

## **STRATA COUNCIL MEETING MINUTES**

### **STRATA PLAN BCS 1345 – ONE UNIVERSITY CRESCENT**

**DATE HELD:** TUESDAY, MARCH 28, 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)		

**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**

There was no guest business for this meeting.

#### **(3) PREVIOUS MINUTES – February 22, 2006**

There were no Minute comments that required amendment in the February 22, 2006 Minutes and it was:

#### **MOVED AND SECONDED (Nonis/Smith)**

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

**CARRIED**

#### **(4) UNFINISHED BUSINESS**

##### **a) Parking Issues**

##### **i) Visitor/Owner Parking Rules**

Council discussed 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.

Before formalizing any parking pass type system, the visitor parking will be monitored to determine parking patterns and needs. OUC does not have an inventory of extra parking spaces with all the vacant parking spaces either allocated to Owners or the Developer.

Towing arrangements with Mundies Towing are now in place and unauthorized parking in the garage may result in your vehicle or your visitors' vehicles being towed without notice or warning.

ii) **Additional Owner Parking**

The University and University Trust are currently working on providing additional parking for Owners' 2<sup>nd</sup> vehicles in B-Lot. The parking rates and particulars have not been finalized and will be advised to Owners when a decision is made. This is hoped to assist with the problems currently being encountered by some Owners who have two vehicles.

b) **Building Issues**

Management provided updates as available about various issues at the building to Council.

i) **Decorative Awnings**

The Developer reports that their architect is still reviewing the decorative awnings. At many locations at the building the awnings deflect water back into balconies and onto the building. Management will write and request the Developer to provide a plan of action to address this problem.

ii) **Scuppers**

Drain scuppers at all levels above ground floor units cause deck drain water and cleaning water to fall onto ground floor patios. The Developer reports that they will be installing modifications to the southeast scuppers at the upper level of Building Two. The other scuppers are within code and no plans from the Developer for further modifications are noted. The Strata Corporation will need to address the problem of deck cleaning and scupper overflow as a rule/bylaw in future.

iii) **Transformer Room Sound Transference**

The main electrical transformer room located at the P-1 Level of Building Two near 9320 entrance has a noise transference issue. The electrical contractor made an inspection and system adjustments however; the problem still persists and affects at least one Strata Lot. The Developer advises that the problem requires further investigation and will have other consultants provide recommendations for solving this problem. Management will write to the Developer again requesting a written update.

iv) **Alterations to Common Property**

The Strata Council discussed at some length the need for the Strata Corporation to obtain information and to meet and discuss with the University and University Trust, alterations that have occurred and are planned for Strata Lots 44 & 45. These may have been approved by the Developer as part of the purchase agreement, however no information has been passed to the Strata Corporation in this regard and Strata Corporation Bylaws require that written application and approval are required for any alterations to Common Property. Until this matter is clarified, the Strata Council does not want additional alterations to take place. After some further discussion it was

**MOVED AND SECONDED (Nielsen/Smith)**

That all information detailing alterations/additions to Common Property completed in the units owned by Simon Fraser University be given to the Strata Council and any ongoing work/alterations to Common Property in the aforementioned units cease until Council has the opportunity to review same for approval.

Management was instructed to write to the University and Developer requesting response and compliance with its motion.

**c) Security Updates**

- i) The re-keying of the rear entrance doors is delayed pending a second quotation. The company principal for the quote is away until the week of April 3, 2006. This will be passed to Council when received for review.
- ii) The additional keying at the stairwell of 9330 is complete to ensure that anyone accessing that stairwell from the visitor area can only exit the building.
- iii) The amenities room doors to the lounge and poolroom have been keyed. As advised in the February 22, 2006 Minutes, the lounge will now require key access and this will be available thorough the concierge in the near future. Notice of lounge rules will be posted in the lounge and is reproduced with these Minutes.
- iv) Parking ramp mirrors have now been installed by Accurate Glass.

**d) Insurance Issues**

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

**i) Sewer line break**

Management updated Council on this claim. The Loss Control Officer for the Strata Corporation insurance advises that there should be payment for most if not all the claim through the Developer's wrap up policy. Council does not agree that any costs should be attributable to the Strata and this has been advised. It is hoped resolution of this issue will occur within the next month.

**ii) ICBC has not provided payment for the garage gate repair at Building One.**

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. A meeting with the University Trust has not yet occurred to discuss this matter. This meeting will be part of the discussion for alterations to Common Property letter that is to be sent to the University for clarification.

**(5) FINANCIAL REPORT**

**a) Financial Statements**

Financial Statements were not formally reviewed at this meeting. Current statements are interim with the first Strata Corporation fiscal year commencing February 1, 2006. Statement review will take place at the next Council Meeting.

**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 new Owners showing current month arrears.

A delinquent Owner wrote to the Strata Council advising their account would be brought current within the next few days. Management will follow this account and advise Strata Council if payment is not received.

**Owners are reminded again that payments are due on the 1<sup>st</sup> 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 the Strata with questions about various issues relating to sound transference between floors, fan noises, radio interference, fire alarm speakers and flashing noise.

- Owners are reminded that concrete buildings are not soundproof and noise transference from heavy walking, banging of doors, etc, will transmit to neighboring units. Please be aware of this. Radio interference does occur in different locations at SFU from a BC Hydro site and Owners may consider attaching their cablevision to an FM receiver as most FM and some AM radio channels are re-transmitted through the cablevision system. Management was instructed to reply to the Owner

An Owner wrote to the Strata Council asking if the enterphone lease was disclosed to Owners in the disclosure statement as the cost is quite significant as noted in the Budget approved at the first Annual General Meeting.

