

**“RICHARDS LIVING”  
STRATA CORPORATION BCS4213  
1088 RICHARDS STREET  
VANCOUVER, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF  
“RICHARDS LIVING”, STRATA PLAN BCS4213, HELD IN THE MEETING ROOM  
AT 1088 RICHARDS STREET, VANCOUVER, BC, ON MONDAY, DECEMBER 5<sup>TH</sup>,  
2011 AT 6:30 P.M.**

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**IN ATTENDANCE**

Eran Lavie	Liana Fung
Nina Wagner	Johnny Wu
Carrie Christenson	Karen So
James Li	

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Chris Sargent, Senior Strata Agent  
Baldev Sondhi, Strata Agent

1. **ELECTION OF OFFICERS**

The Strata Council was advised that the first order of business following an Annual General Meeting is the election of Officers to the various positions. The following Council members were elected to their respective positions:

Liana Fun	President
James Li	Vice President
Karen So	Treasurer
Carrie Christenson	Secretary

2. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:37 p.m.

3. **ADOPTION OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the minutes of the last Strata Council Meeting minutes of November 8<sup>th</sup>, 2011. There being no errors or omissions, it was **MOVED, SECONDED** and **CARRIED** to approve the minutes as approved and circulated.

To save on photocopying and mailing costs, the Council decided that this will be last time that the Council minutes will be mailed out to all the owners after which they are advised to log on to Rancho's website for viewing them. However, owners having no access to computers may call Rancho so that they may be included on the mailing list.

3. **ADOPTION OF PREVIOUS MEETING MINUTES – CONT'D**

The Council also reviewed minutes of the Annual General Meeting minutes held on November 8<sup>th</sup>, 2011. Council advised they were not aware of any errors or omissions. These minutes shall be presented at the next AGM for adoption by the General Ownership.

4. **FINANCIAL STATEMENTS**

Rancho advised the Council that the financial reports for the month were not ready yet and a copy will be sent to the Treasurer for review as soon as they are ready.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Bulletin Board:**

Rancho advised the Strata Council that a new message board has been installed in the mail room area located in the main lobby. The message board will be for use by the Owners/Residents. Since the message board will always be locked, anyone wishing to put up advertisement shall contact the Building Supervisor at 778-874-1050 for its prior approval.

6. **NEW BUSINESS**

i) **Draft Rules:**

The Strata Council reviewed a set of Rules with regard to various sections such as Resident Vehicles & Parking; Leasing Requirements; Improvement Guidelines; Move-in/out procedures; Pets etc. The Council members gave their suggestions to amend them as presented and after some discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Rules as amended. A copy of the Rules shall be mailed out to the Owners along with the minutes. The Rules will also be put on Rancho's website for viewing.

ii) **Elevator Maintenance Contract:**

The Strata Council reviewed the terms of the Elevator Maintenance Contract. After some discussion, Rancho was instructed to gather some more information so that the contract proposal can be reviewed at the next Council meeting. The Council also discussed performance of the elevators. Keeping in view their recurring failures and after some discussion, it was agreed that an engineering firm be contacted to conduct a performance audit on the elevators so that the defects could be detected early on a proactive basis. The report thus generated shall be sent to the elevator company as well as the Developer for compliance. It was then **MOVED, SECONDED, and CARRIED** to incur an expenditure of up to \$1000.00 on the Audit.

iii) **Landscaping:**

The Strata Council reviewed two quotes on landscape maintenance for the complex. After some discussion, Rancho was instructed to get more information and present it to Council at next month's meeting.

6. **NEW BUSINESS – CONT'D**

iv) **Common Area Cleaning:**

The Strata Council reviewed quotes to maintain floors and tiles in the main lobby and the elevator lobby floors by way of power machine scrubbing and their grouting on a half yearly basis. After some discussion, it was **MOVED, SECONDED, and CARRIED** to approve the quote as submitted by Five Star at a half yearly cost of \$850 each.

v) **Carpet Cleaning:**

The Council also discussed contract proposals for cleaning of the common area carpets on a regular interval. After some discussion it was agreed to defer it for some time until the common area deficiencies with regard to painting of the hallways are dealt with by the Developer.

vi) **Window Cleaning:**

The Council reviewed quotes on the exterior inaccessible portion of the windows. After a brief discussion, Rancho was instructed to seek further clarification from the contractor on details of work and present it to the Council at the next meeting for their review.

vii) **HVAC Maintenance:**

The Council reviewed quotes for maintenance of the HVAC systems. After some discussion, it **MOVED, SECONDED, and CARRIED** to approve a quote as submitted by Latham's at a price of \$1350 per quarter on a yearly basis.

viii) **Contracts:**

The Strata Council also reviewed the following existing contracts:

- Management Contract
- Common Area Cleaning
- Enter Phone Lease

ix) **Miscellaneous:**

- Provision of Stretch Mats for the Gym
- Mats for Lobby entrance to prevent dust from being tracked

x) **Strata Deficiencies:**

The following items were discussed and it was agreed to forward to the Developer:

- Compactor
- Window cleaning
- Gas meter
- Mirrors for parkade
- Dust in parkade
- Paintings and Furniture

6. **NEW BUSINESS – CONT'D**

xi) **Security:**

Rancho was instructed to get a quote for security cameras for the mailboxes, lobby, garbage, parkade gates and bike room hallway.

