

**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 ਵਿਰਥ ਬਰੇ ਵਿਸ਼ੇ ਬੇਨੇ ਇਸ ਦਾ ਉਲੰਕਾ ਬਰਬਰ

**STRATA COUNCIL MEETING, MAY 30, 2007 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512**

**OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



<b>Present:</b>	Joe Rutherford	President	113
	Gary Vossen	Vice President	328
	Barbara Borthwick	Treasurer	229
	Jamie McCulloch	Secretary	327
	Kristy Murao	Chair, Social Committee	210
	Deborah Hall		211
	Vera Gammert		409
<b>Agent:</b>	Ben Larsson	Interlink Realty Corporation	

**A. OWNERS FORUM**

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Alicia Prata, unit 231, attended and advised that she was taking on the role of liaison between the Garden Club and the Strata Council. Joe Rutherford confirmed that requests for landscaping changes and or purchases should go to the Strata Council for consideration at future Strata Council meetings.

**B. CALL TO ORDER**

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The meeting was called to order by Joe Rutherford, President, at 7:20 PM.

**C. APPROVAL OF AGENDA**

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It was MOVED and SECONDED to accept the Agenda with some additional items under New Business. The Motion was CARRIED.

**D. ADOPTION OF PREVIOUS MINUTES**

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It was MOVED and SECONDED to adopt the minutes of the March 28, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

Minutes of the interim Council Meeting on May 2, 2007 were reviewed and it was noted that a portion of the Minutes should be deleted as it described a site activity.

That is, section 9(b) as follows: (b) To vigorously enforce the Strata Corporation Bylaws concerning Visitor Parking; and is to be deleted, as this activity is performed by Council from the site as required.

It was MOVED and SECONDED to adopt the minutes of the May 2, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation and as amended herein. The Motion was CARRIED.

#### **E. UNFINISHED BUSINESS**

1. **Resignation** - It was MOVED and SECONDED to accept the resignation from Council from Gwen Yeung, unit 302. The Motion was CARRIED.
2. **Appointment** - It was MOVED and SECONDED to appoint Deborah Hall, unit 211, to Council. The Motion was CARRIED.
3. **Warranty Claim** – Agent confirmed continuation of the claims process pertaining to the parkade walls, with no new updates at time of Council Meeting. Council directed the Agent to continue with the claims process.

**NOTICE:** Since the time of the Council Meeting the Agent has received a correspondence from Travelers Guarantee Company of Canada confirming that the parkade walls in multi-unit complexes may be eligible for coverage under the warranty program. This is a necessary first step in the claims process, the next is the actual inspection of the areas requiring repair.

#### **F. AGENT'S REPORT**

##### **1. Correspondence**

**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.

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) **Support** – George Gordon, unit 218, sent a letter thanking Interlink Realty Corporation and voicing support for continuation of services.
- b) **Miscellaneous** – Carol Parisien, unit 126, sent in a letter expressing concerns over several items including, Christmas lights on a balcony, extra gravel on a

walkway, dogs defecating on common areas, excessive storage on a balcony, smoke odours in hallway and a request to start the Garage Sale later in the morning. Agent confirmed having responded in writing to the subjects of the complaint.

- c) **Inquiry** – Parker Chin, unit 320, sent a letter concerning the definition of Common Areas. Agent confirmed having responded to the inquiry.
- d) **Late Fees** – Elise Fullerton, unit 203, had requested clarification on a \$100 late payment fee assessed against her strata lot. Agent confirmed that a full and detailed review was conducted by Interlink Realty Corporation and a correspondence was sent to the owner requesting that she provide rationale for reversing the fee, but no response had been received to date.
- e) **Rental Requests** – Elise Fullerton, unit 203, and Alkarim Dhirani, unit 224, had both requested permission to rent their units. Agent advised that current rentals are at the maximum allowed in the bylaws and approval to rent was declined. Both owners were placed on the waiting list to rent in the order their correspondence was received.
- f) **Exercise Equipment** - Council reviewed correspondence pertaining to the use of exercise equipment in a strata lot and the resultant noise transmissions. Given that Rivers Reach is a wood frame building, it is advisable to refrain from using mechanical exercise equipment as the resultant noise transmissions will give rise to a noise complaint from neighbours.
- g) **Hard Surface Flooring** – Norma Institoris, unit 208, had requested permission to install hard surface flooring. Agent confirmed having advised the owner that such installation is not allowed above the first floor.

## 2. Maintenance

- a) **Fire Alarm** - Disconnected Speaker for the Fire Alarm System - Agent advised Council that the trouble signal on the alarm panel still shows an open circuit. Arrangement have been made by the Agent for Voltec, the service company, and Edwards, the original installing company, to meet on site to inspect the system to attempt to ascertain where the open circuit is located. This is scheduled for June 13, 2007.
- b) **Windows** - Some window adjustments for suites 405 and 408 are pending, with Accurate Glass to be attending as soon as they catch up on the work from a rainy winter
- c) **Elevators** - Both the North and South elevators were operating sporadically. Richmond Elevator dispatched a technician and the Agent met the technician on site to review the operating problems. The problems were quickly identified by the technician and corrective procedures initiated.
- d) **Overhead Door** - Garage overhead door malfunctioned and required new parts and a replacement spring.
- e) **Pond Service** – A new maintenance contractor for the ponds located on the west side of the building has commenced work repairing and upgrading certain areas of the ponds. The organic approach to pond maintenance remains unchanged. It had been noted that algae continues to be a significant problem in the south pond.

Unfortunately the algae problem is aggravated by some residents feeding the ducks whose excrement acts as a growth accelerant for the algae.

