

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN LMS4512
"RIVERS REACH"
5700 ANDREWS ROAD
RICHMOND, BC**

Held on Thursday July 9, 2008

PRESENT: Vera Gammert
Janet Whitney
Tracey Tillapaugh
Paul Cartwright
Ryan Young
Tina Smulders - Pratt

REGRETS: Laura Beesley

MANAGING AGENT: Manmit Atwal, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

MINUTES

It was moved, seconded and carried unanimously to adopt the minutes of the council meeting held on June 26, 2008, as circulated.

CARETAKER'S REPORT (Michael Thompson)

The July report was not available in time for the meeting.

BUSINESS ARISING/REPORTS

1. **Painting:** The strata agent communicated with Pro Star Painting regarding the lack of consistency with days and times being worked as well as the care being taken while on site. Pro Star Painting has advised a new crew will be on site to complete the painting project and a timeline of completion will be forwarded shortly.
2. **Landscaping:** The strata agent has requested quotations from landscape architect's regarding the front entrance area and suggestions they may have for fall/winter plants as well as cedars, hedges, flowers and trees that would be suited for the complex.

The bushes at the north side of the complex will be cut back as they are blocking windows and natural light for the units surrounding the area. Nu Green will attend to this as soon as possible.

The pots at the front entrance have been replanted.

1. **Carpet Cleaning:** The lobby and hallway carpets will be cleaned following the painting project.
2. **Stone Walkway:** The strata agent has contacted the City of Richmond and requested written approval to have a stone walkway from the sidewalk to the street installed as the neighbouring strata's have done for safety reasons.
3. **Unit Signage:** The strata agent has requested quotations for unit signage in the same stone design the unit numbers are on. The signs will be posted on the walls across from the elevators to direct owners, visitors and couriers in the correct direction.
4. **Pond Signage:** The strata agent requested two (2) signs for the ponds which read "Please do not feed the wildlife", which council approved.
5. **No Smoking Signage:** The strata agent requested seven (7) signs which read "No Smoking" to be placed in the buildings parking garage. Council reviewed the signs and requested the bottom have the strata corporations bylaw regarding smoking quoted upon as well.
6. **Ascent Contract:** The strata agent has requested the addendum be added to the management contract as per council's request. The revised copy of the management contract will be forwarded to council shortly.

FINANCE

1. **Financial Statements:** It was moved, seconded and carried unanimously to accept the financial statements for May 31, 2008 as circulated by InterLink.
2. **Accounts Receivable:** There was no arrears statement available for the meeting.

CORRESPONDENCE

1. Council received correspondence from an owner requesting permission to install hardwood flooring. Council directed the strata agent to advise the writer permission has been granted.
2. Council received correspondence from an owner regarding permission to install hardwood flooring. Council directed the strata agent to advise the writer permission has been granted.
3. Council received correspondence from an owner regarding clarification on the rules of installing hardwood flooring as well as expressing concerns regarding cleaning of the building deteriorating. Council directed the strata agent to communicate with the writer regarding the rules of applying for permission for hardwood flooring. Council directed the strata agent to communicate with Thompson Caretaking regarding the concerns expressed regarding cleaning of the building.

NEW BUSINESS

1. **Smoking:** Council discussed adding a bylaw at the next Annual General Meeting regarding smoking and prohibiting smoking around certain areas of the building. A reminder to owners that do smoke to please be courteous and try not to smoke on the patio/balcony as the smoke travels up and is bothersome to non-smokers.
2. **Steveston United Church:** Steveston United Church send council a refund cheque in the amount of \$50.00 as a token of goodwill as there was difficulty accessing the church on the day of the Annual General Meeting. Council discussed the refund cheque and unanimously agreed to send the cheque back to Steveston United Church with a letter explaining that strata appreciates their thoughtfulness but can not accept the refund cheque as well as letting the church know the Annual General Meetings will be held at the church in the future.
3. **Thompson Caretaking:** Council directed the strata agent to communicate with Thompson Caretaking and request the pot lights in the common area hallways be turned off for the remaining summer months, the two large lobby lights be set on timers and be turned off for the summer months and a walk around be completed to check for burnt out light bulbs.
4. **Communication:** Please note that the "blue sheets" or "service requests" will no longer be used as of July 31, 2008. Please contact the strata agent directly via telephone, email, fax or letter if you have a concern or a question.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:30 p.m.

The next meeting is scheduled for Wednesday, September 10, 2008 at 7:00 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan LMS 4512

Manmit Atwal
Strata Agent
MA/ljs
Direct Line: 604-293-2448
Email: matwal@ascentpm.com

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of strata council meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

PLEASE BE ADVISED THAT THE ASCENT STRATA AFTER HOURS
EMERGENCY NUMBER IS 604-293-2459

Ascent Real Estate Management Corporation (Head Office & Accounting)

2176 Willingdon Avenue, Burnaby, BC V5C 5Z9

Phone: 604-431-1800 Fax: 604-431-1818

Email: ascent@ascentpm.com Website: www.ascentpm.com

Ascent Real Estate Management Corporation (Surrey Branch Office)

214 – 10070 King George Hwy, Surrey, BC V3T 2W4

Phone: 604-582-8336 Fax: 604-582-8312

Email: ascent@ascentpm.com Website: www.ascentpm.com

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN LMS4512
"RIVERS REACH"
5700 ANDREWS ROAD
RICHMOND, BC**

Held on Thursday June 26, 2008

PRESENT: Vera Gammert
Janet Whitney
Tracey Tillapaugh
Laura Beesley
Paul Cartwright
Ryan Young

REGRETS: Tina Smulders- Pratt

MANAGING AGENT: Manmit Atwal, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

NEW STRATA AGENT

Manmit Atwal is the newly assigned strata agent (Surrey Branch). Please refer to the contact information below:

Manmit Atwal	Strata Agent	matwal@ascentpm.com	604-293-2448
Linda Sloan	Strata Assistant	lsloan@ascentpm.com	604-582-8336
Myla Pakingan	Strata Accountant	mpakingan@ascentpm.com	604-431-1800

MINUTES

It was moved, seconded and carried unanimously to adopt the minutes of the council meeting held on May 27, 2008, as circulated.

CARETAKER'S REPORT (Michael Thompson)

1. **South Pond:** The south pond fill line was lengthened at the request of an owner. The flat rock along the edges has now been placed. The water leveling equipment and the pump have been rebuilt and all three of the spouts are now of equal height and the south pond is complete. Ongoing maintenance is adding liquid about one time per week to keep the algae down.

2. **North Pond:** The north pond is almost complete with water leveling work done and both pumps have been rebuilt. James from Waterworks will be by shortly to make modifications to the PVC piping, which should give the same affect as the south pond fountains.
3. **Hamilton Electric:** Hamilton Electric replaced two outdoor light fixtures; one as a result of a complaint from a resident and the other simply failed on the lagoon dock.
4. **General Maintenance:** Gutter cleaning, dryer vent cleaning and window cleaning have now been completed. A broken window seal was replaced.
5. **Aero Carpets:** Aero Carpets cleaned three bad stains on the first floor centre lobby area.
6. **Wasp's Nest:** A wasps' nest was reported outside a unit, which has now been removed.
7. **Accurate Glass:** Accurate Glass was on site a handful of times to replace a balcony door latch which they had trouble doing. The latch was then looked at by Michael Thompson and was repaired. The invoice from Accurate Glass is pending and will be discussed before payment is made, due to the work not being completed by the company.
8. **DMS Mechanical:** DMS Mechanical was out last week to complete the PM work, including changing the filters and repair a hose bib at a unit. The faulty PRV to Phase I was also repaired during the visit.
9. **Blue Mountain Technologies:** The door alarms recently failed do to a programming issue with Scandisk. Blue Mountain Technologies was able to get the doors back online and everything is now in proper working order.
10. **Hallway Lights:** The hallway light repairs have been postponed until after the painting project in the hallways is complete.
11. **Pressure Washing:** Pressure washing has commenced at the outside areas of the buildings. Some areas at the front entrance have been completed and the remaining areas will be worked on in the coming week, along with the back and the stairwells leading to the parkade.

BUSINESS ARISING/REPORTS

1. **Painting:** Pro Star Painting has started the painting project and is currently working on the hallways. Council directed the strata agent to communicate with Pro Star Painting regarding the lack of consistency with days and times being worked, as well as the care being taken while on site.
2. **Landscaping:** Council directed the strata agent obtain quotations from landscape architects regarding the front entrance area and suggestions they may have for fall/winter plants as well as cedars, hedges, flowers and trees that would be suited for the complex.

The bushes at the north side of the complex are to be cut back as they are blocking windows and natural light for the units in the area. Nu Green will attend to this as soon as possible.

The pots at the front entrance will be replanted shortly, as they are bare at this time.

FINANCE

1. **Financial Statements:** It was moved, seconded and carried unanimously to accept the financial statements for May 31, 2008 as circulated by InterLink.
2. **Accounts Receivable:** There was no arrears statement available for the meeting, as Ascent does not officially begin management until July 1, 2008.

CORRESPONDENCE

1. Council received correspondence from an owner requesting approval for carpet installation. Council granted conditional approval and requests all of the proper documents be completed and all steps be taken as per the bylaws.
2. Council received correspondence from an owner regarding landscaping concerns, in particular bushes around the corner garden, which were dying and removed but have not yet been replaced. The strata agent will pass the information on to Nu Green Landscaping and have them attend to the replacement as soon as possible.
3. Council received correspondence from an owner regarding the lockers and the owner is asking which locker belongs to the unit. Council will review the locker list and provide information to the owner as soon as possible.
4. Council received correspondence from an owner requesting permission to install hardwood flooring to a second floor unit. Council granted conditional approval and requests all of the proper documents be completed and all steps be taken as per the bylaws.
5. Council received correspondence from an owner regarding a neighbouring unit in violation of the strata corporation's bylaws. Council reviewed the request and directed the strata agent communicate with the writer as well as the unit in violation of the strata corporations bylaws.
6. Council received correspondence from an owner regarding an owner storing garbage, recycling bins and large white pails against the balcony glass and requests the items be moved to another location, as they are bothersome to the writer. The strata agent will communicate with the unit in question about the concerns of the writer.
7. Council received correspondence from an owner who provided council with a building and maintenance report and offered to complete these reports on a monthly basis. Council thanks the writer for the offer but does not require the services, as there is a caretaker and a strata agent looking after the items at this time.
8. Council received correspondence from an owner regarding the front entrance door being jammed open with a rock during a move in/out at the end of May 2008. Council has advised the caretaker of the information.

NEW BUSINESS

1. **Bylaw Infractions:** All owners and residents are reminded to adhere to the strata corporations bylaws and please clean up after your dog(s) and please do not hang laundry to dry on the balcony railings and or balconies.

2. **Special General Meeting Request:** An owner has advised council they are in the process of having a petition signed by some owners to hold a Special General Meeting to discuss and/or possibly terminate the contract with Thompson Caretaking Services Ltd. Council is not in favour of terminating the contract with Thompson Caretaking as they are more than satisfied with the work being carried out at this time. All owners are reminded that to hold a Special General Meeting would be at a cost of \$395 plus GST as per the Ascent Management Contract. Council would like owners to know that one of the duties of the new property management company will be to review all routine maintenance contracts, including the contract with Thompson Caretaking and advise council of their findings. In the event that deficiencies are found with the work or services being performed, the contractor will be notified of the deficiencies and given a set period of time to correct them. If the contractor is unwilling to correct them, council will direct the agent to bring on the process of termination of the contract.
3. **Guest Suite:** An owner asked the strata agent to inquire about using one or more of the suites on the rental wait list as a guest suite to earn income for the strata and the unit owner. This can't be done as the building was not built with a guest suite.
4. **Carpet Cleaning:** The lobby and hallway carpets will be cleaned following the painting project.
5. **Stone Walkway:** Council directed the strata agent contact the City of Richmond and obtain written approval to have a stone walkway from the sidewalk to the street installed as the neighbouring stratas have done for safety reasons.
6. **Unit Signage:** Council directed the strata agent obtain quotations for unit signage in the same stone design the unit numbers are on. The signs will be posted on the walls across from the elevators to direct owners, visitors and couriers in the correct direction.
7. **Pond Signage:** Council directed the strata agent obtain two (2) signs for the ponds which read "Please do not feed the wildlife"
8. **No Smoking Signage:** Council directed the strata agent obtain seven (7) signs which read "No Smoking" to be placed in the building's parking garage.
9. **Website:** Ascent's strata website will be up and running shortly.
10. **Ascent Contract:** Council directed the strata agent add an addendum to the management contract and bring a copy for council to review and sign at the next scheduled meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 p.m.

The next meeting is scheduled for Wednesday, July 9, 2008 at 6:30 p.m.

There will be a meet and greet at 7:30p.m. for all owners and residents to attend and meet the new strata agent.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan LMS 4512

Manmit Atwal
Strata Agent
MA/ljs
Direct Line: 604-293-2448
Email: matwal@ascentpm.com

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of strata council meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

PLEASE BE ADVISED THAT THE ASCENT STRATA AFTER HOURS
EMERGENCY NUMBER IS 604-293-2459

Ascent Real Estate Management Corporation (Head Office & Accounting)
2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818
Email: ascent@ascentpm.com Website: www.ascentpm.com

Ascent Real Estate Management Corporation (Surrey Branch Office)
214 – 10070 King George Hwy, Surrey, BC V3T 2W4
Phone: 604-582-8336 Fax: 604-582-8312
Email: ascent@ascentpm.com Website: www.ascentpm.com

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुखी सउकसी विरय बरये जिसे बेसु रिम एा सुतेर बरबार

**MINUTES OF THE
ANNUAL GENERAL MEETING - APRIL 29, 2008**

**RIVERS REACH STRATA PLAN LMS 4512
STEVESTON UNITED CHURCH HALL
3720 BROADWAY STREET, RICHMOND, BC**



Registration: 6:30 PM to 6:55 PM

Commencement: 7:00 PM

Agent: Ben Larsson, President, Interlink Realty Corporation

Evelyn Barry, VP Finance & Administration, Interlink Realty Corporation

I) CALL TO ORDER

The Annual General Meeting was called to order at 7:00 PM by Vera Gammert, Council Vice President, who introduced herself to the owners and agreed to chair the meeting in the absence of the President.

