

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

**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 THURSDAY, FEBRUARY 7TH,
2013 AT 6:30 P.M.**

IN ATTENDANCE

Liana Fung	Eran Lavie
Nina Wagner	James Li
Carrie Christenson	

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

Chris Sargent, Senior Strata Agent
Baldev Sondhi, Strata Agent

REGRETS

Karen So
Johnny Wu

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 Fung – President
Nina Wagner – 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 6:35 p.m.

3. **OWNER ATTENDANCE**

The Owner of Strata Lot 18 attended the meeting to voice his concerns regarding cigarettes and other items being thrown onto his patio on a regular basis. He requested the Strata Council find ways to prevent Residents living in units above from continuing to commit this offense.

3. **OWNER ATTENDANCE – CONT'D**

After discussing the matter with the Owner, the Council thanked him for his attendance and excused him from the remainder of the meeting.

During a follow up discussion, the Council instructed the Strata Agent to circulate a memo to all the Residents in this regard, and to follow up with the Owners of the offending units.

4. **ADOPTION OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the previous Strata Council Meeting minutes of December 10th, 2012.

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED**, to approve the minutes as presented and circulated.

The Annual General Meeting minutes were also reviewed by Council.

5. **FINANCIAL STATEMENTS**

The Strata Council reviewed the financial statement for the one-month period ending December 31st, 2012. A few questions asked by Council Members were answered by the Strata Agent. It was noted that the Contingency Reserve Fund balance stood at \$121,524, and the Strata currently has an operating surplus of \$6,334.

It was then **MOVED, SECONDED, and CARRIED**, to approve the financial statements for the period ending December 31st, 2012.

The list of arrears was also reviewed by the Strata Council.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiencies - General:**

Rancho advised the Strata Council that the matter regarding the remaining deficiencies is continually being followed up with the Developer. A copy of the list has been sent to the third-party warranty. Some deficiencies pertaining to touch ups to the common areas were recently completed by the Developer.

b) **Elevator Performance:**

The Council discussed the performance of the elevators in view of their intermittent failures. The Council was advised that the elevator company has taken some steps in attempts to improve the working condition of the elevators. The Strata Agent will contact KJA Elevator Consultant Engineers, to look into the functioning of the elevators and submit a report on the outstanding deficiencies.

6. **BUSINESS ARISING FROM PREVIOUS MEETING – CONT'D**

c) **Pavers in Front of Main Entrance:**

The Strata Agent advised the Council that the three planters in front of the main entrance, where water would pool up and give an untidy look during the rain, have now been filled with pavers.

7. **NEW BUSINESS**

The following new business was discussed:

- **No Smoking Bylaw:**

Following complaints and requests made by some Owners at the last AGM against the nuisance of smoking in the building, the Strata Council discussed the possibility of introducing a no-smoking bylaw in the building. After some discussion, it was agreed that the issue called for further analysis and discussion before any decision or recommendations can be made by the Strata Council. However, a memo in this regard, advising Owners/Residents to exercise restraint and consideration, has been circulated to all Owners/Residents of the building.

- **Fountain on the Patio:**

Due to the maintenance issues involved in running the fountain on 9th floor patio, the Strata Council has decided to leave it as is. It was noted that the wooden deck has attracted moss and become slippery. To avoid accidents, it was decided to power wash and cover the entire deck with a sealant. The wooden benches in the surrounding area will also be applied with sealant.

- **Cleaning of Canopy over Main Entrance:**

The Strata Council was advised that the canopy over the main entrance will be cleaned shortly. In the future, the Window Cleaning Company will be asked to include as part of the contract, cleaning of the canopy four times a year; in addition to the cleaning of windows, which is conducted twice a year.

- **Power Washing of Parkade:**

It was noted that the power washing of the entire parkade was completed. Some of the stairwells and the patio on the 9th floor were also washed.

- **Landscaping Contract Renewal:**

The Strata Council reviewed the landscaping contract renewal. The renewal included a marginal increase of 2% over the last year. The Council was advised that the increase will be offset by the elimination of HST, effective April 2013.

7. **NEW BUSINESS – CONT'D**

- **Landscaping Contract Renewal – Cont'd:**
It was **MOVED, SECONDED, and CARRIED**, to approve the renewal of the landscaping contract.
- **Postal Box:**
A Council Member noted that the postal box installed by Canada Post in the mail room area looks unsightly and is not useful to the Residents. After a brief discussion, the Strata Agent was instructed to contact Canada Post for removal of the postal box.
- **Litter Bins:**
It was noted that litter bins are needed outside the elevator lobbies on each parkade level so that they can be used by the Residents for disposing of litter. Residents are reminded that these bins, when installed, should not be used for placing garbage in them.
- **Miscellaneous:**
 - i. A memo will be circulated, for security reasons, advising Residents to wait for the overhead gate to fully close before proceeding when entering/exiting the parkade.
 - ii. A list of some additional exercising equipment for the Exercise Room shall be prepared and presented to the Council at the next Council Meeting.
 - iii. In order to comply with the new provisions of the Strata Property Act, the Strata Agent will present a quote to the Council on conducting a Depreciation Study for the Strata Corporation at the next Strata Council Meeting.
 - iv. It was agreed by the Strata Council that the following two bylaws be introduced at the next AGM:
 - a) Quorum bylaw as per the following:

“If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of fifteen minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.”

7. **NEW BUSINESS – CONT'D**

• **Miscellaneous – Cont'd:**

- b) A bylaw allowing the spouse of an Owner to sit on the Council as per the following:

"An owner or the spouse of an owner may stand for council, but not both."

8. **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 6th Floor-1190 Hornby Street, Vancouver, B.C., V6Z 2K5, or by fax to 684-1956 or by email to bsondhi@ranchogroup.com.

It was **MOVED, SECONDED, and CARRIED**, to issue fines as instructed by Strata Council.

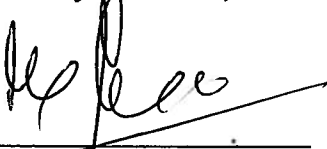
9. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting** and has been scheduled for **Wednesday, March 13th, 2013 at 6:30 p.m.**, to be held in the 9th floor meeting room.

10. **TERMINATION OF MEETING**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:35 p.m.

Respectfully submitted,



Baldev Sondhi, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4213
6th Floor-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4281

STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4268. Owners who are not yet on Pre-Authorized Debit (P.A.D.) Program, our preferred payment option, should contact the same number to obtain a form. The P.A.D. Program is a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.