

STRATA COUNCIL MEETING MINUTES
STRATA PLAN BCS 1345 – ONE UNIVERSITY CRESCENT
DATE HELD: THURSDAY, JANUARY 26, 2006
LOCATION: AMENITIES ROOM LOUNGE
ONE UNIVERSITY CRESCENT
CALL TO ORDER: 7:00 P.M.

Council in Attendance:

Mr. Smith Munro	101 - 9380
Mr. Bruce Clayman	600 - 9380
Mr. Dario Nonis	400 - 9310
Ms. Anita Smith	100 – 9390
Mr. Jan Nielsen	700 – 9330
Ms. Lois Woolf	400 – 9370
Mr. James Atamanchuk	700 – 9370 (owners Rep)

Also in Attendance: Mel Meln, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order by Mel Meln of Stratawest Management Ltd. at 7:05 p.m.

(2) STRATA COUNCIL BUSINESS

a) Council Positions

The following Strata Council Members agreed to serve in the following positions of office for 2006, Council Members will also liaise with each other in other positions/committee initiatives.

Mr. Smith Munro	101 – 9380	PRESIDENT / SECURITY
Mr. Bruce Clayman	600 – 9380	VICE-PRESIDENT / SFU COMMUNITY ASSN. BYLAW CHAIR / SECURITY
Mr. Dario Nonis	400 – 9310	TREASURER
Ms. Anita Smith	100 – 9390	SECRETARY / GROUNDS PET REGISTRY / GARBAGE & RECYCLING
Mr. Jan Nielsen	700 – 9330	BUILDING ENVELOPE / DEFICIENCIES
Ms. Lois Woolf	400 – 9370	AMMEN ITIES ROOM / BYLAWS / DEFICIENCIES
Mr. James Atamanchuk (Owners Rep)	700 – 9370	BUILDING ENVELOPE / DEFICIENCIES

b) Access & Security

Council discussed and instructed Management on requirements for building access needs for Council Members to assist in operation, investigation and review of building issues and systems during their terms on Council. In conjunction with this, Council conducted a brief building walk about to review security issues at 9330 after the Council Meeting.

(3) **PREVIOUS MINUTES**

There were no previous Strata Council meeting minutes for approval at this meeting.

(4) **UNFINISHED BUSINESS**

a) **1st Annual General Meeting Items for Followup**

i) **Security Upgrades**

Management provided Council with quotes for discussion to add to the video security system, principally to add cameras to the amenities room. Council discussed the activities in the amenities room and the need to manage inappropriate behavior and underage children access without supervision. Cameras may help with review of behavior, but Council also felt that additional security for the amenities room and secondary door locks to individual sections might also assist. Council will make notes and discuss possible increased security measures for the Amenities room at its next meeting. Owners are also invited to submit comments to assist in this review process before decisions are made on what additional security features are added.

Also as noted at the Annual General Meeting the back entrance doors are somewhat vulnerable to break and enter given their location and mid grade quality of lock sets. Management provided a quotation for removal of door hardware, however Council felt that they would prefer that the building start a process towards upgrading of all lock sets and asked that the quote be revised to upgrade to high security keys for all back doors. This will add an additional key for Owners use at this time but it was felt that in future all other address common keys will need to be upgraded and if properly managed, the new rear entry keys can form part of future upgrades.

Prior to any go ahead for upgrading, Council will review these issues again at its next meeting.

ii) **Architectural Issues**

Comments at the General Meeting and subsequent correspondence indicated that the decorative metal awning at the building causes water to deflect onto balconies and during the cold weather, icicles to form which were noted as potentially very dangerous in size.

Council instructed Management to write to the developer asking for their comments and to have their Architect review the design to address these concerns. Council Member, James Atamanchuk and Management will also review on site.

iii) **Amenities Room Issues**

In addition to security upgrading as noted above, Council also discussed usage of the amenities room and activities of Owners/guests. There has been some damage to pool equipment and gym mirrors. A party was held where the activities of guests was described as loud, rude and obnoxious. This required extra janitorial cleanup and was charged back to the Owner of record for the party. Council will consider rules and possibly extra keying of rooms to control access to monitor behavior.

Council Members will review their concerns with the view to making rules and decisions governing amenity room usage at the next meeting. If any Owners have any suggestions or comments, don't hesitate to communicate these to Management or Council in writing.

Owners are requested that prior to rules being established, any teenagers or children aged 16 or under should be accompanied by an adult chaperon when using the amenities room. Use of exercise equipment and poolroom needs to be monitored for safety and behavior.

iv) **Power Outage / Breaker Follow Up**

Management updated Council on the Christmas night incident when a breaker tripped and caused power outages in the lobbies and stairwells of 9300 & 9310. No cause has been determined to date.

As noted in the General Meeting Minutes, Owners are reminded that it would be a good idea to have a small flashlight in your car and residence in the event you need to use emergency stairwells. While there is generator assisted emergency lighting, an incident such as occurred at Christmas, while considered very unlikely, will not cause emergency lighting to come on as the building did not lose power and the stairwells will be pitch black. Council asked Management to review the possibility of adding small battery powered stairwell night-lights as a backup alternative.

v) **Pets**

Council Member, Anita Smith will follow up with Council at its next meeting a pet registry system for the building and draft bylaws / rules governing pets at the building.