Residents are requested to not feed the ducks or wildlife as the food also attracts rats and other rodents to the area in addition to causing maintenance problems in the ponds. Additionally, feeding wildlife is also dangerous to the health of the ducks.

- f) **Exterior Painting** – The exterior painting project is about to commence and will last approximately eight (8) weeks. Areas to be painted are only the white wooden trim. This area will also be pressure washed prior to painting. There is a two year warranty on "labour and materials" AND a 20 year warranty on materials.
- g) **Window Washing** – This project is in the budget and will be scheduled later in the summer at such time as the painting project is complete. After some discussion, Council instructed the Agent to obtain quotes for the cleaning of all inaccessible windows and outside balcony glass.
- h) **Adera's Inspection Program** – The annual Adera Professional Building Envelope Inspection Program report dated January 23, 2007 by Aqua-Thermal Consultants (1999) Ltd. had been received and is available on the Rivers Reach Website. Residents are requested to wash their balcony decks with water and a mild soap and use only light scrubbing. A bio-degradable soap is recommended.
- i) **Energy Conservation** - Agent had received an unsolicited proposal from a mechanical contractor for the installation of timers on the switch for the gas fireplaces in each strata lot in order to reduce the gas consumption for the building.

At a cost of \$19,200 plus tax, Council felt this was a low priority item at this time. However, Council requests that Owners turn off their pilot light for the fireplace in the summer months to conserve the consumption of natural gas. The instructions for relighting the gas fireplace are located in the enclosure under the fireplace grate. By turning off the pilot light, the individual suites will also be cooler in the summer.

### 3. Administration

- a) **Insurance Renewal** – Agent confirmed that the Rivers Reach insurance policy had been renewed effective May 31, 2007.
- b) **Warranty Claim** – Agent confirmed that a warranty claim for repairs to an exterior strata lot door, unit 323, had been filed by the Agent and honored by the warranty provider, St. Paul Company Inc. without any problems.
- c) **Parking Passes** – Agent advised that the parking passes would be ready in two to three weeks. Once the Guest Parking Permits have been issued to the Owners, Council will implement a \$25.00 fee for lost cards. Agent will prepare a Rule regarding the fee for Council consideration at the June Strata Council meeting.
- d) **Rental Report** – Rivers Reach bylaws allow for 8 rental units at any one time. Presently there are eight (8) rentals and no owners on the waiting list for approval to rent. (Two owners were added to the waitlist during the meeting as detailed earlier in these minutes)
- e) **Agent's Administrative Protocols** - the Agent reviewed present forms and procedures for site administration. It was noted that all new Owners receive a Welcome Package from Interlink Realty Corporation containing assorted

information to assist in living at Rivers Reach. Additionally it was pointed out that all required administrative forms, including requests for service, reports of bylaw infractions and requests for additional fobs, are available in the racks by the mailboxes near the main entrance.

- f) **Emergency Response** - A new 24-hour response notice was reviewed by the Agent. It is anticipated that this descriptive notice will assist owners in determining when an event is an emergency.

- g) **Council's Site Protocols** - In the absence of a site caretaker, the site duties were delegated as follows for the interim period:

Joe Rutherford - Move-in/move-out bookings, elevator disruption notices, janitor notification, keys and fob's

Gary Vossen - Parking and towing notices

Jamie McCulloch - Parking and towing notices

Kristy Murao - Intercom names

Deborah Hall - Log book & volunteer forms

Vera Gammert - Fire warden

#### 4. Finance

- a) Cash Position as at April 30, 2007 was as follows:

- (i) Balance in Operating Account \$7,092.25

- (ii) Balance in Contingency Reserve Fund \$167,798.68 made up as follows:

- \$17,798.68 cash in CRF Account, annual interest rate 0.5%

- \$150,000 cash in CRF Term Deposits, annual interest rate 3.34%

- Note: Owners approved a withdrawal from the CRF up to \$85,000 for exterior painting. These funds have not yet been paid out.

- b) Property Agent reviewed the Accounts Receivable and indicated that follow-up procedures are in place for delinquent Owners. Council directed the Agent to report to Council at future meetings those accounts in arrears over ninety (90) days that require action. Agent advised that interest on arrears is being charged to strata lot Owners in accordance with the Strata Property Act and the Bylaws of Rivers Reach.

### G. COMMITTEE REPORTS

#### 1. Finance Committee

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

#### 2. Landscaping Committee

- a) No report at this time

#### 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 the structure of the Waterways Committee, in that it consists of one representative from each of the six member strata corporations.

## H. NEW BUSINESS

1. **Janitorial Service or Caretaker** – Joe Rutherford advised Council that references for Thompson Caretaking Services had been checked and no problems indicated.

It was MOVED and SECONDED to direct the Agent to terminate the services of Priority Janitorial Services as of June 30, 2007. The Motion was CARRIED.

It was MOVED and SECONDED to direct the Agent to execute an agreement between Strata Plan LMS 4512 and Thompson Caretaking Services Ltd. The Motion was CARRIED.

After some discussion, it was decided to ask the caretaking company representative to attend the June Council Meeting to meet the Strata Council. It was also decided to conduct the FOB audit in September along with the distribution of the guest parking passes. At this time Owners' Forms will be required to be updated along with Form K's from any rental units.

2. **Hard Surface Flooring** – The Resolution to accept hard surface flooring was defeated by the Owners at the Annual General Meeting.

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

- a) the hard surface floors installed by the developer for the original purchaser at the time of purchasing the new suite, and
- b) any hard surface flooring installed with Council approval prior to April 22, 2004. This is the date when the bylaw prohibiting hard surface flooring above the first floor came into effect.

At this time, two suites have been identified as having hard surface flooring installed contrary to the bylaws.