II) CERTIFICATION OF PROXIES

Thirty-two (32) Proxies were declared certified by the Property Agent.

III) CONFIRMATION OF ISSUANCE OF VOTING CARDS

The Chairperson confirmed that all eligible voters had received voting cards.

IV) ATTENDANCE

Eligible voters present in person: 44

Eligible voters represented by proxy: 32

Total eligible voters in attendance: 76

V) DETERMINATION OF QUORUM

Total eligible voters: 149

Quorum required: 50

Attendance person/proxy: 76

The quorum required had been achieved and the meeting proceeded. Two eligible voters arrived later during the meeting, bringing the total attendance to 78.

VI) FILING PROOF OF NOTICE OF MEETING

The Property Agent provided the Chairperson with a letter confirming that the Notice of the Meeting had been mailed or delivered to all owners of record in accordance with the requirements of the Strata Property Act.

VII) ADOPTION OF PREVIOUS MINUTES

The Minutes of the Annual General Meeting held on April 25, 2007 were reviewed and as there were no errors or omissions, it was MOVED by unit 411 and SECONDED by unit 410 to adopt the Minutes as distributed by Interlink Realty Corporation.

The Motion was CARRIED.

VIII) STRATA COUNCIL REPORT

Vera Gammert, President Strata Plan LMS 4512, presented a report on behalf of the Strata Corporation as follows:

Introduction of 2007/08 Council Members attending the AGM. Sharon Galloway, Barb Borthwick & Paul Cartwright. Gary Vossen, President and Jamie McCulloch, member, have just recently moved. Gary to a townhouse in Richmond and Jamie to a place in Pitt Meadows, closer to work.

Joe Rutherford, 2006/07 President was on council for the first part of the year and then moved as well, ditto for Kristy Murao.

The council report is brief as there is not that much to report. This is a good thing as it means that things were running OK and there were no disasters or 2 am fire alarms (for those who were here back then) that had to be dealt with.

A big plus for us this year was the addition of an on-site caretaker, Thompson Caretaking Ltd., to our building. This has taken much of the day to day work away from the council. Issuing and control of key fobs, dealing with move-in/out, working with contractors on site, spreading ice melt, shovelling snow early in the mornings, delivering and posting notices, among other things are now being done by Michael.

We did a big clean-up of the security fobs to ensure that all active fobs are in the possession of current owners at RR. Security systems have been enhanced and tightened up. There has been a noticeable decline in the number of parkade break-ins over the past few years due to enhancements. Guest parking has been cleaned up and owners are complying with the rules. Alicia Prata is the Council's volunteer rep for the landscaping and she has worked closely with the gardeners over the past year. Landscape improvements have been made with the removal of a few dead items, lots of weeds and the relocation of some plants (over planted in some areas by the developer). She has developed a three year plan for the grounds maintenance.

Results of the survey were distributed to owners in attendance at the AGM. There were a total of 68 respondents to the survey. Responses were mostly positive with comments covering the spectrum.... "Love the new colour in the parking elevator lobbies" to "hate the new colour in the parking elevator

lobbies" and everything in between. Thompson Caretaking garnered the most positive responses and comments.

When asked about priorities for 2008/09 your top three were:

- Interior Painting
- Landscaping
- Energy Conservation

Council would like to establish a committee who would look at options for energy conservation and "greening" the building. This could be everything from enhanced recycling to solar energy.

To volunteer for this committee please contact Vera Gammert @ 604-241-2436 or drop a note in the Council mail box in the lobby."

IX) INSURANCE COVERAGE REPORT

A copy of the Strata Corporation's insurance coverage was included with the Notice of the Annual General Meeting. The Property Agent reviewed the insurance coverage and confirmed an updated Replacement Cost Appraisal is being obtained on an annual basis as required by the Strata Property Act.

X) SURPLUS APPROVAL - Majority Vote

It was **MOVED** by unit 431 and **SECONDED** by unit 314 to approve the following resolution:

WHEREAS Section 105(1) of the Strata Property Act requires that, unless otherwise approved by a $\frac{3}{4}$ vote resolution of the owners, if there is an operating fund surplus at the fiscal year end of the strata corporation it must (a) be transferred to the contingency reserve fund; or (b) carried forward as part of the operating fund, as a surplus; or (c) used to reduce the total contribution to the next year's operating fund;

And WHEREAS it has been determined that the strata corporation has an operating fund surplus in the amount of \$9,074 for the year ended February 29, 2008, and the strata council is of the opinion that the best use for that surplus is to transfer \$5,000 to the Contingency Reserve Fund and carry forward \$4,074 as part of the operating fund, as a surplus.

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan LMS4512 that \$5,000 of the operating fund surplus be transferred to the Contingency Reserve Fund and \$4,074 be carried forward as part of the operating fund, as a surplus.

Following a brief discussion, the vote was called with the following results:

75 Owners In Favour
3 Owners Opposed
0 Owner Abstained

The Motion to approve the Resolution was **CARRIED** by a majority.

XI) BUDGET APPROVAL - Majority Vote

It was MOVED by unit 431 and SECONDED by unit 314 to approve the 2008 – 2009 Operating Budget as presented.

The Chair invited the Treasurer, Barbara Borthwick, to lead the Owners through the proposed Operating Budget.

After some discussion, the question was called with the following results:

78 Owners In Favour

0 Owners Opposed

0 Owner Abstained

The Motion to approve the Budget was **CARRIED** by a majority.

XII) NEW BUSINESS

A) ¾ Vote resolution – Bylaw Amendment – Hard Surface Flooring

It was MOVED by unit 411 and SECONDED by unit 132 to approve the following resolution:

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN LMS 4512 (the "Strata Corporation") that the bylaws of the strata corporation be amended by the addition of Bylaw 4.10 as follows:

Bylaw 4.10

Where an owner or occupant of a strata lot above the first floor replaces or authorizes the replacement of any existing flooring material, the owner must ensure that the new material meets or exceeds the following requirements for sound transmission measured in decibels inside the suite below:

- * Regular foot traffic - must not exceed 70 dB in the suite below*
- * Heavy foot traffic - must not exceed 80 dB in the suite below*

If a noise complaint results from a change of flooring materials, the Owner must, at the Owner's expense, retain the services of a Strata Council-approved professional engineer to measure the decibel levels in the suite below and provide certification that the installed flooring does not exceed the above decibel levels. If the sound transmission exceeds these decibel levels, the Owner must remove the material and install material that will not exceed the maximum decibel levels.

After some discussion, the question was called with the following results:

54 Owners In Favour

20 Owners Opposed

3 Owners Abstained

(73% in favour)

The proposed Resolution was **DEFEATED** as a ¾ vote was not achieved.

B) ¾ vote Resolution #2 – Funding for Common Area Interior Painting

It was MOVED by unit 426 and SECONDED by unit 408 to approve the following resolution:

WHEREAS Strata Plan LMS4512 wish to proceed with a project to repaint the interior common areas of the building to improve the appearance, including:

<i>Hallway walls – 4 levels</i>	<i>Utility doors and door frames</i>
<i>Hallway ceilings – 4 levels</i>	<i>Elevator doors and frames</i>
<i>Stairwell walls</i>	<i>Parkade vestibules, ceilings and walls - 2</i>
<i>Stairwell ceilings</i>	<i>Metal ceiling access panels</i>
<i>Lobby and entrance walls and ceilings</i>	<i>Hallway drywall repairs</i>
<i>Suite doors</i>	<i>Suite doorframes</i>
<i>Stairwell textured ceiling repair</i>	
<i>Remove and apply new stenciled lettering on doors</i>	

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN LMS 4512 (the "Strata Corporation") to expend a sum of money not exceeding \$50,000 (including GST) for the purpose of the interior painting project.

This expenditure is to be funded by way of a withdrawal from the Contingency Reserve Fund not exceeding \$50,000.

After some discussion, the question was called with the following results:

64 Owners In Favour
8 Owners Opposed
2 Owner Abstained
(89% in favour)

The proposed Resolution was **CARRIED** as a ¾ vote was achieved.

C) ¾ Vote Resolution #3 – Funding for Energy Efficient Lighting Retrofit In Parkade

It was MOVED by unit 102 and SECONDED by unit 132 to approve the following resolution:

WHEREAS Strata Plan LMS4512 wish to proceed with a project to retrofit the lighting in the parkade to reduce future energy costs;

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN LMS 4512 (the "Strata Corporation") to expend a sum of money not exceeding \$20,000 (including GST) for the purpose of the parkade lighting retrofit project.

This expenditure is to be funded by way of a withdrawal from the Contingency Reserve Fund not exceeding \$20,000.

After some discussion, the question was called with the following results:

61 Owners In Favour
11 Owners Opposed
3 Owner Abstained
(85% in favour)

The proposed Resolution was **CARRIED** as a $\frac{3}{4}$ vote was achieved.

D) $\frac{3}{4}$ Vote Resolution #4 – Change Six (6) Visitors' Parking Stalls to Owner Rental Stalls

It was **MOVED** by unit 411 and **SECONDED** by unit 126 to approve the following resolution:

WHEREAS Bylaw 40.14 of Strata Plan LMS 4512 (Rivers Reach) states:

Visitor parking is for visitors of Rivers Reach residents only. Owners/tenants are prohibited from parking in the visitor parking.

And WHEREAS street parking on Andrews Road can be difficult for owners/residents to obtain, and owners may desire an assured, owner-designated parking stall in the Rivers Reach parkade;

BE IT RESOLVED by a $\frac{3}{4}$ vote of THE OWNERS, STRATA PLAN LMS 4512 (the "Strata Corporation") that six (6) stalls in visitor parking, located west of the overhead garage door and adjacent to the refuse room, be removed from visitor parking and be assigned to the strata corporation for the sole and exclusive purpose of providing rental parking for owners/residents of Rivers Reach;

And that these rental parking stalls be subject to Bylaw 40 (Parking) of Strata Plan LMS 4512;

And that the strata council shall, through its Agent, maintain a list of parking stalls available for rent by owners/residents;

And that strata council shall set a pre-paid annual rental fee.

The question was called, results as follows:

39 Owners In Favour
34 Owners Opposed
3 Owners Abstained
(53% in favour)

The Motion to Change six (6) Visitors Parking Stalls to Owner Rental Stalls was **DEFEATED** as a $\frac{3}{4}$ vote was not achieved.

E) ¾ vote resolution #5 – Bylaw Amendment to Increase the number of rental units from 8 to 11

It was MOVED by unit 437 and SECONDED by unit 431 to approve the following resolution:

WHEREAS a strata corporation may amend its bylaws pursuant to Section 128 of the Strata Property Act, S.B.C. 1998;

BE IT RESOLVED by a ¾ vote of THE OWNERS, STRATA PLAN LMS 4512 (the "Strata Corporation") that the bylaws of the Strata Corporation be and are hereby amended as follows:

Bylaw 43.1 filed in the Land Title Office on April 22, 2004 be amended to read as follows:

The number of strata lots within the strata corporation that may be leased at any one time is limited to eleven (11).

The question was called, results as follows:

25 Owners In Favour

51 Owners Opposed

0 Owners Abstained

(33% in favour)

The Motion to increase the number of Rental Units was **DEFEATED** as a ¾ vote was not achieved.

XIII) ELECTION OF STRATA COUNCIL

The following Owners agreed to let their names stand for election to the Strata Council:

Janet Whitney – 113

Ryan Young - 102

Laura Beesley - 411

Vera Gammert – 409

Tracey Tillapaugh – 328

Tina-Smulders-Pratt – 132

Paul Cartwright - 405

There were no other nominations and the above Owners were elected to Council by acclamation.

XIV) ADJOURNMENT

There being no further business, the meeting was terminated at 9:00 PM.

NOTICES**INCREASED STRATA MAINTENANCE FEES**

In accordance with the new budget approved by the Owners at the Annual General Meeting, strata fees have increased by approximately 5% retroactive to March 1, 2007, which is the beginning of the strata corporation's fiscal year. A notice will be mailed or delivered to all Owners detailing the amount due for each unit. This information will also be available on the River Reach web-site at www.wpcn.com

WEB PAGE CONDOMINIUM NEWS

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. Enjoy immediate access to Minutes, Reports, Budgets, Bylaws and more! Discuss ongoing strata activities in the Owners' Forum.

All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

CONTACT INFORMATION - INTERLINK REALTY CORPORATION

All Owners are requested to mail or deliver Strata Payments to the Interlink Realty Corporation office. Please note that correspondence or cheques left in the strata mailbox are not picked up on a regular basis and this could result in a delay in processing your payment or responding to a concern. Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 - 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください

INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xóa nhờ người dịch hộ

සුරැකි තොරතුරු විග්‍රහ කරන බලය සහිතව මෙය උපයෝගී කරගන්න

**STRATA COUNCIL MEETING, 6:30 PM, APRIL 2, 2008
RIVERS REACH, STRATA PLAN LMS 4512**

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Present:	Gary Vossen	President
	Vera Gammert	Vice-President
	Paul Cartwright	Liaison to Waterways Committee
	Barbara Borthwick	Treasurer
Absent:	Jamie McCulloch	Secretary
	Sharon Galloway	
Agent:	Ben Larsson	Interlink Realty Corporation
	Evelyn Barry	Interlink Realty Corporation

I. OWNERS FORUM

There was one Owner in attendance to address the Strata Council on matters affecting his Strata Lot.

A. INCREASED RENTALS – STRATA LOT 141

Owner requested that Council include a Resolution at the AGM to increase the number of Rentals from 8 to 11. After some discussion Council thanked the Owner for attending and advised that the matter would be discussed later during the meeting.