Owners are reminded that pets must be on leash at all times while on Common Property and Owners are responsible to clean up after their animals.

vi) **Parking Ramp Mirrors**

Management advised that quotes have been requested for the installation of mirrors at the main parking ramp and also the interior ramp areas if needed. Council will review these at its next meeting.

vii) **Garbage Recycling Etiquette**

Owners are requested to be considerate of other Owners when disposing of their cardboard and recycling. Please ensure your recycling is placed in correct bins and that cardboard is disposed of in the cardboard bin only located in the visitor parking area. Please have your cardboard broken down and flattened.

b) **Insurance Items and Other Issues**

i) **Sewer Line Break**

A break in the sewer line servicing the lower levels of Building One flex units occurred August 28, 2005. An insurance claim was filed for formality purposes, however, Management and Council maintain the position that the cause of the leak was a construction deficiency and the location of the line break(s) was adjacent to Building Two which was still under construction at the time, thus all repairs were the responsibility of the developer and general contractor. To date there is still no resolution as to who will be charged with what proportion of costs. Management has been following up with the adjuster who has forwarded all invoices for payment through either the developer or general contractor. Management will keep Council advised.

ii) **Roof Membrane – Building One**

Improvements to a roof patio deck at Building One, approved by the developer and a sub contractor's error, resulted in a water breach to a unit below. Unit repairs were made for the water damage, however there remains a claim for other damages by the affected Owner.

In addition the roof membrane contractor has voided the Strata Warranty coverage for a small portion of the roof where patio improvements were undertaken for installation of a barbeque. Management has contacted the warranty provider, envelope consultant and roof membrane contractor to review the issue. Further followup is required as the Strata Corporation will need to have assurances the installation is covered and that warranty or assurances of responsibility are in place from parties involved.

iii) **Locker room break-in's**

Two locker room break in's have occurred since original occupancy. While the Strata Corporation did not need to file any claims for Strata damage, Owners are reminded to not keep valuables in lockers. Locker construction is flimsy at best and is best suited for storage of household items, containers etc that are not valuable or desirous for break and enter thieves.

iv) **ICBC Claims for Building One Gate Repair**

The garage gate required repair at Building One as a result of an owner accident. The repair is complete and invoicing for security guard services and gate repair were forwarded to ICBC for payment.

(5) **FINANCIAL REPORT**

a) **Financial Statements**

Management provided Council with the November interim statement for their perusal. These were not reviewed at this time. The Strata Corporation fiscal year will commence February 1, 2006.

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 has made no payments to date despite notices and contact by Management.

All owners who pay by cheque or post dated cheque are reminded that Strata Fees have increased commencing February 1, 2006. For your convenience another copy of the strata fee assessment schedule that was sent with the 1st Annual General Meeting Minutes is attached.

If you pay by pre-authorized payment, your fees will be adjusted automatically and you do not need to complete another form.

(6) CORRESPONDENCE

The Strata Council reviewed correspondence both written and received.

An Owner wrote to the Strata Council requesting the Strata review the HVAC system noting that cool forced air is entering their unit recently. Management advised Council that Keith Plumbing and Heating have been on site recently adjusting HVAC temperatures as the Strata was overusing natural gas in keeping hallway-heating temperatures to high and to balance the system. They will be returning shortly to review results. In some instances, the Strata can try to reduce the amount of pressure flow, however, Owners may consider adding weather stripping to their front doors if they feel there is too much hallway pressurized air entering their units. The weather stripping addition is not a strata expense and is for an Owners account.

The Owner also referenced security at 9330 stairwells and Council reviewed this after the meeting. Management will have a locksmith add an additional stairwell lock to the P1 stairwell that is restricted to 9330 so that individuals entering can only exit the building without a key. A key will be required to enter either the stairwell or P2 level.

Council reviewed copies of correspondence from an Owner to the Developer with respect to transformer machinery noise. Management will followup with both the Owner and Developer for their reply.

An Owner wrote to the Developer with respect to in suite deficiencies and the architectural awning. Council and Management are following up the architectural issue as noted previously in Minutes.

An Owner wrote to Council through Management about sound transference issues. As discussed at the 1st Annual General Meeting and noted in those Minutes, Owners need to be aware that sound transference can occur in concrete buildings and both carpet and hard surfaced floors will contribute to this.

Management will reply to correspondence where required.

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

a) **Bylaws**

Management provided Council with some sample bylaw packages for use as guidelines and formatting when new bylaws are being considered for One University Crescent. It is hoped that a General Meeting of Owners later this year will be held to consider and ratify bylaws for the Strata.

b) **Buildings**

As noted under correspondence, the developer will be contacted with respect to the decorative awnings. Management and Council Member James Atamanchuk will follow up.

c) **Grounds**

There were no grounds issues discussed at this meeting

d) **Building Envelope/Deficiencies**

Council will commence a program for deficiency logging and follow-up for common property issues. Council Member Jan Nielsen offered to head this committee

e) **SFU Community Association**

Council Member Bruce Clayman attended the SFU Community Association on behalf of the Strata Corporation and was appointed as the Chairman for this year. He reported that the Association is looking into additional security issues for University in general as one of their agenda items.