Council directed the Agent to obtain an estimate from the strata corporation's lawyer for an opinion as to how to best address the strata lots with hardwood flooring contrary to the bylaws.

3. **Carpet Cleaning** – Agent was directed to obtain quotes for Carpet cleaning all common areas and stairwells
4. **Photo-copying** – After some discussion it was decided to produce only two hard copies of Council Agenda packages plus one for the Agent, with the remaining Council members receiving e-mail copies only.
5. **Video Cameras** – Location of video cameras was discussed and the relocation of an existing camera was tabled for a future meeting.
6. **FOB Audit** – It was decided to schedule the FOB Audit in September after Residents return from summer vacations and after the Caretaker will have become familiar with the building.

## **I. ADJOURNMENT**

1. There being no further business, the meeting was adjourned at 9:30 PM.
2. The next Council Meeting is scheduled for June 27, 2007 in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.

## **NOTICES**

### **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 any given month, the Property Manager attends the property on many occasions to deal with trades and other matters as they develop. In addition to this presence, the Property Manager will also attend the property from 5:00 PM to 6:00 PM on Wednesdays to meet with Owners requiring assistance.

**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](http://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.



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सुखी सटवरी विरुध वरवे बिने वेले रिम द पुरतवा वरवदि

**MINUTES OF THE  
ANNUAL GENERAL MEETING - APRIL 25, 2007**

**RIVERS REACH STRATA PLAN LMS 4512  
McMATH SECONDARY SCHOOL  
4251 GARRY STREET, RICHMOND, BC**



**Registration:** 6:30 PM to 7:00 PM

**Commencement:** 7:00 PM

**Agent:** Ben Larsson, President, Interlink Realty Corporation

Evelyn Barry, VP Finance & Administration, Interlink Realty Corporation

**I) CALL TO ORDER**

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The Annual General Meeting was called to order at 7:00 PM by Joe Rutherford, Council President, who introduced himself to the owners. It was not necessary to elect a Chairperson as the President was willing to chair the meeting.

**II) CERTIFICATION OF PROXIES**

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Twenty-nine (29) Proxies were declared certified by the Property Agent.

**III) CONFIRMATION OF ISSUANCE OF VOTING CARDS**

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

**IV) ATTENDANCE**

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Eligible voters present in person: 36

Eligible voters represented by proxy: 28

Total eligible voters in attendance: 64

Two eligible voters arrived later during the meeting, increasing the total attendance to 66.

**V) DETERMINATION OF QUORUM**

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Total eligible voters: 147

Quorum required: 49

Attendance person/proxy: 64

The quorum required had been achieved and the meeting proceeded.

## **VI) FILING PROOF OF NOTICE OF MEETING**

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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**

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The Minutes of the Annual General Meeting held on May 11, 2006 were reviewed and as there were no errors or omissions, it was MOVED and SECONDED to adopt the Minutes as distributed by Interlink Realty Corporation.

The Motion was CARRIED.

## **VIII) STRATA COUNCIL REPORT**

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

I wish to welcome everyone tonight and thank you for your participation in our annual general meeting. This is an opportunity for all owners to have a say in the operation of the strata corporation and to become involved in the long-term planning that is necessary as our building enters into its sixth year of existence.

Rivers Reach is a beautifully designed, well constructed building made by a reputable builder. The original landscaping and water features have been maintained and improved upon by successive Landscape Committees and contract employees. Our contingency reserve fund sits at a healthy \$150,000 approximately. We should be proud to be owners of this strata corporation and members of the Rivers Reach community.

I wish to focus on two issues in my President's report. The first is the need for all owners to become involved in the long-term planning that is necessary to maintain Rivers Reach in the excellent physical condition that it is in. At the 2006 AGM, owners agreed to budget funds for a reserve data analysis of our strata corporation. Copies of this document were distributed to owners in the early months of 2007. The strata council has examined this analysis and has used its findings to prepare both a budget for 2007 and resolutions for the perusal of owners. The strata council believes that the owners should support the findings of the analysis and therefore support this year's resolution to spend funds from the contingency reserve fund for the sole purpose of exterior painting of the building. While this exterior painting does not need to be completed this year, any owner's examination of either the north or east faces of the building will lead them to the inevitable conclusion that exterior painting is necessary in the next couple of years to counteract the effect of wind and rain.

Aside from exterior painting, there are issues of interior painting, pond maintenance and landscaping that must be addressed by all owners. While these issues are not urgent, strata council believes that it is important for all owners to begin thinking about what direction they wish to see this building proceed over the next five, ten and twenty years. Planning, and therefore discussion amongst all owners, must commence now in order for us to realize the vision of Rivers Reach that we endeavour to create.

This brings me to the second issue that I wish to present to you in my report. Owners have a number of mechanisms by which to participate in the common good of the strata corporation: sitting on strata council; joining a committee such as landscaping, emergency preparedness, or building maintenance; attending the Owners Forum component of strata council meetings; meeting with the Property Agent in the Outlook Lounge on Wednesday between 5 and 6 pm; or communicating with strata council through correspondence placed in the strata council mailbox.

The strata corporation can only accomplish what the owners are willing to commit to doing. The strata council is a representative body drawn from the strata corporation, dedicated to providing sober, second thought to matters that affect the health and longevity of the strata corporation. The strata council does not have enough person-hours to volunteer to undertake all of the issues that arise within the strata corporation: move-in and move-outs; intercom name changes; key fob control; bylaw violations; and landscaping and water features maintenance. If these items were done by a caretaker, it would give more time for the strata council to address long term planning, monthly budget analysis, and correspondence with owners. Nor are these aforementioned issues the exclusive responsibilities of the property management company. The property management company is doing its job, the strata council is doing its job, but yet there remain tasks to be done.

