

**“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 WEDNESDAY, MARCH 13<sup>TH</sup>,  
2013 AT 6:30 P.M.**

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**IN ATTENDANCE**

Karen So

John Wu

Nina Wagner

Liana Fung (Tele Conference)

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

Chris Sargent, Senior Strata Agent

Baldev Sondhi, Strata Agent

**REGRETS**

Eran Lavie

Johnny Wu

Carrie Christenson

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:35 p.m.

2. **ADOPTION OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the previous Strata Council Meeting minutes of February 7<sup>th</sup>, 2013.

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED**, to approve the minutes of February 7<sup>th</sup>, 2013, as presented and circulated.

3. **FINANCIAL STATEMENTS**

The Strata Council reviewed the financial statement for the two-month period ending January 31<sup>st</sup>, 2013. A few questions asked by Council Members were answered by the Strata Agent. It was noted that the Strata currently has an operating surplus of \$11,057, and the Contingency Reserve Fund balance stood at \$126,857.

It was then **MOVED, SECONDED, and CARRIED**, to approve the financial statements for the two-month period ending January 31<sup>st</sup>, 2013.

The list of arrears was also reviewed by the Strata Council. It was noted that there was a charge back outstanding against Strata Lot 91 which has not been paid despite reminders.

3. **FINANCIAL STATEMENTS – CONT'D**

After a brief discussion, it was **MOVED, SECONDED, and CARRIED** to initiate legal proceedings in the matter.

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiencies - General:**

The Strata Agent advised the Strata Council that the matter regarding the remaining building deficiencies is continually being followed up with by the Developer. Some deficiencies pertaining to touch ups to the common areas were recently completed.

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. KJA Elevator Consultant Engineers has been contacted to prepare a report on the performance of elevators, which the Council expects to receive shortly.

c) **Cleaning of Canopy over Main Entrance:**

The Strata Council reviewed a window cleaning quote, which included the cost for two additional cleanings of the Canopy over the main entrance. The Canopy will now be cleaned four times per year, instead of two, due to Residents littering on it from the above.

d) **Postal Boxes:**

It was noted that the two postal boxes placed near the mail room areas have been removed, following Council's suggestion.

e) **Litter Bins:**

The Council was advised that seven litter bins have been ordered which are to be placed outside of the elevator lobbies. The bins are expected to be installed in one week.

5. **NEW BUSINESS**

a) **Reserve Fund Study:**

The Strata Council received two quotes on the preparation of a Reserve Fund Study for Richards. This Study is mandatory as per amendments to the provisions of the Strata Property Act, the terms of which state that all Strata Corporations are required to have this study conducted prior to December 13<sup>th</sup>, 2013.

After some discussion, it was **MOVED, SECONDED, and CARRIED** to approve the quote submitted by Spratt Emanuel, the Building Envelope Consultant Engineers, at a cost of \$9,800, plus applicable taxes.

5. **NEW BUSINESS – CONT'D**

b) **Carpet Cleaning:**

Rancho was instructed to conduct cleaning of the common area carpets.

6. **CORRESPONDENCE**

The Strata Council reviewed correspondence received during the month and instructed the Strata agent to respond to it appropriately.

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 6<sup>th</sup> 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 the Strata Council.

7. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting** and has been scheduled for **Thursday, May 2<sup>nd</sup>, 2013, at 6:30 p.m.**, to be held in the 9<sup>th</sup> Floor Meeting Room.

8. **TERMINATION OF MEETING**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED**, to terminate the Meeting at 7:25 p.m.

Respectfully submitted,



Baldev Sondhi, Strata Agent

Rancho Management Services (B.C.) Ltd.

Agents for Strata Plan BCS4213

6<sup>th</sup> Floor-1190 Hornby Street, Vancouver, BC, V6Z 2K5

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Direct Line: (604) 331-4281

**COMMUNICATION WITH STRATA COUNCIL**

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via Rancho Management Services at 6<sup>th</sup> Floor-1190 Hornby Street, Vancouver, BC, V6Z 2K5, on any Strata Corporation matter. Correspondence received will be presented and reviewed by Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.