II. CALL TO ORDER

The Strata Council Meeting was called to order by Gary Vossen, President, at 6:40 PM.

III. APPROVAL OF AGENDA

It was MOVED and SECONDED to accept the Agenda as presented. The Motion was CARRIED.

IV. ADOPTION OF PREVIOUS MINUTES

After some discussion the Agent was requested to, in the future, reference communications to and from Owners by Strata Lot Numbers only. It was MOVED and SECONDED to adopt the minutes of the March 5, 2008 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

V. UNFINISHED BUSINESS

1. Registering Lien, Strata Lot 128

Owner of subject Strata Lot is in significant arrears with reference to Strata Maintenance Payments. Council had received a letter from the Strata Corporation's lawyer outlining an offer from the Owner to pay the debt over time. It was MOVED and SECONDED to accept the proposal but also to instruct the lawyer to proceed to file the lien to protect the financial position of the

Strata Corporation. The Motion was CARRIED

2. Owner Request for an Increase in Rental Units, Strata Lot 141

After some discussion by the Strata Council it was MOVED and SECONDED to instruct the Agent to include in the AGM package a Resolution to increase the allowable Rentals from 8 to 11. The Motion was CARRIED.

3. Budget for 2008 - 2009

The Budget previously prepared by the Strata Council was reviewed and some additional revisions were made by the Strata Council. After some discussion it was MOVED and SECONDED to instruct the Agent to include the revised Budget, as finalized, in the AGM Notice package for the Owners' consideration at the upcoming AGM. The Motion was CARRIED.

NOTE: In an effort to reduce the cost of photocopying and be more environmentally aware, the Strata Council requests that Owners obtain the monthly Council Minutes from the Rivers Reach website rather than receiving hard copies. In this regard the Agent was instructed to leave only a minimum number of Minutes in the racks by the mailboxes in the front entrance.

4. Agenda for the upcoming AGM

The Agenda for the Annual General Meeting, in the format prescribed by the Strata Property Act, was reviewed and it was MOVED and SECONDED to approve the agenda for inclusion with the Notice of AGM to be distributed to Owners. The Motion was CARRIED.

5. Resolutions for the upcoming AGM

Several Resolutions as previously prepared were reviewed and It was MOVED and SECONDED to approve the Resolutions for inclusion with the Notice of AGM to be distributed to Owners. The Motion was CARRIED.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 PM.

The next Council Meeting is scheduled for May 7, 2008 in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.

NOTICES

Correspondence from Owners regarding any strata matters may be sent to Council either by depositing same in the strata mailbox or by mailing or faxing to the Property Agent. Owners should be aware that, pursuant to the Strata Property Act, any correspondence addressed to the strata corporation must be made available to any other owner interested in the correspondence and to other persons in specified circumstances. This means that any correspondence sent to Council in confidence will not be treated as private or privileged and is subject to other overriding legislation.

Listing and Selling Your Home in Rivers Reach

All documentation and information for listing purposes should be provided to the Realtor by the strata lot owner (Seller) when the listing is taken. Upon receipt of all the pertinent information, the Realtor will become familiar with your suite and the strata corporation, enabling him/her to market your home in a professional manner.

Any documents or information not readily available to an owner can be obtained by the owner or the Realtor by completing a Request for Strata Corporation Records and Documents. These forms are available on-site near the mailboxes in the lobby, or Realtors may use the Request Form available under WEBForms on the REALTORlink site. All requests for information must be in writing and must be authorized by the owner. Completed request forms can be faxed or mailed to Interlink Realty Corporation.

The Strata Property Act provides for the provision of a Form B Information Certificate and bylaws within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents.

In certain circumstances, documents may be required sooner than prescribed by the Strata Property Act (7-14 days). In these instances, it is understood that rush charges will apply. This is to compensate the Agent for providing unscheduled emergency document service.

The bylaws, reports and other documentation of a Strata Corporation are often open to interpretation. The interpretation of a bylaw, rule or engineer's report or any information in question is at the discretion of either the Seller or the Buyer and their legal counsel. In this regard, Interlink Realty Corporation has an established Corporate Policy not to dispense verbal information at any time. Instead all inquiring parties are directed to the relative documents as appropriate.

Given that Interlink Realty Corporation subscribes to WPCN, the majority of documents required are available on the WPCN – Rivers Reach website, at no cost to an Owner.

Please also remember that when selling your suite you must turn over the fobs, security entry cards, keys, and parking danglers to the new Owner(s).

No Smoking

Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in any of the following areas within Rivers Reach:

- ☐ parkade areas ☐ stairwells ☐ hallways ☐ patios
- ☐ balconies ☐ common grounds ☐ any of the sidewalks or walkways

Strata Agent on Site

- During any given month the Strata Agent attends the property on many occasions to deal with trades and other matters as required.
- Each Wednesday between 5:00 PM and 6:00 PM the Agent is also in the Outlook Lounge to meet with Owners to respond to any questions or concerns they may have.
- The Agent is also available to any Owner, via telephone, fax or mail.
- Owners may also post their questions or start discussions on the Rivers Reach Website found at www.wpcn.com

Visitors' Parking Area

Owners are reminded that in accordance with the bylaws, all vehicles parked in visitors' stalls overnight must display the guest parking permit. Also, owners' vehicles are not permitted in the visitors' stalls for any reason at any time. At the time of sale of a suite, the parking dangler must be passed on to the buyers by the sellers. Replacement parking danglers are available at \$50.00

Web Page Condominium News

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

Contact Information - Interlink Realty Corporation

All Owners are reminded that Strata Payments must be mailed or delivered to the Interlink Realty Corporation office. Please note that Interlink staff does not pick up correspondence, requests for repair or maintenance or any payments on site.

Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 - 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुखी नउकरी विरय बरमे बिने बेले तिम दा हुनेका बरबन्धि

STRATA COUNCIL MEETING, 7:00 PM, MARCH 5, 2008

RIVERS REACH, STRATA PLAN LMS 4512

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Present:	Gary Vossen	President
	Vera Gammert	Vice-President
	Sharon Galloway	
	Paul Cartwright	Liaison to Waterways Committee
	Jamie McCulloch	Secretary
	Barbara Borthwick	Treasurer
Agent:	Ben Larsson	Interlink Realty Corporation

I. OWNERS FORUM

There was one Owner in attendance wanting to address the Strata Council on matters affecting their Strata Lot.

A. GOODS ON BALCONY – STRATA LOT 109

Owner attended in response to several complaints regarding accumulated goods on the balcony. Council was advised that the items consisted of a bicycle, barbecue and patio furniture, the latter covered up for the winter. Agent was requested to have the caretaker attend the strata lot and inspect the goods stored on the balcony to ensure compliance with the Strata Corporation's Bylaws.

II. CALL TO ORDER

The Strata Council Meeting was called to order by Gary Vossen, President, at 7:15 PM.

III. APPROVAL OF AGENDA

It was MOVED and SECONDED to accept the Agenda as presented. The Motion was CARRIED.

IV. ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of the February 6, 2008 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

V. FINANCIAL REPORT

A. FINANCE COMMITTEE

1. It was MOVED and SECONDED to accept the Financial Statements for January 2008 as presented by Interlink Realty Corporation. The Motion was CARRIED.
2. Barbara Borthwick will advise Council and Agent of available times for the annual Budget Meeting in the Interlink Realty Corporation offices.

VI. UNFINISHED BUSINESS

1. Patio Cracking

Agent confirmed having followed up on an item with Adera pertaining to the condition of one patio. Several months have gone by and no response has been received by Adera.

2. Strata Lot 109

Agent confirmed having received a second complaint regarding the storage of items on the balcony for Strata Lot 109.

3. Window Cleaning

Agent was requested to book the window cleaners for the last week of April, 2008. Work will include all inaccessible windows including some on the south end of the building on the main floor and others to be identified where the resident would be unable to access or reach.

4. Door and Frame, Strata Lot 67

Agent confirmed having received two quotes for the repairs to the door and frame. Each proposal differs in approach and the Agent will investigate and determine best solution.

5. Boiler Adjustment

Agent confirmed that the Mechanical Contractor had attended to adjust the boiler and replaced a part to improve the operating efficiency.

6. Timers on Boilers

A Council Member raised the concept of timers on the boiler to prevent the hot water from circulating throughout the building 24/7. It had been previously discussed that this may not work for all Owners given the range of working hours of the Owners. Council plans to form an Energy Conservation Committee to manage this concept, and many other issues including a recycling program, etc.

7. Noise complaint Strata Lot 113

This Strata Lot had been the origin of a number of noise complaints. The situation resolved itself upon the Tenant vacating the premises.

8. Harwood Flooring Bylaw

The proposed specifications have been completed by the Engineering firm, Spratt Emanuel. It was agreed that Jamie McCulloch and Gary Vossen would prepare a Bylaw for consideration by the Owners at the upcoming Annual General Meeting.

9. Survey Results

Council reviewed the results of the Survey recently completed by residents and will provide a report to the Owners at the upcoming Annual General Meeting.

VII. NEW BUSINESS

1. Audit For period ending February 29, 2008

Agent reviewed the Audit solutions available to Rivers Reach including another Reid Hurst Nagy audit, a Review Engagement by Reid Hurst Nagy or a Review Engagement by a CHOA

recommended Accountant. It was MOVED and SECONDED to proceed with a Review Engagement at an approximate cost of \$500 for the Auditor and approximately \$100 for Interlink Realty Corporation. The Motion was CARRIED.

2. Installation of Light Deflector by South Entrance

Agent was requested to have the Caretaker install a light deflector by the entrance light.

3. Pond Maintenance

Agent was requested to obtain a quote from a previous pond service contractor for the annual maintenance of the ponds.

4. Front Walkway to Curb

Agent was requested to have the Caretaker install some patio stones leading to the curb.

5. Window Cleaning

Council is planning to have all inaccessible windows cleaned in the early spring.

6. Garage Overhead Gate

The problem with Residents not stopping after entering/leaving until the gate closes is ongoing and results in quick access for thieves. .

7. Enclose bike rooms

Agent was requested to obtain quote for enclosing the bicycle room with decorative cinder blocks to provide additional security for the bicycle rooms.

8. Vent Cleaning

Agent was requested to obtain a quote for cleaning the stacks as this may be an issue in the efficient operation of the drain system.

VIII. COMMITTEE REPORTS

A. LANDSCAPING REPORT

No report at this time.

B. WATERWAYS COMMITTEE LIAISON

Paul Cartwright advised that operational meetings are continuing involving all member Strata Corporations.

IX. BUILDING COMMITTEE AND CARETAKER'S REPORT

1. Caretaker's report

- a. Agent had provided Council with a copy of the Caretaker's report
- b. Agent was requested to have the Caretaker attend to the following:
 - 1) Pressure Wash: - Parkade stairwells and exterior exit staircases
- Front entrance
 - 2) Caretaker will clean & seal all benches on Rivers Reach property
 - 3) Monitor move-ins and advise Agent when rental units are changing residents

X. AGENT'S REPORT

A. FINANCIAL

1. Agent reported that Rivers Reach Cash Position as at Jan 31, 2008 was as follows:

a) Balance in Operating Account \$17,640

b) Balance in Contingency Reserve Fund \$125,397 made up as follows:

(1). \$ 25,397 cash in CRF Account, annual interest rate 0.5%

(2). \$100,000 cash in CRF Term Deposit, annual interest rate 3.6%
(matures Feb 2, 2009, cashable on or after May 2, 2008)

2. Receivables for February 2008

Property Agent reviewed the Accounts Receivable and indicated that follow-up procedures are in place for delinquent Owners. The Strata Corporation's lawyer has been retained to proceed with the filing of liens against those Strata Lots in arrears where appropriate.

Agent confirmed that lien proceedings against Strata Lot 128 have commenced and the files have been turned over to the Strata Corporation's lawyer, Campbell Froh May & Rice.

B. ADMINISTRATION

1. Correspondence

Various pieces of correspondence were received and provided to Council as follows:

- a. From/To: 130 - Sheila McCarthy – Cleaning all windows
- b. From/To: 421 Susan Cleary – Increase the number of Rentals
- c. To: 332 Jesse Nakatsuru - Respondent in a Noisy Complaint
- d. To: 435 Laurie Fletcher – Follow up on Window repair
- e. From/To: 338 Shannon Rusnick – Feedback on color selection parkade lobby
- f. Spratt Emanuel - Revised Flooring Review referencing architectural plans
- g. A Notice posted by Tony pertaining to bicycle theft.
- h. From/To: 230 Colin Jaques - Bylaw Complaint

2. Rental Report

Rivers Reach bylaws allow for 8 rental units at any one time. Presently there are eight (8) rentals and there are seven (7) Owners on the waiting list for approval to rent.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 PM.

The next Council Meeting is scheduled for April 2, 2008 in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.

NOTICES

Correspondence from Owners regarding any strata matters may be sent to Council either by depositing same in the strata mailbox or by mailing or faxing to the Property Agent. Owners should be aware that, pursuant to the Strata Property Act, any correspondence addressed to the strata corporation must be made available to any other owner interested in the correspondence and to other persons in specified circumstances. This means that any correspondence sent to Council in confidence will not be treated as private or privileged and is subject to other overriding legislation.

Dog Excrement

Residents are requested to curb their dogs away from the building entrances and the boulevards in front of the building. Both dogs and Owners would enjoy a walk on the dike, while also picking up as necessary.

Listing and Selling Your Home In Rivers Reach

All documentation and information for listing purposes should be provided to the Realtor by the strata lot owner (Seller) when the listing is taken. Upon receipt of all the pertinent information, the Realtor will become familiar with your suite and the strata corporation, enabling him/her to market your home in a professional manner.

Any documents or information not readily available to an owner can be obtained by the owner or the Realtor by completing a Request for Strata Corporation Records and Documents. These forms are available on-site near the mailboxes in the lobby, or Realtors may use the Request Form available under WEBForms on the REALTORlink site. All requests for information must be in writing and must be authorized by the owner. Completed request forms can be faxed or mailed to Interlink Realty Corporation.