I ask again for your involvement in the strata corporation in the upcoming year in order to maintain Rivers Reach as the beautiful community that it is. Thank you!

#### **IX) INSURANCE COVERAGE REPORT**

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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) BUDGET APPROVAL - Majority Vote**

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It was **MOVED** by unit 218 and **SECONDED** by unit 313 to approve the 2007 – 2008 Operating Budget as presented.

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

A question was raised that the prior year line item for the janitorial service was now nil and a new line item for a caretaker was included, the latter being somewhat greater than the previous cost of the janitorial service. Ms. Borthwick explained that Council had completed a cost analysis. That is, a number of other line item expenses had been deleted such as parkade cleaning, minor maintenance, parkade lamps and snow clearing as these activities are now included in the line item for the caretaker. Also, included in the caretaker activities would be such on-site activities as monitoring moves in and out of the building, checking video surveillance, changing enterphone names, issuing elevator keys and coordinating moves and elevator bookings. These on-site activities have been performed on a volunteer basis by Council members and in the absence of Volunteers, Council is suffering burn out and Council positions are difficult to fill.

The new caretaking service would be on site a full eight hours per day five day per week whereas the current service is only on site for two hours per day; that is two workers for two hours or four man hours per day six days per week.

Some specific questions arose as to the nature and services of the contract caretaker. Property Agent explained that the caretaker would be the employee of an independent service company and there would be no employee and employer relationship set up with the Strata Corporation. A comprehensive job description would also be created for the contractor.

The possibility of retaining the existing cleaners was discussed and the Property Agent advised that retention of the cleaners would be impractical given the loss of economies of scale. Having two different contractors perform a single function would be costly. Also, the existing contract with the janitorial service company prevents the Strata Corporation from hiring the current staff for a period of 12 months after their termination and their skill set does not expand to cover the additional tasks required of the caretaker.

The Property Agent also advised that:

1. another pond maintenance contractor had been located. This new contractor would be more readily available as this type of work is his full-time occupation whereas the existing contractor performed pond maintenance on a part-time basis only.
2. the landscaping contract was for a full 12 month period, with somewhat less activity occurring during the winter months.

It was MOVED by unit 409 and SECONDED by unit 321 to amend the Motion to require the Strata Council to report back to the Owners within 60 days regarding the duties of the caretaker and allocation of the funds. The Chair ruled this motion to be out of place as it did not deal with the financial content of the Budget but a separate administrative matter. Instead the Chair acknowledged that the Owners wanted to be further informed regarding the caretaker and asked that the content of the Motion be included in the Minutes of the Annual General Meeting to provide guidance to the new Strata Council.

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

60 Owners In Favour  
3 Owners Opposed  
1 Owner Abstained

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

## **XI) NEW BUSINESS**

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### **A) Anonymous Survey Discussion**

The Chair reported to the Owners that this survey was not from nor sanctioned by the Strata Corporation. It was also conveyed that Council will not acknowledge or deal with anonymous notes or correspondence.

The originator of the Anonymous Survey did not identify himself or herself.

Some Owners' comments regarding the anonymous survey:

- refusal to deal with anonymous notices slipped under the door
- referred to anonymous survey as a deplorable act of cowardice

Although the origin of the survey was anonymous, because some owners did complete, sign and return the survey card, strata council did review the survey cards (keeping owners' names confidential) and brought the findings to the attention to the property manager at a strata council meeting.

**B) ¾ Vote resolution – Terminate Services of Interlink Realty Corporation**

The President advised the Owners that the Annual General Meeting was the appropriate venue to consider termination of the management contract and read the pertinent section of the Strata Property Act, as follows:

*s. 39 (1) A contract entered into by or on behalf of the strata corporation for the provision of strata management services to the strata corporation may be cancelled, without liability or penalty, despite any provision of the contract to the contrary,*

*(a) by the strata corporation on 2 month's notice if the cancellation is first approved by a resolution passed by a ¾ vote at an annual or special general meeting, or*

*(b) by the other party to the contract on 2 months' notice*

It was MOVED by unit 130 and SECONDED by unit 218 to terminate the services of Interlink Realty Corporation.

After discussion, the question was called, results as follows:

19 Owners In Favour

34 Owners Opposed

10 Owners Abstained

The Motion to terminate Interlink Realty Corporation was DEFEATED.

The President commented that this issue should now be put to rest.

**C) ¾ Vote resolution – Change 10 Visitors Parking Stalls to Owner Rental Stalls**

It was MOVED by unit 113 and SECONDED by unit 237 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.*

*WHEREAS Strata Council has monitored visitor parking over the period of October 2006 to February 2007 and determined that several vehicles are parked routinely throughout the day and overnight in visitor parking;*

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

*RESOLVED that ten (10) 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/tenants of Rivers Reach.*

*RESOLVED that these rental parking stalls be subject to Bylaw 40 (Parking) of Strata Plan LMS 4512 (Rivers Reach);*

*RESOLVED that strata council shall, through its Agent, maintain a list of parking stalls available for rent by owners/tenants, and that strata council shall set a pre-paid annual rental fee.*

Complaints were heard regarding residents parking in visitors' stalls and the process and frequency of towing. Property Agent explained that the City of Richmond does not permit a roving tow vehicle to patrol and remove vehicles without the vehicle first being tagged by the Strata Corporation. All Council Members have access to courtesy notices and towing tickets in the event a vehicle needs to be towed. Consensus of Owners was to enforce parking restrictions more, tow as frequently as required and consider issuing visitor parking passes.