Council also requests signage to advise Residents not to let strangers into the lobby.

xii) **Pets Memo:**

Council instructed Rancho to post a memo that Residents should not allow their pets into the garage to walk and/or allow them to go to the washroom.

xiii) **Trees:**

Council voted and only artificial trees are allowed in the building

xiv) **Christmas Tree:**

Richards received a Christmas tree for the lobby, courtesy of Aquilini Development.

7. **CORRESPONDENCE**

Owners are encouraged to write to Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office at #600-1190 Hornby Street, Vancouver, B.C., V6Z 2K5, or by fax to 684-1956 or by email to bsondhi@ranchogroup.com.

8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Tuesday, January 17<sup>th</sup>, 2012 at 6:30 p.m.** to be held in the meeting room on the 9<sup>th</sup> floor (Council Members only).

6. **TERMINATION OF MEETING**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:10 p.m.

Respectfully submitted,



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Baldev Sondhi, Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan BCS4213  
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4281

**HOLIDAY GREETINGS**

**At this time, Rancho Management Services would like to wish everyone the best of the  
Holiday Season!**

**Please note that during the Christmas Holidays and the New Year period any emergency  
situations can be handled by contacting Rancho's 24 hour emergency number.**

**RANCHO'S CHRISTMAS HOURS**

<b>FRIDAY, DECEMBER 9<sup>th</sup></b>	<b>CLOSED AT 1:00 PM</b>
<b>FRIDAY, DECEMBER 23<sup>rd</sup></b>	<b>CLOSED AT 3:00 PM</b>
<b>MONDAY, DECEMBER 26<sup>th</sup></b>	<b>CLOSED</b>
<b>TUESDAY, DECEMBER 27<sup>th</sup></b>	<b>CLOSED</b>
<b>FRIDAY, DECEMBER 30<sup>th</sup></b>	<b>CLOSED AT 3:00 PM</b>
<b>MONDAY, JANUARY 2<sup>nd</sup></b>	<b>CLOSED</b>

# **RULES**

## **STRATA PLAN BCS4213**

### **“RICHARDS LIVING”**

**1088 RICHARDS STREET**

**VANCOUVER, BC**

#### **Residents Vehicles and Parking**

1. (1) A Resident shall use the parking garage specifically assigned to their Strata Lot for vehicle parking, save and except private arrangements with other Owners for parking garage(s) assigned to such Owner.
- (2) A Resident shall not sell, lease or rent a parking garage assigned to a Strata Lot to a person who is not a Resident.
- (3) No one shall park a motor home, trailer, boat or equipment of any kind on Common Property.
- (4) Vehicles, found in unallocated spaces will be removed immediately, without notice, at the vehicle owner's expense.
- (5) No one shall park under any circumstances on interior roadways or driveways. Any vehicle found parking in a prohibited area will be removed, without notice, at the vehicle owner's expense.
- (6) No one shall park in a way that reduces the width of the garage roadway, other parking spaces, stairwells or walkways. Vehicles parked in contravention of this section will be removed, without notice, at the vehicle owner's expense.
- (7) No one shall use the common parking areas for storage of any kind.
- (8) No one shall make major repairs or adjustments to a vehicle on Common Property or in parking garages.
- (9) No one shall allow a vehicle to cause any oil leaks or exhaust stains to parking stalls. A Resident, on notice from the Corporation, shall clean up all drippings. If, after notice, a Resident fails to do so, the Corporation will clean the leaks and stains and charge the cost of such clean up to the Owner.
- (10) A Resident who finds an unauthorized vehicle parked in their assigned parking garage or blocking ingress or egress to the same shall contact the Concierge to have the vehicle removed which removal will be at the expense of the vehicle owner.
- (11) No one shall drive faster than 10 km/h on Common Property.
- (12) No one shall sound a vehicle horn or allow a vehicle to make any other noise that is a nuisance.

- (13) A Resident or Visitor shall not obstruct a fire lane. A vehicle in contravention of this section will be towed immediately, without notice, at the expense of the vehicle Owner.