The Strata Property Act provides for the provision of a Form B Information Certificate and bylaws within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents.

In certain circumstances, documents may be required sooner than prescribed by the Strata Property Act (7-14 days). In these instances, it is understood that rush charges will apply. This is to compensate the Agent for providing unscheduled emergency document service.

The bylaws, reports and other documentation of a Strata Corporation are often open to interpretation. The interpretation of a bylaw, rule or engineer's report or any information in question is at the discretion of either the Seller or the Buyer and their legal counsel. In this regard, Interlink Realty Corporation has an established Corporate Policy not to dispense verbal information at any time. Instead all inquiring parties are directed to the relative documents as appropriate.

Given that Interlink Realty Corporation subscribes to WPCN, the majority of documents required are available on the WPCN – Rivers Reach website, at no cost to an Owner.

Please also remember that when selling your suite you must turn over the fobs, security entry cards, keys, and parking danglers to the new Owner(s).

No Smoking

Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in any of the following areas within Rivers Reach:

- ☐ parkade areas ☐ stairwells ☐ hallways ☐ patios
- ☐ balconies ☐ common grounds ☐ any of the sidewalks or walkways

Strata Agent on Site

- During any given month the Strata Agent attends the property on many occasions to deal with trades and other matters as required.
- Each **Wednesday between 5:00 PM and 6:00 PM** the Agent is also in the Outlook Lounge to meet with Owners to respond to any questions or concerns they may have.
- The Agent is also available to any Owner, via telephone, fax or mail.
- Owners may also post their questions or start discussions on the Rivers Reach Website found at www.wpcn.com

Communication from Residents

Residents are reminded that the Strata Council Mailbox is there for them to use. Please complete the correct form (located on the wall next to the mailboxes) and submit comments, request, complaint, problem, etc. to Interlink Realty Corporation via the Strata Council Mailbox, or by fax or regular mail. Council will review same and pass on to Interlink as required.

Visitors' Parking Area

Owners are reminded that in accordance with the bylaws, all vehicles parked in visitors' stalls overnight must display the guest parking permit. Also, owners' vehicles are not permitted in the visitors' stalls for any reason at any time. At the time of sale of a suite, the parking dangler must be passed on to the buyers by the sellers. Replacement parking danglers are available at \$50.00

Web Page Condominium News

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

Contact Information - Interlink Realty Corporation

All Owners are reminded that Strata Payments must be mailed or delivered to the Interlink Realty Corporation office. Please note that Interlink staff does not pick up correspondence, requests for repair or maintenance or any payments on site.

Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 - 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

बहुत महत्वपूर्ण विषय बारे विमो देखें दिनांक ०६ फरवरी २००८

STRATA COUNCIL MEETING, 7:00 PM, FEBRUARY 6, 2008

RIVERS REACH, STRATA PLAN LMS 4512

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Interlink

Present:	Gary Vossen	President
	Vera Gammert	Vice-President
	Sharon Galloway	
	Paul Cartwright	Liaison to Waterways Committee
	Jamie McCulloch	Secretary
Absent:	Barbara Borthwick	Treasurer
Agent:	Ben Larsson	Interlink Realty Corporation

I. OWNERS FORUM

There were two Owners in attendance wanting to address the Strata Council on matters affecting their Strata Lot.

A. CONSTRUCTION OF FENCE – STRATA LOT 81

At a previous Strata Council meeting the Owner had attended to request approval to retain a recently constructed privacy fence. This request was not approved at that time. The Owner had then submitted a revised plan including modified planters and trellises. The Owner elaborated further and Council had some questions. Council advised that the matter would be discussed later on the Agenda and the Agent would provide the Owner with Council's decision.

B. NOISE FROM NEIGHBOUR – STRATA LOT 95

For some time the Owner had complained of noise emanating from an adjacent suite. Previous letters of complaint had been written to the Strata Council and letters detailing the complaint were sent to the owner of the strata lot responsible for the noise. The Owner with the complaint addressed the Council with his concerns and asked for advice. After some discussion it was agreed that the Owner will monitor the situation and upon a recurrence of the problem will contact a designated Council Member to witness the noise problem.

II. CALL TO ORDER

The Strata Council Meeting was called to order by Gary Vossen, President, at 7:20 PM.

III. APPROVAL OF AGENDA

It was **MÓVED** and **SECONDED** to accept the Agenda as presented. The Motion was **CARRIED**.

IV. ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of the January 9, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

V. REPORT FROM GARDEN CLUB

Alicia Prata, Chairperson of the Garden Club, attended and spoke to the following issues.

- i. Removal and disposition of the artificial plants in the Outlook Lounge.

Council agreed that the plants would be removed and sold. Agent was requested to have the caretaker to remove the plants and put in storage until sold.

- ii. Requirement for the soil amender from NuGreen.

It was MOVED and SECONDED to purchase the soil amender from NuGreen as proposed. The Motion was CARRIED.

- iii. Requirement for some additional plant material.

This is required to fill up the empty bed facing the north-east area of the Outlook Lounge. It was MOVED and SECONDED to purchase the plant material from NuGreen as proposed. The Motion was CARRIED.

VI. FINANCIAL REPORT

A. FINANCE COMMITTEE

1. It was MOVED and SECONDED to accept the Financial Statements for December 2007 as presented by Interlink Realty Corporation. The Motion was CARRIED.
2. It was MOVED and SECONDED to approve the 2006 & 2007 Annual Financial Audits as prepared by Reid Hurst Nagy. The Motion was CARRIED.

VII. UNFINISHED BUSINESS

1. Hard Surface Flooring Specifications

Agent had previously distributed the Sound Transmission Testing Report by Spratt Emanuel Engineering pertaining to specifications for the installation of hard surface flooring. After some discussion, Vera Gammert volunteered to write a new Bylaw for consideration by the Owners to be considered at the AGM in April that would allow hardwood flooring if the specifications described by the Stratt Emanuel report are met.

2. Pond Repair Update

Agent advised that the electrical contractor is in the process of constructing the metal weatherproof cabinets to house the control panels for the self-leveling devices for each pond. As the weather improves, additional work will commence. It is expected that the ponds will be fully operational by the spring.

Still to be done and weather-dependant are the following:

- i. Remove incorrect PVC lines prone to cracking
- ii. Replace PVC lines with correct material and add run as required
- iii. Install vandal-proof metal cabinets for control boxes
- iv. Install, secure and connect self leveling devices and control valves
- v. Remove excess growth, treat and reactivate ponds

3. Security Cameras

As a result of the installation of new digital recorders the in-suite pictures for residents will show a rotating single view from each camera. The digital recorders will continue to record in a four-up format. After some discussion, Council decided that the additional cost of having a four-up view in each suite was not justifiable.

4. Visitors Parking Area

Agent reported that the Visitors Parking signage is working well, residents are respecting the signage and the Caretaker is diligently monitoring the area to ensure the facility is not abused.

5. Fence at Strata Lot 81

It was MOVED and SECONDED to approve the fence modifications presented by the owner resulting in free-standing planters and trellises as per the submitted drawing. The Motion was CARRIED.

6. Door and Frame, Strata Lot 67

Repairs to the door and frame are pending waiting for warmer and dryer weather and another quote for repairs.

VIII. NEW BUSINESS

1. Computer/Printer Requirement

Agent advised that the new printer for the security system will not operate on the existing computer. The existing computer was installed by the developer at the time of construction and has now reached the end of its life cycle. It was MOVED and SECONDED to request Agent to purchase a cost effective computer and arrange for installation by AIC Communications.

2. Owners' Survey

A survey has been created in order to obtain feedback from the Owners to assist Council and Agent in meeting the needs of the Owners. The survey will be distributed to all Owners by February 10, 2008. Owners are asked to complete and return same as directed within the survey.

3. Draft Minutes

Council and Agent reviewed the process for reviewing draft Minutes and it was decided that the Secretary or nominee would have three days to note any errors and omissions and return same to the Agent for distribution.

4. Bench Cleaning, Fire Lane.

Agent will undertake to determine what entity is responsible for maintaining the fire lane and benches in that area.

5. Annual General Meeting Preparation

Agent confirmed that preparation is being made for the AGM. Quotes for Council's consideration

to present to the Owners have been requested and the Agent is preparing the draft Budget for Council to serve as a template for planning the next fiscal year.

6. Window Cleaning

Council is planning to have all inaccessible windows cleaned in the early spring.

7. Brush Washing Building Envelope

Agent confirmed that quotes are being received for this project as part of next year's maintenance program.

IX. COMMITTEE REPORTS

A. LANDSCAPING REPORT

To facilitate the Garden Club, this report was presented at the beginning of the Council meeting.

B. WATERWAYS COMMITTEE LIAISON

Paul Cartwright advised having no report at this time but a meeting of the Waterways Committee had been scheduled and is pending.

Agent requested that the Waterways Committee provide Rivers Reach with a copy of the insurance policy naming the member Strata Corporations as additional named insured. A few years ago Interlink Realty Corporation had negotiated a blanket policy for all member Strata Corporations and this policy should have been maintained and renewed.

Agent also recommended that the responsibilities of each member Strata Corporation should be reviewed to ensure current practices reflect the requirements of the Covenant Agreements.

X. BUILDING COMMITTEE AND CARETAKER REPORT

1. Caretaker report

Agent had provided the Caretaker report and noted that positive feedback is being received from the Owners. The Caretaker Program is very successful and is assisting in reducing and controlling the repairs and maintenance costs.

2. Directional Signs

After some discussion, it was deemed beneficial to have signs constructed and installed on each floor indicating direction to various suites. Agent was requested to obtain some samples for possible installation after the common area hallway painting project, if the project is approved by the owners.

3. Moving Routes

Agent confirmed that Residents will be requested to use the front doors when moving in or out of Rivers Reach. This route is quicker and creates less damage to walls and doors as both front doors open and the movers have more room to maneuver.

4. Door Stop

Caretaker will be requested to move the door stop in north elevator over slightly to prevent further damage to the parkade elevator lobby wall. He will also be requested to install a floor mounted door stop for the south parkade elevator door.

XI. AGENT'S REPORT

A. FINANCIAL**1. Agent reported that Rivers Reach Cash Position as at December 31, 2007 was as follows:**

- a. Balance in Operating Account \$28,885
- b. Balance In Contingency Reserve Fund \$118,450 made up as follows:
 - i. \$ 18,450 cash in CRF Account, annual interest rate 0.5%
 - ii. \$100,000 cash in CRF Term Deposits, annual interest rate 3.34%

Term Deposit of \$100,000 matured on Feb 2, 2008. Interest earned \$3,340 was transferred to the regular CRF bank account and the \$100,000 was re-invested at 3.6% for another 1 year term, cashable without penalty after 90 days (May 2, 2008).

2. Receivables for December 2007

Property Agent reviewed the Accounts Receivable and indicated that follow-up procedures are in place for delinquent Owners. The Strata Corporation's lawyer will be retained to proceed with the filing of liens against those Strata Lots in arrears where appropriate.

Agent confirmed that lien proceedings against Strata Lot 128 and Strata Lot 75 have commenced and the files have been turned over to the Strata Corporation's lawyer, Campbell Froh May & Rice.

B. ADMINISTRATION**1. Correspondence**

Various pieces of correspondence had been received and the Agent was requested to respond as required. Highlights of correspondence as follows:

- a. From Kodiak Door Specialties that weather conditions had prevented the installation of a door and frame in Strata Lot 67.
- b. From an Owner regarding another Owner's allegations of excessive noise.
- c. From an Owner with landscaping concerns.
- d. From Strata Lot 81 regarding the required fence modifications.
- e. From an Owner requesting to be placed on the Rental Wait List

2. Rental Report

'Rivers Reach bylaws allow for 8 rental units at any one time. Presently there are eight (8) rentals and there are seven (7) Owners on the waiting list for approval to rent.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 PM.

The next Council Meeting is scheduled for March 5, 2007 in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.

NOTICES

Correspondence from Owners regarding any strata matters may be sent to Council either by depositing same in the strata mailbox or by mailing or faxing to the Property Agent. Owners should be aware that, pursuant to the Strata Property Act, any correspondence addressed to the strata corporation must be made available to any other owner interested in the correspondence and to other persons in specified circumstances. This means that any correspondence sent to Council in confidence will not be treated as private or privileged and is subject to other overriding legislation.

Dog Excrement

Residents are requested to curb their dogs away from the building entrances and the boulevards in front of the building. Both dogs and Owners would enjoy a walk on the dike, while also picking up as necessary.

Listing and Selling Your Home in Rivers Reach

All documentation and information for listing purposes should be provided to the Realtor by the strata lot owner (Seller) when the listing is taken. Upon receipt of all the pertinent information, the Realtor will become familiar with your suite and the strata corporation, enabling him/her to market your home in a professional manner.

Any documents or information not readily available to an owner can be obtained by the owner or the Realtor by completing a Request for Strata Corporation Records and Documents. These forms are available on-site near the mailboxes in the lobby, or Realtors may use the Request Form available under WEBForms on the REALTORlink site. All requests for information must be in writing and must be authorized by the owner. Completed request forms can be faxed or mailed to Interlink Realty Corporation.

The Strata Property Act provides for the provision of a Form B Information Certificate and bylaws within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents.

In certain circumstances, documents may be required sooner than prescribed by the Strata Property Act (7-14 days). In these instances, it is understood that rush charges will apply. This is to compensate the Agent for providing unscheduled emergency document service.

The bylaws, reports and other documentation of a Strata Corporation are often open to interpretation. The interpretation of a bylaw, rule or engineer's report or any information in question is at the discretion of either the Seller or the Buyer and their legal counsel. In this regard, Interlink Realty Corporation has an established Corporate Policy not to dispense verbal information at any time. Instead all inquiring parties are directed to the relative documents as appropriate.

Given that Interlink Realty Corporation subscribes to WPCN, the majority of documents required are available on the WPCN – Rivers Reach website, at no cost to an Owner.