The question was called, results as follows:

24 Owners In Favour

30 Owners Opposed

3 Owners Abstained

The Motion to Change 10 Visitors Parking Stalls to Owner Rental Stalls was DEFEATED.

**D) ¾ Vote resolution – Funding for Exterior Painting**

It was MOVED by unit 113 and SECONDED by unit 229 to approve the following resolution:

*WHEREAS Strata Plan LMS4512 wish to proceed with a project to repaint the exterior trim of the building, due to weathering and deterioration of the existing paint finish and to protect the exterior from further deterioration and to improve the appearance, including:*

*Fascia boards – double and single, wood trim for windows and patio doors, and boom rental.*

*THE OWNERS, Strata Plan LMS4512 hereby resolve by a ¾ vote to expend a sum of money not exceeding \$85,000 (including GST) for the purpose of the exterior painting project.*

*This expenditure is to be funded by way of a withdrawal from the Contingency Reserve Fund not exceeding \$85,000.*

The President explained that the rationale for painting was supported in the recently completed Reserve Fund Analysis. It was also explained that the purpose of the Contingency Reserve Fund is to maintain and replace building components as they reach the end of their life cycle.

The question was called, results as follows:

59 Owners In Favour

3 Owners Opposed

1 Owner Abstained

The Motion to paint the exterior trim was CARRIED.

**E)  $\frac{3}{4}$  Vote resolution – Bylaw Amendment – Moving Procedures, Fees**

It was MOVED by unit 328 and SECONDED by unit 321 to approve the following resolution:

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

*AND WHEREAS THE OWNERS, STRATA PLAN LMS4512 wish to amend their bylaws;*

*NOW THEREFORE BE IT RESOLVED by a  $\frac{3}{4}$  vote of THE OWNERS, STRATA PLAN LMS4512 (the Strata Corporation) that the bylaws of the Strata Corporation be and are hereby amended to read as follows:*

*41.2 A resident must provide notice, as directed by the Strata Corporation, of all moving arrangements at least 48 hours before the moving date. All moves must take place between 9:00 a.m. and 8:00 p.m., Monday through Friday and 10:00 a.m. to 8:00 p.m. on Saturdays, Sundays and statutory holidays.*

*41.3 A resident must comply with the Rules of the Strata Corporation to book the use of the elevator when moving in or out.*

*41.7 A Move-In Fee of \$300 is payable upon each move-in to cover the cost of wear and tear on the building.*

*41.8 A resident contravening any of bylaws 41.1 to 41.6 (inclusive) shall be subject to a fine of \$200.*

The President explained the damage to the building upon each move-in and move-out is significant and cumulative and funds generated from the collection of this fee would help increase income to cover ongoing operating expenses of repair and maintenance, thereby reducing strata maintenance fees.

It was MOVED and SECONDED to amend the Motion to re-word Bylaw 41.7A as follows:

*41.7A Move-In Fee of \$200 is payable upon each move-in AND move-out to cover the cost of wear and tear on the building.*

The question on the amendment was called with the following results:

11 Owners In Favour

26 Owners Opposed

18 Owners Abstained

The amendment was DEFEATED

The question was then called on the original Resolution with the following results:

49 Owners In Favour

16 Owners Opposed

0 Owners Abstained

The Resolution was CARRIED

**F)  $\frac{3}{4}$  Vote resolution – Bylaw Amendment – Hard Surface Flooring**

It was MOVED by unit 113 and SECONDED by unit 423 to approve the following resolution:

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

*AND WHEREAS THE OWNERS, STRATA PLAN LMS4512 wish to amend their bylaws;*

*NOW THEREFORE BE IT RESOLVED by a  $\frac{3}{4}$  vote of THE OWNERS, STRATA PLAN LMS4512 (the Strata Corporation) that the bylaws of the Strata Corporation be and are hereby amended as follows:*

*Existing Bylaws 4.8 and 4.9 be and are hereby repealed in their entirety and are replaced by Bylaws 4A.1 to 4A.9 attached hereto and hereby substituted therefor.*

**4A. Alternate Flooring Bylaw**

*4A.1 This flooring bylaw does not apply to strata lots on the first floor.*

*4A.2 For the purpose of this bylaw, "Hard Floor Surface" means any floor surface or covering that is not wall-to-wall*



*carpeting. This definition of Hard Floor Surface includes but is not limited to hardwood flooring, laminate flooring and ceramic tiles.*

*4A.3 An owner of a strata lot who wishes to install a Hard Floor Surface in their strata lot must first obtain the written permission of Strata Council before installation of the Hard Floor Surface begins.*

*4A.4 Requests from owners of a strata lot to install a Hard Floor Surface must be in writing. Written requests must outline what measures will be taken to reduce sound transmission between strata lots.*

*4A.5 When considering an application for the installation of a Hard Floor Surface, the Strata Council may:*

- a. Require the owner of the strata lot to provide evidence from an expert on flooring, including but not limited to evidence from an acoustical engineer, that the quiet enjoyment of other residents is unlikely to be impacted by the use of the strata lot because of the change in the flooring; and*
- b. Require the owner of the strata lot to provide material specifications of the Hard Floor Surface and the Underlay (sound deadening materials) which they intend to install in their strata lot.*

*4A.6 The Hard Floor Surface must be installed using the following specifications:*