### **Leasing Requirements**

2. (1) An Owner must:
- (a) provide the strata corporation with a true and complete copy of every written tenancy agreement (as defined in the Residential Tenancy Act (British Columbia) as amended or replaced); and
  - (b) cause the tenant to execute a Form K – Notice of Tenant’s Responsibilities as provided in the Strata Property Act (British Columbia), as amended or replaced, prior to his or her occupation of the strata lot and provide the strata corporation with a copy thereof.
  - (c) provide tenant(s) with BCS4213 Bylaws and Rules prior to any tenant(s) taking occupancy of a strata lot, and provide any updates or amendments throughout the tenancy.

### **Improvement Guidelines**

3. (1) The owner of any Strata Lot must comply with the following requirements in connection with work, construction, alteration and renovations in the interior of his or her strata lot:
- (a) any changes or additions to the structure or the systems employed in the building necessitated by owner’s work must be approved by the strata council, such approval not to be unreasonably withheld and be designed and performed by a professional architect or engineer at the owner’s expense. In addition, the owner must employ a professional architect or engineer to handle the electrical and mechanical design distribution within the strata lot at the owner’s expense;
  - (b) the owner is solely responsible for obtaining all necessary approvals and permits for its work from the appropriate municipal authority and all other authorities having jurisdiction and the owner must submit evidence of these approvals to the strata council before commencing work. The owner is responsible for payment of all fees and charges incurred in obtaining said approvals and for obtaining an occupancy permit prior to occupation;
  - (c) the owner will engage professional designers, consultants, contractors and subcontractors or trades. The owner will enter into its own contractual agreements with the contractor and/or subcontractors. The owner shall ensure that the contractor and/or subcontractors carry the necessary insurance and have taken out the necessary permits and shall indemnify the strata corporation for any loss, cost or damage suffered by it if they fail to do so.

The owner's contractor and/or subcontractors are to ensure that their work conforms to the criteria of the overall base building standards.

- (d) the owner will indemnify the strata corporation from any and all claims arising out of work done by the owner or its contractors and the owner will promptly remove any liens filed against title to the common property in connection with its work; and
- (e) the owner will cause all of its work to be done in a good and workmanlike manner and in accordance with any approvals by the strata council.
- (f) Limit improvement work to the hours of:
  - (i) 9 am to 5pm on Weekdays
  - (ii) 11 am to 5pm on Saturdays
  - (iii) Prohibited on Sundays and Holidays
- (g) In the case of a flooring change, minimum underlay specifications at least STC>73 and IIC>71 must be used and verified by the owner.

#### **Move In/Out**

- 4. (1) An Owner:
  - (a) must schedule every move-in or move-out in advance with the building supervisor. Available times are subject to:
    - (i) previously scheduled moves
  - (b) must provide a security deposit of \$200.00 prior to each move-in or move-out, to be returned in a reasonable time period with a description of any deductions due to property damage.
  - (c) must provide a \$100.00 non-refundable fee prior to a move-in or move-out. There will be no move-in or move-out fee applicable to townhouses.
  - (d) will be charged an additional \$50.00 fine each time if they, or their Tenant(s) perform an unscheduled move-in or move-out

#### **Pets**

- 5. (1) A maximum total of two pets per strata lot is permitted, and is restricted to:
  - (a) cats,



(b) small to medium-sized dogs defined as less than 62cm (24") tall from shoulder to floor when standing normally. Owners are prohibited from having a "vicious dog". A vicious dog is defined as:

(i) any dog with a known propensity, tendency, or disposition to attack without provocation other domestic animals or humans, or

(ii) any dog who has bitten another domestic animal or human without provocation or

(c) any owner unsure if their dog is acceptable, should contact the Strata Agent or Strata Council for approval.

(d) caged birds,

(2) All animals must be leashed, or otherwise secured, when on any common or limited common property, or on the grounds of the building or complex.

(3) Immediate clean up after pets in, or on, any common or limited common property, or on the grounds of the building or complex is mandatory.

(4) Pets must also not make any undue noise in or about any strata lot or common property.

### **Projectiles**

6. Throwing of objects, fluids, or projectiles of any kind, from anywhere on the property is not permitted.

### **Garbage Disposal / Recycling**

7. (1) Garbage and recycling should be disposed of properly, and in the garbage room located on P1.

(2) Any materials other than ordinary household refuse must be disposed of off-site at his or her expense.

### **Hazards and Insurance**

8. All freshly cut and "live" Christmas trees are prohibited in the building.

### **Open House**

9. Open Houses may be conducted for a maximum period of two hours between 1:00 p.m. and 4:00 p.m. on either Saturday or Sunday.

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