Please also remember that when selling your suite you must turn over the fobs, security entry cards, keys, and parking danglers to the new Owner(s).

No Smoking

Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in any of the following areas within Rivers Reach:

- ☐ parkade areas ☐ stairwells ☐ hallways ☐ patios
- ☐ balconies ☐ common grounds ☐ any of the sidewalks or walkways

Strata Agent on Site

- During any given month the Strata Agent attends the property on many occasions to deal with trades and other matters as required.
- Each **Wednesday between 5:00 PM and 6:00 PM** the Agent is also in the Outlook Lounge to meet with Owners to respond to any questions or concerns they may have.
- The Agent is also available to any Owner, via telephone, fax or mail.
- Owners may also post their questions or start discussions on the Rivers Reach Website found at www.wpcn.com

Communication from Residents

Residents are reminded that the Strata Council Mailbox is there for them to use. Please complete the correct form (located on the wall next to the mailboxes) and submit comments, request, complaint, problem, etc. to Interlink Realty Corporation via the Strata Council Mailbox, or by fax or regular mail. Council will review same and pass on to Interlink as required.

Visitors' Parking Area

Owners are reminded that in accordance with the bylaws, all vehicles parked in visitors' stalls overnight must display the guest parking permit. Also, owners' vehicles are not permitted in the visitors' stalls for any reason at any time. At the time of sale of a suite, the parking dangler must be passed on to the buyers by the sellers. Replacement parking danglers are available at \$50.00

Web Page Condominium News

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

Contact Information - Interlink Realty Corporation

All Owners are reminded that Strata Payments must be mailed or delivered to the Interlink Realty Corporation office. Please note that Interlink staff does not pick up correspondence, requests for repair or maintenance or any payments on site.

Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 - 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਬੁਝੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਬਿਨੇ ਕੋਈ ਹਿਸ ਦਾ ਉੱਤਰਾ ਬਰਕਰਾਰ

STRATA COUNCIL MEETING, 7:00 PM, JANUARY 9, 2008

RIVERS REACH, STRATA PLAN LMS 4512

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Present:	Gary Vossen	President
	Barbara Borthwick	Treasurer
	Vera Gammert	Vice-President
	Sharon Galloway	
	Paul Cartwright	Liaison to Waterways Committee
	Jamie McCulloch	Secretary
Agent:	Ben Larsson	Interlink Realty Corporation
	Evelyn Barry	Interlink Realty Corporation

I. HEARING

The Strata Council Convened as a Committee of the Whole at 7:00 PM to deliberate two matters involving Bylaw violations pursuant to complaints received from an Owner.

A. CONSTRUCTION OF DECK – STRATA LOT 98

1. Background

The Strata Council had been advised that the Owner of Strata Lot 98 had constructed a wooden deck on Limited Common Property.

In this regard the Owner was advised that the process for altering a Strata Lot or Limited Common Property is described in Bylaws 7 and 8 of Strata Plan LMS 4512. It was also noted that patios and balconies do not form part of a Strata Lot but are a type of Common Property.

The matter was scheduled to be considered by the Strata Council on January 9, 2008. At that time the Owner was invited to attend a hearing on the matter and present a written description and drawings of the structure. The Owner advised that she was unable to attend the hearing. If it was found that the structure is a violation of Bylaw 8, the structure could be conditionally approved, ordered removed or modified and fines could be assessed.

2. Decision

Prior to the Strata Council Meeting the Owner corresponded with the Strata Corporation and advised that the structure would be voluntarily removed at the Owner's expense. No action was required by the Strata Council and the Agent was directed to monitor the removal of the Deck.

B. CONSTRUCTION OF FENCE – STRATA LOT 81

1. Background

The Strata Council had been advised that the Owner of Strata Lot 81 had constructed a wooden fence on Limited Common Property.

At a Strata Council Meeting late 2007 the Owner was advised that the Strata Council would agree to, *a few small trellises (the type that you put in plant pots from gardening centers) or planters with hedges, tall grasses, etc. in them as others have done. This is in keeping with the natural look of the area and will give the owner some privacy.*

The present situation developed when the existing non-conforming structure was erected without following the process for requesting approval for modifying Limited Common Property and approval of the Strata Corporation was not given.

Pursuant to the complaint the Owner had been advised that the process for altering a Strata Lot or Limited Common Property is described in Bylaws 7 and 8 of Strata Plan LMS 4512. It was also noted that patios and balconies do not form part of a Strata Lot but are a type of Common Property.

The matter was scheduled to be considered by the Strata Council at the January 9, 2008 Strata Council Meeting. At that time the Owner was invited to attend a hearing on the matter and present a description and drawings of the structure. If the structure is a violation of Bylaw 8, the structure may be conditionally approved, ordered removed, modified and fines may be issued.

The Owner attended the Hearing and made a personal presentation and supplied the Strata Corporation with photographs and rationale for the construction of the fence.

2. Decision

After some deliberation and consideration of the original Landscape Architect's design for the Common Area, sight lines and general aesthetics and additional and similar historical requests, the Council ordered the fence removed. This decision was in keeping with previous decisions of past Strata Councils and reflects the original open landscape design that has won awards for Rivers Reach. The Agent was directed to communicate the decision in writing to the Owner.

II. CALL TO ORDER

The Strata Council Meeting was called to order by Gary Vossen, President, at 7:15 PM.

III. APPROVAL OF AGENDA

It was MOVED and SECONDED to accept the Agenda as presented. The Motion was CARRIED.

IV. ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of the November 7, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

V. FINANCIAL PRESENTATION BY INTERLINK REALTY CORPORATION

In order to better prepare Council for the upcoming budgeting process and to ensure members had a good understanding of the Financial Statements, Evelyn Barry, Vice President Finance and Administration, attended the Council Meeting and gave a presentation based on documents provided to each Council Member.

A. REVIEWING MONTHLY REPORTS - RESPONSIBILITY OF TREASURER AND COUNCIL MEMBERS

The roles of Council Members and the Treasurer were discussed regarding the review of the monthly

financial reports. All Council Members are equally responsible for understanding the financial position of the strata corporation and are provided with a copy of the Balance Sheet and Budget Comparison Report each month. The Treasurer is provided with several more detailed reports, including copies of Rivers Reach bank statements, itemized payables and receivables, General Ledger Report and copies of all invoices paid during the month. This additional detail is provided to ensure that each and every transaction can be confirmed if questions arise. Council Members could approach the Treasurer for clarification on particular reported amounts.

A brief overview was provided regarding the assets and liabilities that appear on the Balance Sheet for a strata corporation. Some specific items were discussed.

The Budget Comparison Statement (Income Statement) was also reviewed and the various columns explained. The significance of items that are over or under the budgeted amounts was discussed.

B. BUDGET PROCESS

Sample Budget Worksheets from a previous year were provided to familiarize Council with the budgeting process. As in the past, Interlink Realty will prepare a worksheet with historical information as well as a draft budget for Council's review and input. It was noted that in some previous years the budget meeting was held in the Interlink offices and this venue is available to Council if they wish. The budget process is generally straightforward and should take about an hour in total to finalize. Many items are fixed contract amounts and cannot be amended. Discretionary expenses may require discussion and agreement of Council. Capital expenditures need to be researched in advance and agreement reached as to method of funding to be proposed to the Owners. Council recommends an operating budget and possible capital expenditures in the Notice for the Annual General Meeting. The Owners make the final decision at the AGM.

C. FRAUD CHECKLIST

A Fraud Prevention Checklist published by the Condominium Homeowners Association (CHOA) was provided to Council for their review and contemplation. Rivers Reach complies with all applicable recommendations.

D. CHOA PUBLICATIONS ON FINANCIAL IRREGULARITIES

Copies of several articles previously published by the Province newspaper under the title Condo Smarts were reviewed to draw attention to high-risk situations.

E. 2006-2007 AUDIT

The audits were completed and drafts are currently under review. Copy of recent correspondence to the auditor was provided to Council. Once the revised draft audits are complete, they will be provided to Council for any additional input or recommended changes prior to finalization.

F. NOVEMBER 2007 MONTH END BALANCES

To provide the Owners with an on-going report, Rivers Reach cash position is provided monthly in the Minutes.

Agent reported that Rivers Reach Cash Position as at November 30, 2007 was as follows:

1. Operating Account

Balance in Operating Account \$33,492.27

2. Contingency Reserve Fund Account

Balance in Contingency Reserve Fund \$118,443.13 made up as follows:

\$ 18,443 cash in CRF Account, annual interest rate 0.5%

\$100,000 cash in CRF Term Deposits, annual interest rate 3.34%
(matures Feb 2, 2008)

G. RECEIVABLES FOR DECEMBER 2007

Property Agent reviewed the Accounts Receivable and indicated that follow-up procedures are in place for delinquent Owners. The Strata Corporation's lawyer will be retained to proceed with the filing of liens against those Strata Lots in arrears where appropriate.

It was MOVED and SECONDED to direct the Agent to initiate lien proceedings against Strata Lot 128 and Strata Lot 75. The Motion was CARRIED.

VI. UNFINISHED BUSINESS

A. PARKADE WALLS

Agent confirmed that Adera had been on site to attend to the parkade water penetration areas as directed by Travelers Guarantee Company of Canada. Agent has directed the Caretaker to monitor results and advise of any problems and record in the site log book. There may be additional water penetration in the future as a result of the building settling and those areas should be repaired as part of ongoing repairs and maintenance if and when they occur.

VII. AGENTS REPORT

A. CORRESPONDENCE

Various pieces of correspondence had been received and the Agent was requested to respond as required. Highlights of correspondence follow:

1. Correspondence from Agent confirmed having met with Spratt Emanuel Engineering as directed by Council to complete the work required to establish bench marks for sound transmission between floors based on the original installed carpeting.
2. Agent confirmed that at the request of the Owner, Strata Lot 132 had been placed on the Rental Wait List
3. An Owner had communicated concerns regarding the conduct of one Resident but will not file a formal complaint at this time.
4. The Owner of Strata Lot 126 had requested permission to complete some in-suite renovations. Agent confirmed the Owner had followed the procedure outlined in the Bylaws and submitted a duly executed approval and release form. It was MOVED and SECONDED to approve the request for renovations as outlined by the Owners. The Motion was CARRIED.
5. An Owner had complained about cigarette smoke infiltrating the hallway from a particular suite. Agent confirmed having written the Owners of the suite in question as to some steps that may be taken to curtail the smoke emission from their suite.
6. An Owner had complained about a dog barking continuously. Agent confirmed having written the Owners of the suite in question as to some steps that may be taken to remedy the barking situation.

7. The Owner of Strata Lot 141 had requested an exception from the Rental Restriction Bylaw. After review of the Owner's letter it was MOVED and SECONDED to deny the request for an exception from the Rental Restriction Bylaw based on strict compliance with Bylaw 43.3. The Motion was CARRIED.

B. ADMINISTRATION

1. Insurance Settlement

Some time ago the refuse removal service provider damaged the building structure and a claim was filed with ICBC. Agent confirmed that the matter had now been settled and full reimbursement of all expenses associated with the repairs was received by Rivers Reach.

2. Future Council Meeting Dates

Agent distributed the Meeting Schedule for the next year. The Schedule of Meeting dates is also posted on the glass-enclosed bulletin board by the mailboxes in the front lobby.

3. Owner Turnover

Agent presented some statistics and information on Owner Turnover within Rivers Reach. Since September 2004, 83 suites have sold representing a turnover of approximately 55%. It was noted that one Owner had sold but purchased another suite within the building. Demand for suites within Rivers Reach appears to remain strong.

4. Rental Report

Rivers Reach bylaws allow for 8 rental units at any one time. Presently there are eight (8) rentals and there are six (6) Owners on the waiting list for approval to rent.

C. MAINTENANCE

1. Acoustical testing

Agent confirmed that Spratt Emanuel Engineering had been on site to complete a sound test in order to establish benchmarks for sound transmission between suites. Report will be made available to Council upon receipt. This work is part of a previous initiative by Council involving the retention of an engineering firm to review products, specifications and installation procedures for the installation of laminate or wood flooring that would yield the same or better sound insulation performance as carpeting with conventional underlay. This report, to be produced by Spratt Emanuel, will be used by the Strata Council to evaluate sound transmissions between suites containing alternate flooring pursuant to noise complaints.

2. DMS Mechanical Ltd.

Agent confirmed that DMS had reversed and absorbed their previous invoice for insulating the cold water lines in Mechanical Room 2.

3. AIC Communications

Some problems had been experienced with the Digital Recorders that are part of the surveillance system. Agent confirmed that AIC Communications had attended the site and replaced all three digital recorders with new units at no charge to Rivers Reach.

4. Door Repairs

Agent confirmed that the contractor had attended, measured and ordered a new exterior balcony

man door for Strata Lot 67. The door and frame had become warped and required replacement.

5. Pond Repairs

Agent confirmed that the repairs to the Rivers Reach Ponds has been completed as follows:

- i. Re-wire power to one pump in north pond originally wired incorrectly
- ii. Purchase self leveling devices and controls that were previously stolen
- iii. Drain out most of the water in the south pond to facilitate liner repair
- iv. Have landscaper clear back some soil to examine tear in vinyl and to facilitate repair
- v. Repair tear due to root growth of adjacent vegetation, now removed

Still to be done and weather-dependant are the following:

- i. Remove incorrect PVC lines prone to cracking
- ii. Replace PVC lines with correct material and add run as required
- iii. Install, secure and connect self leveling devices and control valves
- iv. Reactivate ponds

6. Thompson Caretaking Services Ltd.

The Agent distributed the November & December Caretaker's Report for Council review. Agent added that favourable reports are being received from Owners regarding the service of Michael Thompson and Thompson Caretaking Services Ltd.

D. FINANCE

Financial Report from the Agent was presented earlier in the Meeting by Evelyn Barry, Vice President, Finance & Administration, Interlink Realty Corporation.

