates to the decorative awing problem that has been brought to the Developer's attention and noted previously in these Minutes.

An Owner wrote to the Council about noise transference between floors. As was discussed at the Annual General Meeting, concrete buildings will transmit noise between floors and Owners are asked to be aware of your neighbours below.

Management will reply to correspondence where required.

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

a) **Bylaws**

Council reviewed a first draft of Bylaws prepared by Bruce Clayman with Council input. The document still requires changes but is shaping up into a form that can be presented to Owners. Council is considering a web page and may post a draft of the Bylaws prior to a Special General Meeting to formally discuss and approve.

b) **Buildings**

i) **Heating & Ventilation**

Management has had Keith Plumbing attend to the buildings to review and adjust the HVAC systems in the buildings to try to moderate the temperature settings. Natural Gas usage at the building has been approximately three times the budget forecast and it is hoped to gain some benefit from these adjustments.

ii) **For Sale Signage**

Council confirmed again that it does not want realtor signage on the property and Management will have a sign prepared noting there is a suite for sale and to contact your local realtor. This will be posted near the entrance ramp and will be easily visible from the street. This will keep the exterior appearance of the property less cluttered.

iii) **Hot Water**

An Owner has asked to have the hot water distribution checked to see if receipt of hot water is taking too long. Each address has a separate hot water supply with boiler and holding tank at rooftop. Management will have Keith Plumbing review and advise.

iv) **Garage Gate at Building Two**

A vehicle had an incident with the gate at Building Two and Management is obtaining opinions of damage and repair.

Owners are reminded to ensure the gate is not in a downward motion before attempting to enter or exit. While there is an electric eye to stop and reverse the gate, a vehicle in motion is quicker than the electric eye can react if the gate is in a downward motion and the gate can hit your car before reversing.

v) **Amenities Room Thermostats – Temperature**

The thermostat in the Gym has been locked and set. Please do not try to adjust. Council is looking into window tinting or Mini blinds to try to cut down on the affect of sunlight on the room temperature.

c) **Grounds**

Blades Garden Service will conduct a survey of plantings and provide a report. This will be used as a basis to have the original landscaper for the Developer return to replace and correct landscaping deficiencies. There have been some instances of trees toppling over and original plantings not surviving. These issues will need to be corrected.

d) **Building Envelope/Deficiencies**

Council agreed that quotations for a building envelope review should be obtained for consideration. As part of warranty requirements, the building will need to assure itself it has reviewed building systems to ensure claims if any are done in a timely manner. Management will request proposals from three consultants for Council consideration. The Strata Corporation budget has funds available for this expense.

e) **SFU Community Association**

Council Member Bruce Clayman updated Council on the parking issues being discussed by the Community Association and the University and University Trust. Recent restricted parking signage on One University Crescent has restricted extra parking. Owners will be kept apprised of these discussions as the Community Trust meetings are held.

f) **Amenities Room**

Council discussed issues of amenity room rules, usage guidelines and security. Increased security to protect the equipment and amenity room furniture etc. was also discussed.

The problem of unescorted minor children was also a concern to the Council with there being reports of numerous school age children being in the amenity room without adult supervision. There has been some damage to mirrors and equipment recently although no source or cause has been determined. Council felt the issue of amenity room conduct such that it felt at this time the draft bylaws for Owner's consideration should be implemented as Rules pending a General Meeting for ratification. Proposed Bylaw 43 was discussed and after consideration it was:

MOVED AND SECONDED (Clayman/Atamanchuk)

That the proposed Bylaw be considered a Rule at present and is to be ratified by Owners as a Bylaw at a future General Meeting of Owners. The Amenity Room Rule is as follows:

Rule # 1 - Amenities Areas

- (1) The Amenities Areas adjacent to 9390 University Crescent are for the use of Residents and their guests only. Guests must be accompanied by a Resident at all times.
- (2) Access to the Amenities Areas will be controlled via security transponder (fob) access.
- (3) Security cameras will monitor the Amenities Areas.
- (4) Regulations with respect to specific areas:
 - a) Fitness Room
 - i) Only persons 13 years and older are permitted access to the Fitness Room.
 - ii) It is expected that the Fitness Room will be looked after by each user. Any breakages, faulty equipment or concerns must be reported to the Manager
 - iii) Equipment may not be removed from the Fitness Room for any purpose whatsoever.
 - b) Lounge
 - i) The Lounge may be booked through the Manager by residents for special occasions. At the time of booking, a key will be issued
 - ii) The Lounge must be left in the condition in which it was found. An inspection of the Lounge will be made by the Manager when the key is returned and the costs of any out of the ordinary cleaning required will be the responsibility of the user.
 - c) Billiards Room
 - i) Only persons 13 years and older may use the billiards table unless supervised by an adult.
 - ii) Repair of any out of the ordinary damage will be the responsibility of the user.
 - iii) Any breakages or missing equipment must be reported to the Manager.

CARRIED

This Rule will be posted at the Amenity room for reference.

Management is also following up on cracks appearing in the Gym mirrors. An opinion from Accurate Glass is that possible stress from installation may be the cause although damage from people in the Gym has not been discounted.

Council also discussed the purchase of table and chairs for the amenity room to hold Council Meetings and to allow for Owner functions to have increased flexibility in future. Management will follow up.

(8) **NEW BUSINESS**

a) **Elevator Notice Boards**

Elevator notice boards for communication with Owners/Residents have been installed in all elevators.

Owners/Residents are reminded that these boards are for Strata Corporation issues and are not to be used for general communication or advertising purposes.

b) **Concierge Duties**

Council received a copy of concierge duties as prepared by Management for review, discussion and clarifying duties at future Council Meetings.

c) **Window Washing**

Window washing will be arranged for early April. Owners are reminded that the Strata Corporation will only clean inaccessible windows. When notice is posted, it will include information for contact of the window washing company if individual Owners are desirous to have other windows cleaned.

(9) **ADJOURNMENT**

There being no further business the Meeting adjourned at 10:16 p.m. with the next regularly scheduled Strata Council Meeting set for Tuesday, March 29, 2006 at 7:00 p.m. in the Amenity Room Lounge.