- The disclosure statement allocated \$40,000.00 per year for lease expense related to Enterphone, Security cameras, etc. The actual cost when the system was installed resulted in a cost of approximately \$47,500.00.

Council also reviewed copies of correspondence to the Developer, Millennium University Homes dealing with various issues. These relate to some issues Council is following up such as scupper overflow, parking and noise transference.

Management will reply to correspondence where required.

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

a) **Bylaws**

Owners may view a draft version of proposed Bylaws at the Strata Corporation's web site: [www.members.shaw.ca/ouc](http://www.members.shaw.ca/ouc).

b) **Buildings**

i) **"For Sale" Signage**

Management had a for sale sign posted by the concierge station. The sign was stolen within 24 hours. A new sign will be purchased and will be attached to a cemented post.

ii) **Garage Gate Building Two**

The vehicle incident with the gate at Building Two continues to be under review to see if an insurance claim will result.

c) **Grounds**

Blades Garden Service conducted a survey of plantings and provided a report. This will be forwarded to the Developer as a basis to have the original landscaper replace and correct landscaping deficiencies.

d) **Building Envelope/Deficiencies**

i) **Envelope Review**

Council discussed the critical dates for envelope review and the contracting with a consultant for services. The first date for Common Property review will be the 2<sup>nd</sup> anniversary of the first occupancy or July 10, 2007. The Strata Corporation review should be conducted in the spring of 2007.

ii) **Building Envelope Maintenance Manual**

Management provided Council with a copy of a Building Envelope Maintenance Manual prepared by Morrison Hershfield, Consulting Engineers. It will be duplicated so Council Member Jan Nielson can maintain a working copy.

e) **SFU Community Association**

Bruce Clayman advised that communication has taken place with the University Trust about the problem of mosquitoes. The University is planning a non pesticide approach to control and will be installing bird boxes on the pond areas to attract and have a resident population birds that will feed and help control the mosquito population.

SFU Community Trust has established a work area outlined in the attached map as an out-of-bounds area from March 20, 2006 until September 30, 2006. This is to accommodate extensive civil works being installed. All Owners and Residents need to be aware of this area for personal safety.

f) **Amenities Room**

Amenity Room rules for use will be posted in the amenity room hallway. A second reference copy is attached with these Minutes. Within the next two weeks, after some further installation, the lounge will be locked and will require reservation through the concierge or management for use.

Management was instructed to relocate the treadmill and stationary bikes to try and cut down on sound transference to the neighboring residential unit. If unsuccessful, additional soundproofing of the wall may be considered.

Two folding tables and eight chairs have been purchased for use by Owners with amenity room functions. The concierge can arrange for set up with your reservation.

Broken exercise room mirrors are in the process of being replaced. A claim through the Developer will be made for recovery as a report from Accurate Glass notes possible installation issues may have caused the cracking.

(8) **NEW BUSINESS**

a) **Janitorial Contract**

Management provided Council with a copy of the current janitorial contract and a second quotation. These will be further discussed at the next Council Meeting.

b) **Window Washing**

Window washing is scheduled for May 2, 3 & 4, 2006. Owners are reminded that the Strata Corporation will only clean inaccessible windows. If individual Owners are desirous to have other windows cleaned you may contact Ace Window Cleaners directly at 604-874-1911.

c) **Guidelines for Quieter Living**

Attached with these Minutes are some general guidelines for quieter living. Please review and consider your neighbours and your actions and activities within your unit and how they can impact on others.

d) **Dryer Vent Cleaning**

Clothes dryer vents for most units vent out at balconies, one way to help keep your vent line clear is to utilize your vacuum and clean any lint that may accumulate on the vent. The vent louvers are quite close together and moist air with dryer lint can stick and reduce airflow and your dryer efficiency.

e) **Painting Consultant**

The General Contractor and Developer will need to do much external painting and re-painting where the paint has not adhered and was done under less than ideal conditions. Council discussed utilizing the services of a paint consultant from the Master Painter and Decorator Association to review the exterior paint in order that the work can be inspected in case any further warranty or deficiency claims are required. In this way the Strata Corporation will have undertaken due diligence in any claim. Council felt that this was worthwhile to explore and Management will have a quote for service for review.

f) **Pet Etiquette**

Owners with dogs are reminded once again that all pets on the Common Property of One University Crescent must be on leash and Owners are required to pick up pet droppings.

Off site the City of Burnaby Bylaws apply and do include leash provisions and clean up as well.

(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.

# **Rule # 1 - Amenities Areas**

(As passed at the Strata Council meeting held February 22, 2006)

- 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.

## **ONE UNIVERSITY CRESCENT**

### **NOTICE TO RESIDENTS GUIDELINES FOR QUIETER LIVING**

1. Be conscious of noise shoes make on hard surfaces – change footwear and consider using small area rugs - install felt pads on the bottom of chair legs.
2. Quietly close cupboards and drawers – felt pads are available at the hardware store.
3. Quietly close mirrored doors – they “clunk” when not closed carefully.
4. Move stereo speakers and television sets away from walls. Use headsets if playing stereos and television sets at high volume.
5. Observe respectful hours when using the garburator, washer, dryer and vacuum.  
(PLEASE DO NOT USE AFTER 10:00 P.M. OR PRIOR TO 7:00 A.M.)
6. If exercising or jumping around (children) please be aware how that sound might affect those below.
7. Where hardwood or tiles floors exist consider placing carpeting over all traffic areas.
8. Pianos should be placed against inside walls only, never against outside, adjoining walls. Hours of piano playing should be 9:30 a.m. to 5:00 p.m. Doors and windows must be kept closed when the piano is being played.
9. Balconies/Patios: Please be aware that loud talking and use of cell/portable telephones outside can disturb other Residents.

Thank you for being considerate of others.  
Strata Council