- a. Permitted days and hours of work are limited to:
  - i. Weekdays (Monday through Friday inclusive) from 9:00 am to 5:00 pm*
  - ii. Saturday from 10:00 am to 5:00 pm.**
- b. Work is not permitted on Sundays or Statutory Holidays.*
- c. The owner of the strata lot is responsible for removing all debris, carpet, underlay, boards, drywall, etc from the building. No debris of any kind is to be placed in the dumpster, recycling bins or refuse room.*
- d. The owner of the strata lot is responsible for cleaning the common and limited common property, including but not limited to balconies, patios, hallways, stairwells and elevators, of any dust, dirt or debris at the end of each working day.*
- e. The owner of the strata lot is responsible for booking the elevator for the transport of any materials to and from the strata lot.*
- f. The owner of the strata lot is responsible for the security of the building at all times during the installation of the Hard Floor Surface.*

*4A.7 The owner of strata lot is required to submit to Strata Council proof of purchase of the Hard Floor Surface and Underlay (sound deadening material) as stipulated in the written request for installation of a Hard Floor Surface.*

*4A.8 An owner of a strata lot who installs a Hard Floor Surface or who previously installed a Hard Floor Surface prior to the implementation of this flooring bylaw must take all reasonable steps to reduce noise transmission, including but not limited to:*

- i. Ensuring that no less than 60% of the Hard Floor Surface, excluding bathroom, kitchen and entry area, is covered with rugs or carpet;*
- ii. Not walking on the Hard Floor Surface with hard-soled shoes; and*
- iii. Using sound absorbing pads under furniture, exercise equipment, and sound systems resting on the Hard Floor Surface.*

*4A.9 Failure to comply with any section of the flooring bylaw will result in fines being assessed against the owner of the strata lot in violation of the bylaw.*

Discussion included statements that there had been huge changes in flooring products and underlay since the original bylaws were created. A comment was made that specific standards of sound transmission would need to be described and how would the strata council enforce compliance with a standard. It was generally felt by the Owners in attendance that it would be better to leave the bylaw as is; that is, no hard surface flooring above the main floor be permitted to replace the original carpet. It was noted that some owners had illegally installed hard surface flooring above the first floor in contravention of the bylaws.

It was MOVED by 107 and SECONDED by unit 431 to amend the MOTION to re-word proposed bylaw 4A.8 by deleting the word 'reasonable' and replacing it with the word 'necessary', as follows:

*4A.8 An owner of a strata lot who installs a Hard Floor Surface or who previously installed a Hard Floor Surface prior to the implementation of this flooring bylaw must take all ~~reasonable~~ necessary steps to reduce noise transmission, including but not limited to:*

The question on the amendment was called with the following results:

40 Owners In Favour

1 Owner Opposed

14 Owners Abstained

The amendment was CARRIED

The question was then called on the amended Resolution with the following results:

40 Owners In Favour

24 Owners Opposed

0 Owners Abstained

The Resolution was DEFEATED (63% in favour, 75% required)

## **XII) ELECTION OF STRATA COUNCIL**

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

Joe Rutherford - 113

Barbara Borthwick - 229

Kristy Murao - 210

Gwen Young - 302

Garry Vossen - 328

Jamie McCullough - 327

Vera Gammert - 409

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

## **XIII) ADJOURNMENT**

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There being no further business, the meeting was terminated at 9:50 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](http://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](http://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.

Rivers Reach, Strata Plan LMS 4512  
Strata Council Meeting, Wednesday May 2, 2007  
Unit #113, Rivers Reach  
5700 Andrews Road, Richmond, B.C.

Present: Barbara Borthwick 229      Vera Gammert 409  
          Jaime McCulloch    327      Kristy Murao    210  
          Joseph Rutherford 113      Gary Vossen    328

Regrets: Gwen Yeung 302              Ben Larsson, Property Manager

1. The meeting was called to order by Joseph Rutherford, Past President, at 7:30 pm as quorum had been achieved.
2. The following people were elected to strata council as officers:  
President: Joseph Rutherford  
Vice President: Gary Vossen  
Treasurer: Barbara Borthwick  
Secretary: Jaime McCulloch
3. Strata council discussed the input that was received from the owners at the April 25<sup>th</sup> Annual General Meeting concerning the issue of the hiring of an off-site caretaker. At the AGM, many owners had expressed satisfaction with the service provided by the Strata Corporation's present janitorial service, Priority Cleaning Services. These owners did not wish to see the Strata Council terminate Priority Cleaning Services if Priority Cleaning Services could be persuaded to assume the larger role of an off-site caretaker service. Given this direction from the owners of the Strata Corporation, Strata Council has directed the Agent as follows:
  - a. To request a bid from Priority Cleaning Services on the same contract as provided to Thompson Caretaking Services Ltd. (removing only the dollar amount and replacing the company name);
  - b. To request references for Thompson Caretaking Services Ltd.;
  - c. To arrange for Strata Council to meet with and interview the caretaker prior to the signing of the contract; and
  - d. To investigate the possibility of setting up an office in Mechanical Room #2 for the caretaker to utilize in the execution of his/her duties
4. Strata Council discussed the input that was received from the owners at the April 25<sup>th</sup> Annual General Meeting concerning the issue of pond maintenance. The Strata Council wishes to reaffirm the following underlying principles regarding the maintenance of the ponds:
  - a. That biological, not chemical, control of the ponds is required;
  - b. That hardier, native plants are to be planted instead of sub-tropical or tropical, exotic plants;

- c. That slower growing, controllable plants are to be planted instead of faster growing, invasive plants; and
- d. That the overall layout of the ponds should fit in with the overall theme of the building, landscaping and waterways.