VIII. COMMITTEE REPORTS

1. Finance Committee

It was MOVED and SECONDED to accept the Financial Statements for October and November 2007 as presented by Interlink Realty Corporation. The Motion was CARRIED.

2. Waterways Committee Liaison

Brief verbal report was presented by Paul Cartwright regarding activities of the Waterways Committee. Three pumps had been replaced and work is commencing on the liner repair in the near future. The Waterways Committee also asked for input from member Strata Corporations with reference to the decision to allow \$50 per meeting to provide food for the volunteer members of the committee. It was MOVED and SECONDED to reject the proposal for the \$50.00 food expenditure per meeting. The Motion was CARRIED.

IX. NEW BUSINESS

1. Parkade Signage

After some discussion Council requested the Agent modify the two parkade signs by adding the word "overnight", so that the notice would read: No Parking Overnight without a Permit. The rest of the wording to remain as is.

2. Energy Conservation

Agent confirmed having reviewed options for decrease of energy consumption with reference to

parkade and hallway lighting. A lighting contractor is providing an updated proposal for replacing the parkade ballasts and tubes, now T-12 (1.5 inch) tubes to the more energy efficient ballast and T-8 (1 inch) tubes. Agent noted that by 2011-2012 the T 12 configuration will no longer be available. Minor additional energy improvements may be achieved by utilizing the T-5 (5/8 inch) or the T-4 (1/2 inch) configuration but that would require replacement of each fixture and would be more appropriate in new construction where replacement of existing fixtures is not required. Upgrading from the T-12 to the T- 8 configuration does not require a new fixture.

The light fixtures by each suite door have PL 13 tubes and are only 25 watts. It is not possible to reduce the wattage further without changing the fixture. The lower wattage PL 9, 7 or 5 tubes are a different pin configuration and will not fit into the existing fixtures.

The recessed pot lights currently have 50 watt bulbs and can be reduced to 20 watts.

At this time a test area has been created on the second floor between suites 218 and 228. At this location, one tube has been removed from each door fixture and the recessed lights reduced from 50 watts to 25 watts. Owners are urged to view this area and provide feed-back to the property manager for review by Council.

Agent also confirmed that on an ongoing basis the two bulbs in all the exit light signs are being switched to L.E.D. bulbs each using only 1.5 watts or three watts per fixture. The conventional bulbs were 15 watts each for a total of 30 watts per fixture.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 PM.

The next Council Meeting is scheduled for **February 6, 2007** in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.

NOTICES

Correspondence from Owners regarding any strata matters may be sent to Council either by depositing same in the strata mailbox or by mailing or faxing to the Property Agent. Owners should be aware that, pursuant to the Strata Property Act, any correspondence addressed to the strata corporation must be made available to any other owner interested in the correspondence and to other persons in specified circumstances. This means that any correspondence sent to Council in confidence will not be treated as private or privileged and is subject to other overriding legislation.

Dog Excrement

Residents are requested to curb their dogs away from the building entrances and the boulevards in front of the building. Both dogs and Owners would enjoy a walk on the dike, while also picking up as necessary.

Listing and Selling Your Home In Rivers Reach

All documentation and information for listing purposes should be provided to the Realtor by the strata lot owner (Seller) when the listing is taken. Upon receipt of all the pertinent information, the Realtor will become familiar with your suite and the strata corporation, enabling him/her to market your home in a professional manner.

Any documents or information not readily available to an owner can be obtained by the owner or the Realtor by completing a Request for Strata Corporation Records and Documents. These forms are available on-site near the mailboxes in the lobby, or Realtors may use the Request Form available under WEBForms on the REALTORlink site. All requests for information must be in writing and must be authorized by the owner. Completed request forms can be faxed or mailed to Interlink Realty Corporation.

The Strata Property Act provides for the provision of a Form B Information Certificate and bylaws within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents.

In certain circumstances, documents may be required sooner than prescribed by the Strata Property Act (7-14 days). In these instances, it is understood that rush charges will apply. This is to compensate the Agent for providing unscheduled emergency document service.

The bylaws, reports and other documentation of a Strata Corporation are often open to interpretation. The Interpretation of a bylaw, rule or engineer's report or any information in question is at the discretion of either the Seller or the Buyer and their legal counsel. In this regard, Interlink Realty Corporation has an established Corporate Policy not to dispense verbal information at any time. Instead all inquiring parties are directed to the relative documents as appropriate.

Given that Interlink Realty Corporation subscribes to WPCN, the majority of documents required are available on the WPCN – Rivers Reach website, at no cost to an Owner.

Please also remember that when selling your suite you must turn over the fobs, security entry cards, keys, and parking danglers to the new Owner(s).

No Smoking

Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in any of the following areas within Rivers Reach:

- ☐ parkade areas ☐ stairwells ☐ hallways ☐ patios
- ☐ balconies ☐ common grounds ☐ any of the sidewalks or walkways

Property Manager on Site

- During any given month the Property Manager attends the property on many occasions to deal with trades and other matters as required.
- Each **Wednesday between 5:00 PM and 6:00 PM** the Property is also in the Outlook Lounge to meet with Owners to respond to any questions or concerns they may have.
- The Property Manager is also available to any Owner, via telephone, fax or mail.
- Owners may also post their questions or start discussions on the Rivers Reach Website found at www.wpcn.com

Communication from Residents

Residents are reminded that the Strata Council Mailbox is there for them to use. Please complete the correct form (located on the wall next to the mailboxes) and submit the comments, request, complaint, problem, etc. to Interlink Realty Corporation via the Strata Council Mailbox, or by fax or regular mail. Council will review same and pass on to Interlink as required.

Visitors Parking Area

Owners are reminded that as per the bylaws, all vehicles parked in visitors' stalls overnight must display the guest parking permit. **Also, owners' vehicles are not permitted in the visitors' stalls for any reason at any time.** At the time of sale of a suite, the parking dangler must be passed on to the buyers by the sellers. Replacement parking danglers are available at \$50.00

Web Page Condominium News

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

Contact Information - Interlink Realty Corporation

All Owners are reminded that Strata Payments must be mailed or delivered to the Interlink Realty Corporation office. Please note that Interlink staff does not pick up correspondence, requests for repair or maintenance or any payments on site.

Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 - 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਬਹੁਤ ਜ਼ਰੂਰੀ ਵਿਰਧਾ ਬਰਏ ਵਿਸ਼ੇ ਬੇਲੋ ਹਿਸ ਦਾ ਉਲੰਕਾ ਬਰਬਾਦ

**STRATA COUNCIL MEETING, 7:00 PM, SEPTEMBER 26, 2007
RIVERS REACH, STRATA PLAN LMS 4512**

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Present: Gary Vossen Vice President
Barbara Borthwick Treasurer
Jamie McCulloch Secretary
Absent: Paul Cartwright
Vera Gammert
Agent: Ben Larsson Interlink Realty Corporation

I. CALL TO ORDER

The meeting was called to order by Gary Vossen, Vice President, at 7:30 PM.

II. APPROVAL OF AGENDA

It was MOVED and SECONDED to accept the Agenda as presented. The Motion was CARRIED.

III. ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of the June 27, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

IV. UNFINISHED BUSINESS

A. RESIGNATION

It was MOVED and SECONDED to accept the resignation from Council from Joe Rutherford. The Motion was CARRIED. Council wishes Joe and his family best wishes in their new home.

B. APPOINTMENT OF COUNCIL MEMBER

It was MOVED and SECONDED to appoint Sharon Galloway to Council. The Motion was CARRIED. Council welcomed Sharon back to Council.

C. PARKADE WALLS

Agent reported that the review of the parkade walls by St. Paul Guarantee Insurance Company is continuing. As the rainy season starts, a representative from the underwriter will attend to monitor the leaks.

V. AGENTS REPORT

D. CORRESPONDENCE

Various pieces of correspondence had been received and the Agent was requested to respond as required. Highlights of correspondence follow:

1. Owner expressed thanks for the caretaker arrangements initiated by Interlink Realty Corporation and the work performed by Thompson Property Services.
2. Joe Rutherford, President, submitted his resignation from Council as he has now relocated to his new home.
3. Owner agreed to meet Council to discuss his house-sitter arrangements while he is residing in Toronto.
4. Bylaw Contravention Complaint Form received from an Owner alleging noise from a tenanted suite.
5. Response from a Tenant as to alleged noise created within their suite.
6. Owner requested to be placed on the wait list to rent their unit.
7. Request for the installation for hardwood flooring for a main floor suite.
8. Owner made request to switch parking stalls.
9. Update received from St. Paul Guarantee Insurance Company with reference to the parkade walls.

E. ADMINISTRATION

1. Rental Report

Rivers Reach bylaws allow for 8 rental units at any one time. Presently there are eight (8) rentals and there are five (5) Owners on the waiting list for approval to rent.

2. Parking Danglers

The distribution of the Parking Danglers has commenced and is ongoing. Owners are reminded that as per the Bylaws all vehicles parked in Visitors' stalls overnight must display the Guest Parking Permit. Also, Owners' vehicles are not permitted in the Visitors' Stalls for any reason. Note: At the time of sale of a suite the Parking Dangler must be passed on to the Buyers by the Sellers. Replacement Parking Danglers are available at \$50.00 each.

F. MAINTENANCE

1. Annual Fire Inspection

Annual Fire Inspection will be carried out on October 4 & 5, 2007. Owners are advised that these inspections are mandatory and for the safety of all residents. Agent has arranged for

evening inspections by the testing crew up to 8:00 PM on Thursday October 4, 2007.

NOTE: With the exception of the "suites unavailable" for the Annual Fire Safety Inspection, the testing is now complete. The missed units will be tested shortly and Owners of these suites will be notified with date and time. Pursuant to Article 10 of the Bylaws for Rivers Reach access (or keys) to the suites involved must be provided by the Owner at the time of scheduled inspection.

2. Parkade Pressure Washing

The service contract entered into by the Strata Corporation with Thompson Caretaking Services Ltd. provides for twice yearly parkade pressure washing. The first such cleaning will occur on **Thursday October 11, 2007**. In this regard residents are reminded that the Bylaws prohibit any storage in common areas and this includes the individual parking stalls. From 7:00 AM to 6:00 PM all vehicles must be removed from the parkade level to facilitate the cleaning process.

3. Carpet Cleaning

All common area carpets including halls, entrances, stairwells and lounge area will be cleaned by Aero Carpet service Ltd on **Wednesday October 17, 2007**.

Aero Carpet Services are offering the Residents a reduced rate to clean the traffic areas in their apartments. Their rates are as follows:

One bedroom apartment \$85.00 + GST

Two bedroom apartment \$110.00+ GST

If you would like to have your apartment cleaned on this date, please contact Sharon at 604-321-7440, to schedule your appointment before date October 13th, 2007.

4. Pond Assessment and Maintenance

Over the years the ponds attached to Rivers Reach have suffered some theft and vandalism and require servicing. Agent confirmed having located and met with the Landscape Architect who designed the ponds. An inspection was held with the Landscape Architect and the supplier of various mechanical components of the system. Council reviewed the reports from the Landscape Architect and the Supplier and requested that the Agent order the required parts and arrange for the installation to ensure the pond is operating as designed.

5. Repairs to #330

Pursuant to a leak from a bathroom above, the ceiling restoration work is being completed by ProStar Painting and Restoration.

6. Contracts

Council requested the Agent to investigate the possibility of obtaining three year quotes for various service work.

7. Patch and Paint Elevator Lobbies

Council reviewed a quote from Pro Star to repaint both elevator lobbies in the parkade level including walls, ceilings, doors and frames. Council requested Agent to obtain some additional

quotes.

G. FINANCE

1. Agent reported that Rivers Reach Cash Position as at Aug 31, 2007 was as follows:

- a. Balance in Operating Account \$12,312
- b. Balance in Contingency Reserve Fund \$122,596 made up as follows:
 - i. \$ 22,596 cash in CRF Account, annual interest rate 0.5%
 - ii. \$100,000 cash in CRF Term Deposits, annual interest rate 3.34%

Note: \$20,902 to be withdrawn from the CRF to pay for the completion of the exterior painting project (paid Sep. 16/07).

2. Receivables

Property Agent reviewed the Accounts Receivable and indicated that follow-up procedures are in place for delinquent Owners. The Strata Corporation's lawyer will be retained to proceed with the filing of liens against those Strata Lots in arrears where appropriate.

VI. COMMITTEE REPORTS

1. Finance Committee

Financial reports had been received by Council and were being reviewed by the Treasurer. Approval was tabled until the next Strata Council Meeting.

2. Bylaws & Rules Committee

Agent was requested by Council to follow-up with By-law Violation Notices served by the Caretaker pertaining to Visitor Parking Violators and the storage of personal goods in parking stalls. Agent confirmed that Parking Violation Notices, with a copy of the Parking Bylaw on reverse side, have been created and the caretaker has a supply.

3. Waterways Committee Liaison

As the representative, Paul Cartwright, had other commitments and was unavailable, the report from the Waterways liaison was tabled for the next Strata Council Meeting. Council requested Agent to contact Paul Cartwright re: the sink hole on the bridge at the NW corner of the building.

VII. NEW BUSINESS

1. Elections

With Joe Rutherford relocating, the position of President has become vacant.

It was MOVED and SECONDED to appoint Gary Vossen to the position of President. The Motion was CARRIED.

It was MOVED and SECONDED to appoint Vera Gammert to the position of Vice-President. The Motion was CARRIED.

2. Acoustical Engineering Report

A request had been received from an Owner/Council Member to retain an Acoustical Engineer to identify the type of underlay that may be used for hard surface flooring that would yield the same or better sound insulation performance than carpeting with conventional underlay.

After some discussion it was agreed that at the last Annual General Meeting the Owners voiced their concern over the use of hard surface flooring and a Bylaw enabling the installation of hard surface flooring was defeated. The mandate for the Council at this time was interpreted as not to proceed with approvals of hard surface flooring.