Bruce reported that an initiative of the SFU Community Trust is a community transit pass offering great savings to University residents for transit. A launch celebration will be held on Wednesday, February 1st at 11:00 AM at the SFU East Bus Loop and all residents are welcome to attend. Translink will also be displaying the NovoBus, which is their experimental alternative-fuel vehicle.

Bruce stated that Community Policing have offered to attend a Strata Council Meeting to update Council on their initiatives and information for the SFU area.

Bruce also advised that street parking on One University Crescent will be changed to limited hourly parking on weekdays very shortly and by summer the street parking will become metered parking. Apparently this is a decision of the City of Burnaby to assist the University with Student Parking issues.

f) **Amenities Room**

Council reminds all Owners that the amenities room is an area that requires all Owner attention to ensure it is maintained and used in a manner that respects the asset of the Strata Corporation. Privileges can be removed for improper behavior for Owners or guests of Owners. Please ensure that your minor children and their guests are supervised when in the facility. Rules and regulations will be introduced to help with these areas of concern.

(8) **NEW BUSINESS**

a) **2006 Meeting Dates**

The following are the scheduled Strata Council meeting dates for the balance of the Corporation fiscal year:

Thursday, January 26, 2006
Thursday, February 23, 2006
Thursday, March 23, 2006
Thursday, April 20, 2006
Thursday, June 22, 2006
Thursday, July 24, 2006
Thursday, September 28, 2006
Thursday, November 27, 2006 – Operating Budget
Thursday, January 25, 2007 – Annual General Meeting
Thursday, February 22, 2007

b) **Parking Issues**

Owners are reminded that Visitor Parking is not for residents. Overnight Parking by residents may result in towing. Arrangements with a towing company will be in place shortly. **Also, It is noted that some Owners may be parking 2nd vehicles in unused garage parking spaces without authorization or approval of the space Owner. Continuation of this practice will place these vehicles in a position to be towed without notice if complaints from the assigned space owner are received.** Please utilize your assigned space only.

Council and Management discussed a significant discrepancy in the disclosure statement regarding visitor parking. Management was authorized to obtain a solicitor's opinion for Council review to clarify the Strata's position.

c) **For Sale Signage**

After discussion, Strata Council decided that rather than having many realtor signboards, the Strata would purchase a single sign indicating suites for sale and advising any potential purchasers contact their realtors. Realtor signs will not be allowed at One University Crescent. (The exception is the marketing signs that are allowed by agreement and current bylaws with the developer.)

Further Bylaw 35 describes how the exterior appearance of the common property or strata lot cannot have signs, billboards, placards, advertising, etc. This would include fore sale signs by Owners. Only draperies or window coverings that are visible from the exterior of any strata lot are permitted and these must be cream or white in colour.

Any Owner with signage or non-conforming window coverings is asked to remove these immediately and comply with Bylaws. The Strata Corporation will have authority to fine for contraventions.

d) **Elevator Notice Boards**

As One University Crescent consists of seven separate addresses and lobbies, there is no one area to place notices to Owners. Management provided Council with two quotations for acrylic notice boards, each with three pockets to post notices and information in elevators. After discussion, Council approved the purchase of seven acrylic notice boards at a cost of \$432.25 + GST.

e) **Concierge Station**

Council discussed the need to provide improvements to the concierge station for ventilation and sun exposure. It was not designed with these features in mind. Council Members will review for further discussion at the next meeting.

f) **Cell Site Proposal**

Management advised Council that Rogers Wireless has made a proposal for installation of a cell site on Building One. Council did not view the proposal favorably and asked Management to have Rogers provide further information on antenna mounting, location and review the offered \$12,000.00 per year rental. Council does not feel the rental and disruption in building aesthetics warrants consideration with improvement required in both areas before bringing this issue to Owners for consideration. Council will be kept advised if Rogers wishes to pursue the matter further and alter their proposal.

g) **Satellite Television and High Speed Internet Proposal**

Urban Networks Inc. has approached Management offering to install high-speed fiber optic Internet service and Bell ExpressVu Satellite infrastructure in the building free of charge providing they could make presentations to Owners and obtained commitments for service. Owners would then be able to have alternatives to existing suppliers at competitive pricing.

Council authorized Management to have this company make a presentation to it at a future Council Meeting to clarify the installation and offering. The satellite installation would be a single dish that would collect the signal for both buildings for redistribution. Council agreed that if alternative service providers can offer services as a benefit to the building and Owners then they would consider the solicitation.

(9) **ADJOURNMENT**

There being no further business the meeting adjourned at 10:00 p.m. with the next regularly scheduled Strata Council Meeting set for Thursday, February 26, 2006 at 7:00 p.m. in the Amenity Room Lounge.