Given these underlying principles, Strata Council has directed the Agent as follows:

- a. To terminate the contract with our current pond maintenance provider, The Pond Doctor; and
  - b. To sign a contract with Cambie Water Gardens as the Strata Corporation's new pond maintenance provider.
5. Strata Council discussed the issue of the ongoing fault in our Fire Enunciator Panel. Through its Agent, Strata Council has communicated with the owners of the Strata Corporation over the past six months and asked them to determine whether their in-suite fire alarm had been disconnected. This disconnection may have occurred during the annual fire inspection that was conducted in the autumn of 2006. While the Strata Council appreciates the inconvenience that annual fire alarm testing brings to the owners, it is a legal requirement and a requirement of our insurance on the Strata Corporation. Unfortunately, no owner has contacted either the Strata Council or the Property Manager regarding this issue. Strata Council is therefore forced to direct the Agent as follows:
- a. To contact our fire alarm service provider, Voltec, and determine if it is possible to move up the annual Rivers Reach fire alarm inspection to June 2007, as opposed to September/October 2007.
  - b. If an owner is found to have deliberately disconnected the fire alarm in their unit, to charge the total cost of the fire alarm inspection to the offending unit; and
  - c. To provide the owners with sufficient advance notice as to the date of the fire alarm inspection (possibly recommend that pets and or individuals who may be sensitive to the testing should be off site during the checks).
6. Strata Council directed the Agent to acquire quotes for the installation of recessed lighting fixtures in the South Elevator Room. In the past, non-recessed, overhead light fixtures have been broken off by people when large objects have been moved carelessly from the elevator to the parking garage.
7. Strata Council discussed the issue of building security. Strata Council has directed the Agent as follows:
- a. To confirm whether AIC has installed the additional fob/card reader as requested by last year's Strata Council;
  - b. If so, to advise owners by letter and/or posted notice that a registration of all fobs and/or cards in the possession of owners must occur, and that after

- a certain period of time after registration takes place, those fobs and/or cards that are unaccounted for will be deleted and therefore unusable; and
- c. To maintain and update the registration list of Rivers Reach fobs and cards.

8. Last year's Strata Council had received a bylaw violation regarding noise arising from an owner's use of exercise equipment in their strata lot. This year's Strata Council President and Vice-President will contact the two parties to investigate the matter further.
9. Strata Council discussed the issue of owners and non-owners abusing Visitor Parking. Reflecting upon the comments offered to Strata Council by the owners at this year's Annual General Meeting, Strata Council has directed the Agent as follows:
  - a. To create "Rivers Reach Visitor Parking" passes and to distribute two passes to each owner for the sole and exclusive use of Rivers Reach Visitor Parking by their guests. Preferably, the parking passes will be of a more permanent nature (plastic), designed to hang from the rear-view mirror of a car, and have clear text stating "Rivers Reach Visitor Parking" as well as the owner's strata lot number;
  - b. To vigorously enforce the Strata Corporation Bylaws concerning Visitor Parking; and
  - c. To confirm the number of rental stalls in the secured parking area at Rivers Reach.
10. The meeting was adjourned at 9:30 pm.

Sincerely,

—

Jaime McCulloch, Secretary  
Rivers Reach Strata Council

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 बिषय बारे बिसे बेत है इस का अनुवाद करवाये

STRATA COUNCIL MEETING, MARCH 28, 2007 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512

OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC



Present:	Joe Rutherford	President	113
	Barbara Borthwick	Vice President & Treasurer	229
	Colin Jaques	Secretary	230
	Anna Nachbar		328
	Kristy Murao	Chair, Social Committee	210
Regrets:	Sharon Galloway		402
Agent:	Ben Larsson	Interlink Realty Corporation	
	Evelyn Barry	Interlink Realty Corporation	

**A. CALL TO ORDER**

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The meeting was called to order by Joe Rutherford, President, at 7:00 PM.

**B. APPROVAL OF AGENDA**

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It was MOVED and SECONDED to accept the Agenda with some additional items under New Business. The Motion was CARRIED.

**C. ADOPTION OF PREVIOUS MINUTES**

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To clarify the situation with the "open circuit" on the fire alarm system, Section G Item 3 Paragraph a) of the Minutes of February 28, 2007 was changed by amending the phrase,

an owner found to be responsible for the disconnection will be held responsible for any charges incurred.

to read

an owner found to be responsible for the tampering will be held responsible for any charges incurred.

It was MOVED and SECONDED to adopt the minutes of the February 28, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation and as amended herein. The Motion was CARRIED.



## D. UNFINISHED BUSINESS

1. **Warranty Claim** – Agent confirmed having received a correspondence from the in-house lawyer for the Warranty provider, Travelers Guarantee Company of Canada. They are seeking advice from outside counsel regarding the Warranty Claim pertaining to the parkade wall cracks.

## E. AGENT'S REPORT

### 1. Correspondence

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.

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. Reoccurring concerns pertain to the following:

- a) **Noise** – Residents are reminded of the unique requirements of residing in a multi-unit building and the requirement to modify lifestyles to conform the Bylaws of the Strata Corporation as approved by all Owners. In one instance Council Members will arrange to meet with two Owners concerning a noise situation to explore a solution regarding the use of exercise equipment.
- b) **Smoking** – Since the last Strata Council Meeting, additional complaints regarding smoking in Common Areas have been received by Council. In this regard Residents are advised that the bylaws prohibit smoking on any Common Property or Limited Common Property at Rivers Reach. More specifically, Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in parkade areas, stairwells, hallways, patios, balconies, common grounds, or any of the sidewalks or walkways within Rivers Reach.

The applicable Bylaw that governs both noise and smoking is as follows:

### SMOKING AND NOISE ISSUES

#### *Use of Property*

*4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that*

- (a) causes a nuisance or hazard to another person,*
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot*

### 2. Maintenance

- a) **Phase Two Boiler System** - Agent reported that the various components for

the new hot water system for Phase Two had been delivered and were in the process of being installed.