At this time Council requested the Agent to obtain a quote from an Acoustical Engineer to source and specify any known sound absorbing underlay and installation process that would meet or exceed the performance of a conventional carpet installation. At such time this quote is received and presented to the Owners for consideration at a Special or Annual General Meeting along with a new proposed Bylaw, the Owners again will be able to vote for or against this type of flooring.

3. Locker Lease

A storage locker has become available and there are no Owners on the waiting list. For anyone interested the annual rental is \$480.00. To view the locker, Owners are asked to contact the Caretaker. Applications are available on site in the racks by the mailboxes.

4. Owner Activities

Complaints received from Trades and Contractors were brought to the attention of Council by the Agent, regarding the conduct of one Owner. Council had reviewed the situation and confirmed that a letter had been sent to an individual Owner requesting that she refrain from interfering with the Trades and the Caretaker in the performance of their duties. Owners are reminded that instructions to the Trades and Caretaker come only from the Strata Council via the Agent.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 PM.

The next Council Meeting is scheduled for November 7, 2007 in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.

NOTICES

Correspondence from Owners regarding any strata matters may be sent to Council either by depositing same in the strata mailbox or by mailing or faxing to the Property Agent. Owners should be aware that, pursuant to the Strata Property Act, any correspondence addressed to the strata corporation must be made available to any other owner interested in the correspondence and to other persons in specified circumstances. This means that any correspondence sent to Council in confidence will not be treated as private or privileged and is subject to other overriding legislation.

Listing and Selling Your Home in Rivers Reach

All documentation and information for listing purposes should be provided to the Realtor by the strata lot owner (Seller) when the listing is taken. Upon receipt of all the pertinent information, the Realtor will become familiar with your suite and the strata corporation, enabling him/her to market your home in a professional manner.

Any documents or information not readily available to an owner can be obtained by the owner or the Realtor by completing a Request for Strata Corporation Records and Documents. These forms are available on-site near the mailboxes in the lobby, or Realtors may use the Request Form available under WEBForms on the REALTORlink site. All requests for information must be in writing and must be authorized by the owner. Completed request forms can be faxed or mailed to Interlink Realty Corporation.

The Strata Property Act provides for the provision of a Form B Information Certificate and bylaws within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents.

In certain circumstances, documents may be required sooner than prescribed by the Strata Property Act (7-14 days). In these instances, it is understood that rush charges will apply. This is to compensate the Agent for providing unscheduled emergency document service.

The bylaws, reports and other documentation of a Strata Corporation are often open to interpretation. The interpretation of a bylaw, rule or engineer's report or any information in question is at the discretion of either the Seller or the Buyer and their legal counsel. In this regard, Interlink Realty Corporation has an established Corporate Policy not to dispense verbal information at any time. Instead all inquiring parties are directed to the relative documents as appropriate.

Given that Interlink Realty Corporation subscribes to WPCN, the majority of documents required are available on the WPCN – Rivers Reach website, at no cost to an Owner.

Please also remember that when selling your suite you must turn over the fobs, security entry cards, keys, and Parking Dangles to the new Owner(s).

No Smoking

Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in any of the following areas within Rivers Reach:

- ☐ parkade areas ☐ stairwells ☐ hallways ☐ patios
- ☐ balconies ☐ common grounds ☐ any of the sidewalks or walkways

Property Manager on Site

During any given month the Property Manager attends the property on many occasions to deal with trades and other matters as required. The Property Manager is also available to any Owner, with concerns or questions, via telephone, fax or mail. Owners may also post their questions or start discussions on the Rivers Reach Website found at www.wpcn.com

Communication from Residents

Residents are reminded that the Strata Council Mailbox is there for them to use. Please feel free to fill in the correct form (located on the wall next to the mailboxes) and submit the comments, request, complaint, problem, etc. to Interlink Realty Corporation via the Strata Council Mailbox, or by fax or regular mail. Council will review same and pass on to Interlink as required.

Web Page Condominium News

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

Contact Information - Interlink Realty Corporation

All Owners are reminded that Strata Payments must be mailed or delivered to the Interlink Realty Corporation office. Please note that Interlink staff does not pick up correspondence, requests for repair or maintenance or any payments on site.

Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 – 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुबोधित महत्वपूर्ण विवरण पढ़ने विमोचने हिम दए सुबोधित महत्वपूर्ण

**STRATA COUNCIL MEETING, 7:00 PM, AUGUST 29, 2007
RIVERS REACH, STRATA PLAN LMS 4512**

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Present:	Gary Vossen	Vice President	328
	Barbara Borthwick	Treasurer	229
	Vera Gammert		409
Absent:	Joe Rutherford	President	113
	Paul Cartwright		405
	Jamie McCulloch	Secretary	327
Agent:	Ben Larsson	Interlink Realty Corporation	

A. CALL TO ORDER

The meeting was called to order by Gary Vossen, Vice President, at 7:15 PM.

B. APPROVAL OF AGENDA

It was MOVED and SECONDED to accept the Agenda as presented. The Motion was CARRIED.

C. ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of the June 27, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

D. UNFINISHED BUSINESS

1. **Resignation** - It was MOVED and SECONDED to accept the resignation from Council from Debra Hall. The Motion was CARRIED.

As a result of recent resignations from Council the Strata Council will be short two Council Members. Any Owners Interested in serving on Council are asked to contact a council member for additional information or fill out a Volunteer form available on site.

E. AGENT'S REPORT

1. Correspondence

A number of pieces of correspondence had been received and Council directed the Property Manager to act on information or to respond to same appropriately. Some correspondence handled during the month included the following:

- a) **ICBC Claim** – Claim pursuant to accident involving the Smithrite truck and the parkade entrance is being processed.
- b) **Parkade Warranty** – Agent confirmed having met with the Travelers Guarantee Company of Canada Claims Adjustor on site along with a representative from Adera to review the status of the water penetration in the parkade walls. Although the various locations of water penetration have been readily visible for several years there is reluctance by both Adera and Travelers Guarantee Company of Canada to acknowledge what requires a simple, proven and cost effective repair. Agent continues to follow up with Travelers Guarantee Company of Canada.
- c) **Landscaping** – Council will follow up with one Owner's concerns regarding landscaping priorities.
- d) **Rental** – A request had come in from an Owner requesting an exception from the Rental Bylaw based on unusual circumstances. Council has requested additional information and tabled the decision for a future date pending receipt of the required information.
- e) **Flooring Bylaw** – A comprehensive report had been received from Clark Wilson on the current flooring Bylaws at Rivers Reach.

In summary, Owners who have installed hardsurface flooring after April 2004 are in contravention of the current Bylaws. While the Bylaws do not prohibit hardsurface flooring, Owners above the first floor must first obtain permission from the Strata Corporation and must not install a type of material that would transmit noise greater than the original flooring.

An Owner, subjected to noise/nuisance below a suite with unapproved hardsurface flooring, may file a Bylaw Violation Complaint with the Strata Corporation and/or proceed with a legal action against the Owner of the nonconforming flooring and/or the Strata Corporation and successfully have the flooring removed. The test for noise (nuisance) is if there is an unreasonable interference in a person's enjoyment of his abode. It is important to note that the amount of care taken by the doer of the noise to prevent or mitigate the noise is irrelevant. The test for nuisance is not a universal standard but is location dependant. A location on the river in a quiet suburb will yield a much stricter standard than a location adjacent to a manufacturing plant or busy downtown corner.

At this time Owners are advised that the Strata Council will not approve any hardsurface flooring request until the Bylaws pertaining to hardsurface flooring have been amended by the Owners at a Special General Meeting or an Annual General Meeting.

2. Maintenance

- a) **Parkade Cleaning** – Council instructed Agent to have the Caretaker commence the parkade cleaning in September with ample notice served to Residents. In order to facilitate parking requirements, the work may be split into two sections over two days.
- b) **Carpet Cleaning** – Council instructed Agent to arrange for the cleaning of carpets in all common areas and stairwells after the parkade cleaning has been completed.
- c) **Window Cleaning** – Window cleaning was scheduled to occur after the painting project but given the late completion this may wait until the spring.
- d) **Annual Fire Inspection** – Agent confirmed that this year's inspection will be conducted in September. Residents will be required to make their suite available either by being at home, or giving a key to the caretaker or a neighbour. There are no exceptions to this. Access must be provided to each suite on days selected for the Annual Fire Alarm System inspection. The inspection should also aid in finding the problem with the alarm system that has caused issues in the past year.
- e) **Miscellaneous Repairs** – Agent confirmed that pond repairs and sidewalk repairs have either been completed or are under way.
- f) **Signs** – Agent confirmed that signs prohibiting birdfeeders and feeding of wildlife have now been installed.
- g) **Ponds** – Agent confirmed having met with the Landscape Architect who designed the ponds and the supplier of equipment installed, to determine what is required to bring the two west ponds back to original installation specifications. Some of the recent problems are attributable to feeding of ducks, plants too close to the liner, theft of water level sensing devices and tampering with the in-pond aerators and the actual water lines.
- h) **Landscaping Plans** – To assist in landscaping and pond maintenance, a full set of landscaping plans are on site.
- i) **Emergency Call-out** - It was MOVED and SECONDED to approve a minimum \$50.00 call-out fee for the caretaker after hours or on weekends. The Motion was CARRIED.
- j) **Exterior Painting** – The work is complete and all deficiencies reported have been addressed by the Contractor. It was MOVED and SECONDED to approve the Final Billing up to 100% as submitted by Prostar Painting and Restoration Limited. The Motion was CARRIED.
- k) **Vinyl Siding Deflection** – As some Owners have observed, there is some deflection of the vinyl siding in a few areas. This is due to solar gain when the sun's rays reflect from the windows to the siding causing distortion of the siding. Agent will contact original Architect to determine how they may be of assistance in suggesting alternate materials.
- l) **Patio Cracking** – Agent has communicated with Adera regarding a concern over a cracked patio pad supporting a cedar post that may require attention

under the Warranty Program. Adera has confirmed that they will attend, but no reports have been received to date.

- m) **Post and Beam Restoration** – The cedar posts and beams are presently untreated and will continue to fade to a grey colour and allegedly deteriorate over time. An estimate had been received from Pro-star Painting for the cleaning and treatment of the cedar posts and beams to preserve their life cycle. This process requires more investigation by Council and will be reviewed at a later date.

3. Administration

- a) **Parking Passes** – Agent confirmed that Guest Parking Permits will be distributed to all Owners at the same time as the fob audit, sometime in September 2007. At the same time, garage door cards and fobs will be audited.
- b) **Rental Report** – Rivers Reach bylaws allow for 8 rental units at any one time. Presently there are eight (8) rentals and there are four (4) Owners on the waiting list for approval to rent.

4. Finance

- a) Cash Position as at Jul 31, 2007 was as follows:
- (i) Balance in Operating Account \$12,312
 - (ii) Balance in Contingency Reserve Fund \$118,403 made up as follows:
 - 18,403 cash in CRF Account, annual interest rate 0.5%
 - \$100,000 cash in CRF Term Deposits, annual interest rate 3.34%

Note: although the final amount allotted for the painting was \$22,300, the final invoice is \$20,902 and has yet to be paid from the CRF.

- b) Property Agent reviewed the Accounts Receivable and indicated that follow-up procedures are in place for delinquent Owners. The Strata Corporation's lawyer has been retained to proceed with the filing of liens against those Strata lots in arrears.

F. COMMITTEE REPORTS

1. Finance Committee

- a) It was **MOVED** and **SECONDED** to accept the Financial Statements for June and July 2007 as presented by Interlink Realty Corporation. The Motion was **CARRIED**.

2. Landscaping Committee

- a) Seasonal work continues by the landscape contractor under the direction of Alicia Prata and with assistance of Michael Thompson, caretaker.



3. Maintenance Committee

- a) In light of there being no Maintenance Committee, this subject was discussed under the Agent's Report.

4. Social Committee

- a) No report at this time.

5. Waterways Committee

- a) No report at this time.

G. ADJOURNMENT

1. There being no further business, the meeting was adjourned at 9:00 PM.
 2. The next Council Meeting is scheduled for September 26, 2007 in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.
-

NOTICES

NOTICE: Correspondence from Owners regarding any strata matters may be sent to Council either by depositing same in the strata mailbox or by mailing or faxing to the Property Agent. Owners should be aware that, pursuant to the Strata Property Act, any correspondence addressed to the strata corporation must be made available to any other owner interested in the correspondence and to other persons in specified circumstances. This means that any correspondence sent to Council in confidence will not be treated as private or privileged and is subject to other overriding legislation.

Listing and Selling Your Home In Rivers Reach

All documentation and information for listing purposes should be provided to the Realtor by the strata lot owner (Seller) when the listing is taken. Upon receipt of all the pertinent information, the Realtor will become familiar with your suite and the strata corporation, enabling him/her to market your home in a professional manner.

Any documents or information not readily available to an owner can be obtained by the owner or the Realtor by completing a Request for Strata Corporation Records and Documents. These forms are available on-site near the mailboxes in the lobby, or Realtors may use the Request Form available under WEBForms on the REALTORlink site. All requests for information must be in writing and must be authorized by the owner. Completed request forms can be faxed or mailed to Interlink Realty Corporation.

The Strata Property Act provides for the provision of a Form B Information Certificate and bylaws within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents.

In certain circumstances, documents may be required sooner than prescribed by the Strata Property Act (7-14 days). In these instances, it is understood that rush charges will apply. This is to compensate the Agent for providing unscheduled emergency document service.

The bylaws, reports and other documentation of a Strata Corporation are often open to interpretation. The interpretation of a bylaw, rule or engineer's report or any information in question is at the discretion of either the Seller or the Buyer and their legal counsel. In this regard, Interlink Realty Corporation has an established Corporate Policy not to dispense verbal information at any time. Instead all inquiring parties are directed to the relative documents as appropriate.

Given that Interlink Realty Corporation subscribes to WPCN, **the majority of documents required are available on the WPCN – Rivers Reach website, at no cost to an Owner.**

No Smoking

Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in any of the following areas within Rivers Reach:

- | | | | |
|--|---|---|---------------------------------|
| <input type="checkbox"/> parkade areas | <input type="checkbox"/> stairwells | <input type="checkbox"/> hallways | <input type="checkbox"/> patios |
| <input type="checkbox"/> balconies | <input type="checkbox"/> common grounds | <input type="checkbox"/> any of the sidewalks or walkways | |

Property Manager on Site

Property Agent will attend the property on Wednesdays. Regular schedule will resume in September and notice will be posted.

Communication from Residents

Residents are reminded that the Strata Council Mailbox is there for them to use. Please feel free to fill in the correct form (located on the wall next to the mailboxes) and submit the comments, request, complaint, problem, etc. to Interlink Realty Corporation via the Strata Council Mailbox or by fax or regular mail. Council will review same and pass on to Interlink as required.

Web Page Condominium News

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

Contact Information - Interlink Realty Corporation

All Owners are reminded that Strata Payments must be mailed or delivered to the Interlink Realty Corporation office. Please note that Interlink staff does not pick up correspondence, requests for repair or maintenance or any payments on site.

Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 - 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

झुझी महत्वाची विरुध्द करणे विमो घेतो दिस द' सुल्लंका करवावर्त

**STRATA COUNCIL MEETING, JUNE 27, 2007 7:00 PM
RIVERS REACH, STRATA PLAN LMS 4512**

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Present:	Joe Rutherford	President	113
	Gary Vossen	Vice President	328
	Barbara Borthwick	Treasurer	229
	Jamie McCulloch	Secretary	327
	Deborah Hall		211
	Vera Gammert		409
	Paul Cartwright	(Appointed during the Council Meeting)	405
Regrets:	Kristy Murao	Chair, Social Committee	210
Agent:	Ben Larsson	Interlink Realty Corporation	

A. OWNERS FORUM

1. Thompson Caretaking Services

Michael Thompson from Thompson Caretaking Services Ltd. attended and was introduced to the Strata Council and welcomed to Rivers Reach. Agent advised that he would be meeting with Michael on site to review contract requirements and assist in the familiarization process.

2. Garden Club

Alicia Prata, unit 231, attended and advised that the Garden Club was focusing on overgrowth resulting from maturing vegetation and preserving the original "look" of Rivers Reach, featuring local plants. Also, previously ordered spending by last year's Garden Club was placed on hold until an assessment of current requirements has been completed.

B. CALL TO ORDER

The meeting was called to order by Joe Rutherford, President, at 7:30 PM.

C. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** to accept the Agenda as presented. The Motion was **CARRIED**.

D. ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of the May 30, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation.
The Motion was CARRIED.

E. UNFINISHED BUSINESS

1. **Resignation** - It was MOVED and SECONDED to accept the resignation from Council from Kristy Murao, unit 302. The Motion was CARRIED.
2. **Appointment** - It was MOVED and SECONDED to appoint Paul Cartwright, unit 405, to Council. The Motion was CARRIED.
3. **Warranty Claim** - Agent confirmed having met with the representatives from Adera Developments (aka Reach Projects Ltd.) and Travelers Guarantee Company of Canada to review the parkade cracks. Upon receipt of the resultant report Council will be advised.

F. AGENT'S REPORT

1. Correspondence

- a) A number of pieces of correspondence had been received and Council directed the Property Manager to act on information or to respond to same appropriately. Some correspondence handled during the month included the following:
- b) **Wasps** - A number of residents have reported wasps and Agent confirmed having arranged for the pest control contractor to attend.
- c) **Landscaping** - Direct Agent to forward the letter/correspondence from unit 126 to strata to the attention of the landscaping committee.
- d) **Bylaw Complaint** - Direct Agent to draft a letter to owner of Suite 227 with reference to noise complaint.
- e) **Bylaw Violation** - Direct Agent to send letter to suite 126 advising that two strata members have witnessed the Owners therein feeding the ducks, and advise the Owner they should not feed the ducks or other wildlife as the resulting excrement accelerates the growth of algae in the ponds and any food attracts rats and other rodents - hence damaging common property. Advise the owners of suite 126 that they may face a fine as a result of their actions.
- f) **Miscellaneous** - Additional correspondence had been received regarding adjustments of exterior doors and windows in individual suites.
- g) **Rental Requests** - A rental request had been received for a one year period only due to job relocation. Agent advised that current rentals are at the maximum allowed in the bylaws. It was MOVED and SECONDED to approve the request subject to the Owner providing verification from Employer regarding nature of transfer or relocation. The Motion was CARRIED.

2. Maintenance

- a) **Priority Janitorial Services** - As directed by Council, Agent confirmed that the incumbents had been terminated and Thompson Caretaking Services Ltd. will begin their duties on July 2, 2007.

- b) **Janitorial** - Direct Agent to draft a letter of appreciation for the couple that performed a great job over the past years
- c) **Annual Fire Inspection** - Agent confirmed that this year's inspection will be conducted in August. Residents will be required to make their suite available either by being at home, or giving a key to the caretaker or a neighbour.
- d) **Miscellaneous Repairs** - Agent confirmed that work was commencing on the ceiling repairs for two minor leaks arising from overflowing suite appliance or bathtubs.
- e) **Signs** - Agent confirmed that signs prohibiting birdfeeders and feeding of wildlife have been ordered, as previously directed by Council.
- f) **Ponds** - Agent confirmed looking into methods of improving the aesthetics of the south pond. Council agrees to revisit potential remedy & cost this fall within environmentally friendly parameters.
- g) **Exterior Painting** - The work is complete subject to a final warranty inspection. Agent will meet with Prostar Painting and Restoration Limited to conduct the deficiency inspection, including a rooftop deficiency check and required landscaping repairs.

(i) It was MOVED and SECONDED to approve the Progress Billing up to 20% as submitted by Prostar Painting and Restoration Limited.. The Motion was CARRIED.

(ii) It was MOVED and SECONDED to approve the Progress Billing up to 75% as submitted by Prostar Painting and Restoration Limited. The Motion was CARRIED.

- h) **Signs** - Direct Agent to write a Notice and post in the elevators as well as mailbox area to inform Residents that they should not use birdfeeders or feed the ducks or other wildlife as the resulting excrement accelerates the growth of algae in the ponds and any food attracts rats and other rodents

3. Administration

- a) **Insurance Claim** - Agent confirmed that the refuse company, Smithrite had filed a claim with ICBC as a result of damage caused by one of their trucks when it hit the front parkade area of the building. Agent confirmed that invoices were being received for the repairs already completed and ICBC has been notified of the Claim by Rivers Reach.
- b) **Caretaker Office** - Direct Agent to review working environment with new caretaker, Michael Thompson, Thompson caretaking Services Ltd. including;
 - (i) facilities for his work environment at Rivers Reach
 - (ii) possibly set up a portable/odourless toilet and alcohol sanitation station
 - (iii) move supplies from mechanical Room #2 to Mechanical Room #3
 - (iv) possibly purchase a deck/table to help create a workspace.
- c) **Bylaws** - Agent confirmed that as instructed by Council, a legal opinion on the flooring situation had been requested. Response should be forthcoming from the lawyer at an early date.
- d) **Parking Passes** - Agent confirmed that Guest Parking Permits had been completed and will be distributed to all Owners at the same time as the fob audit sometime in August 2007.

- e) **Rental Report** – Rivers Reach bylaws allow for 8 rental units at any one time. Presently there are eight (8) rentals and there is one owner, Strata Lot 22, on the waiting list for approval to rent.

4. Finance

- a) Cash Position as at May 31, 2007 was as follows:
 - (i) Balance in Operating Account \$10,070
 - (ii) Balance in Contingency Reserve Fund \$171,992 made up as follows:
 - (a) \$ 21,992 cash in CRF Account, annual interest rate 0.5%
 - (b) \$150,000 cash in CRF Term Deposits, annual interest rate 3.34%
- b) Note: Owners approved a withdrawal from the CRF up to \$85,000 for exterior painting. These funds have not yet been paid.
- c) Property Agent reviewed the Accounts Receivable and indicated that follow-up procedures are in place for delinquent Owners.
 - (i) It was MOVED and SECONDED to instruct the Agent to turn the collection of arrears from Strata Lot 128 over to the Strata Corporation's Lawyer with instructions to file a lien. The Motion was CARRIED.
 - (ii) It was MOVED and SECONDED to instruct the Agent to send a formal Demand Letter to Strata Lot 106 and if not paid within the statutory time frame, to turn the matter over to the Strata Corporation's Lawyer with instructions to file a lien. The Motion was CARRIED.

G. COMMITTEE REPORTS

1. Finance Committee

- a) It was MOVED and SECONDED to accept the Financial Statements for May 2007 as presented by Interlink Realty Corporation. The Motion was CARRIED.

2. Landscaping Committee

- a) Seasonal work continues by the landscape contractor.

3. Maintenance Committee

- a) In light of there being no Maintenance Committee, this subject was discussed extensively under the Agent's Report.

4. Social Committee

- a) No report at this time.

5. Waterways Committee

- a) Larry Pamer, Liaison to the Waterways Committee, responded to questions regarding the operations of the Waterways Committee. Larry Pamer explained that the problem with the aerator in the lagoons was due to the wrong unit being purchased by the previous Waterways Committee.

Larry Pamer stated he will be moving and tendered his resignation as the liaison to the Waterways Committee. In this regard it was MOVED and SECONDED to accept Larry Pamer's resignation and appoint Paul Cartwright to the position of Liaison to the Waterways Committee. The Motion was CARRIED.

H. ADJOURNMENT

1. There being no further business, the meeting was adjourned at 9:15 PM.
 2. The next Council Meeting is scheduled for August 29, 2007 in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.
-

NOTICES

NOTICE: Correspondence from Owners regarding any strata matters may be sent to Council either by depositing same in the strata mailbox or by mailing or faxing to the Property Agent. Owners should be aware that, pursuant to the Strata Property Act, any correspondence addressed to the strata corporation must be made available to any other owner interested in the correspondence and to other persons in specified circumstances. This means that any correspondence sent to Council in confidence will not be treated as private or privileged and is subject to other overriding legislation.

Hard Surface Flooring

The current bylaw prohibiting hard surface flooring above the first floor remains in full force and effect. The exceptions to this condition are:

- the hard surface floors installed by the developer for the original purchaser at the time of purchasing the new suite, and
- any hard surface flooring installed with Strata Council approval prior to April 22, 2004.

This is the date when the current bylaw prohibiting hard surface flooring above the first floor came into effect.

Listing and Selling Your Home in Rivers Reach

All documentation and information for listing purposes should be provided to the Realtor by the strata lot owner (Seller) when the listing is taken. Upon receipt of all the pertinent information, the Realtor will become familiar with your suite and the strata corporation, enabling him/her to market your home in a professional manner.

Any documents or information not readily available to an owner can be obtained by the owner or the Realtor by completing a Request for Strata Corporation Records and Documents. These forms are available on-site near the mailboxes in the lobby, or Realtors may use the Request Form available under WEBForms on the REALTORlink site. All requests for information must be in writing and must be authorized by the owner. Completed request forms can be faxed or mailed to Interlink Realty Corporation.

The Strata Property Act provides for the provision of a Form B Information Certificate and bylaws within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents.

In certain circumstances, documents may be required sooner than prescribed by the Strata Property Act (7-14 days). In these instances, it is understood that rush charges will apply. This is to compensate the Agent for providing unscheduled emergency document service.

The bylaws, reports and other documentation of a Strata Corporation are often open to interpretation. The interpretation of a bylaw, rule or engineer's report or any information in question is at the discretion of either the Seller or the Buyer and their legal counsel. In this regard, Interlink Realty Corporation has an established Corporate Policy not to dispense verbal information at any time. Instead all inquiring parties are directed to the relative documents as appropriate.

Given that Interlink Realty Corporation subscribes to WPCN, the majority of documents required are available on the WPCN – Rivers Reach website, at no cost to an Owner.

No Smoking

Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in any of the following areas within Rivers Reach:

- ☐ parkade areas ☐ stairwells ☐ hallways ☐ patios
- ☐ balconies ☐ common grounds ☐ any of the sidewalks or walkways

Property Manager on Site

During July and August the Property Agent will not attend the property on Wednesdays. Regular schedule will resume in September and notice will be posted.

Communication from Residents

Residents are reminded that the Strata Council Mailbox is there for them to use. Please feel free to fill in the correct form (located on the wall next to the mailboxes) and submit the comments, request, complaint, problem, etc. to Interlink Realty Corporation via the Strata Council Mailbox or by fax or regular mail. Council will review same and pass on to Interlink as required.

Web Page Condominium News

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website www.wpcn.com, select Sign Up, enter the information requested and click Send Request. A password will be emailed to you.

Contact Information - Interlink Realty Corporation

All Owners are reminded that Strata Payments must be mailed or delivered to the Interlink Realty Corporation office. Please note that Interlink staff does not pick up correspondence, requests for repair or maintenance or any payments on site.

Please address any correspondence to:

Strata Plan LMS 4512, Rivers Reach
c/o Interlink Realty Corporation
200 – 5771 No. 3 Road
Richmond, BC V6X 2C9

Tel: (604) 271-3888 Fax: (604) 275-2578

IMPORTANT NOTICE The minutes are a permanent record of the affairs of your Strata Corporation and should be kept in a safe location. Replacement copies will only be provided at your expense and in accordance with the Strata Property Act.



rivers reach

LANDSCAPE PROTECTION

Pursuant to Bylaw 5.13 please:

- 1. Do not use birdfeeders***
- 2. Do not feed the ducks***
- 3. Do not feed the wildlife***

The resulting excrement accelerates the growth of algae in the ponds and any food attracts rats and other rodents.

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。 できるだけ日本語に訳してもらってください

알려드립니다 이것을 번역해 주십시오

झुझी तसवरी विरुध बरवे बिमे सेते तिस दा तुलका बरवर्त



Interlink