- b) **Landscaping** - Agent advised having met with NuGreen on site to review the condition of the walkways on both the West and East side of the building. The correct aggregate, 1/8 inch minus granite on limestone will be used to rebuild the damaged areas.
- c) **Parkade Gate** - Agent and Council Members confirmed that the parkade gate remains in the open position from 7 to 10 seconds. Owners are directed to stop after each entry and exit to ensure that strangers do not follow them in or out of the parkade. This is an important aspect of maintaining security.

### 3. Administration

- a) **Annual General Meeting** - The AGM is confirmed for April 25, 2007 and will be held at R.A. McMath Secondary School, 4251 Garry Street, Richmond, BC. All Owners are urged to attend, but if unable to do so are requested to complete a Proxy and either provide it to a specific appointee or return it to the Strata Council Mailbox or Interlink Realty Corporation.
- b) **Anonymous Correspondence** - It was MOVED and SECONDED to confirm that the Strata Council will not recognize or respond to anonymous correspondence. The Motion was CARRIED.

### 4. Finance

- a) Cash Position as at February 28, 2007 was as follows:
  - (i) Balance in Operating Account \$16,857
  - (ii) Balance in Contingency Reserve Fund Account \$175,890 made up as follows:
    - \$25,890 cash in CRF Account, annual interest rate 0.5%
    - \$150,000 redeemable term deposits maturing on Feb. 2, 2008 at 3.34%
- b) Property Agent reviewed the Receivables and indicated that follow-up procedures are in place for delinquent Owners.

## F. COMMITTEE REPORTS

### 1. Finance Committee

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

### 2. Landscaping Committee

- a) No report at this time

### 3. Maintenance Committee

- a) **Disconnected Speaker for the Fire Alarm System** - Agent advised Council that the trouble signal on the alarm panel still shows an open circuit. The Alarm System Service Contractor and Interlink Realty Corporation are meeting to

assess the situation and explore ways if narrowing down the location of the open circuit.

As directed by Council earlier, an owner found to be responsible for the tampering will be held responsible for any charges incurred.

**4. Social Committee**

- a) No report at this time

**5. Waterways Committee**

- a) Larry Pamer, Liaison to the Waterways Committee, was unable to attend and had sent his regrets.

**G. NEW BUSINESS**

1. **AGM Notice** - Agent had prepared and distributed to Council a draft AGM agenda for review and amendment.

2. **Resolutions Contemplated for the AGM**

The following projects/resolutions were discussed in great detail by the Strata Council and consideration was given to the financial impact each project would have on the Owners. It was concluded that the building is aging and financial commitments must be made to preserve the physical integrity of the property.

a) **Exterior Painting:**

*... to proceed with a project to repaint the exterior trim of the building, due to weathering and deterioration of the existing paint finish and to protect the exterior from further deterioration and to improve the appearance, including:*

*Fascia boards – double and single, wood trim for windows and patio doors, and boom rental.*

*THE OWNERS, Strata Plan LMS4512 hereby resolve by a ¾ vote to expend a sum of money not exceeding \$85,000 (including GST) for the purpose of the exterior painting project.*

*This expenditure is to be funded by way of a withdrawal from the Contingency Reserve Fund not exceeding \$85,000.*

It was MOVED and SECONDED to propose the above Resolution at the April 25, 2007 Annual General Meeting of Strata Plan LMS 4512. The Motion was CARRIED.

b) **Change Some Visitors Parking Stalls To Rental Stalls:**

*... that ten (10) 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/tenants of Rivers Reach. And that these rental parking stalls be subject to Bylaw 40 (Parking) of Strata Plan LMS 4512 (Rivers Reach); and that strata council shall, through its Agent, maintain a list of parking stalls*

*available for rent by owners/tenants, and that strata council shall set a pre-paid annual rental fee.*

It was MOVED and SECONDED to propose the above Resolution at the April 25, 2007 Annual General Meeting of Strata Plan LMS 4512. The Motion was CARRIED.

**c) Moving Procedures Bylaw Amendment:**

*A resident must provide notice, as directed by the Strata Corporation, of all moving arrangements at least 48 hours before the moving date. All moves must take place between 9:00 a.m. and 8:00 p.m., Monday through Friday and 10:00 a.m. to 8:00 p.m. on Saturdays, Sundays and statutory holidays. A resident must comply with the Rules of the Strata Corporation to book the use of the elevator when moving in or out. A Move-In Fee of \$300 is payable upon each move-in to cover the cost of wear and tear on the building. A resident contravening any of bylaws 41.1 to 41.6 (inclusive) shall be subject to a fine of \$200."*

It was MOVED and SECONDED to propose the above Resolution at the April 25, 2007 Annual General Meeting of Strata Plan LMS 4512. The Motion was CARRIED.

**d) Hard Surface Flooring Bylaw Amendment:**

Replace existing flooring bylaws with the following:

- 4A.1 *This flooring bylaw does not apply to strata lots on the first floor.*
- 4A.2 *For the purpose of this bylaw, "Hard Floor Surface" means any floor surface or covering that is not wall-to-wall carpeting. This definition of Hard Floor Surface includes but is not limited to hardwood flooring, laminate flooring and ceramic tiles.*
- 4A.3 *An owner of a strata lot who wishes to install a Hard Floor Surface in their strata lot must first obtain the written permission of Strata Council before installation of the Hard Floor Surface begins.*
- 4A.4 *Requests from owners of a strata lot to install a Hard Floor Surface must be in writing. Written requests must outline what measures will be taken to reduce sound transmission between strata lots.*
- 4A.5 *When considering an application for the installation of a Hard Floor Surface, the Strata Council may:*
  - a. *Require the owner of the strata lot to provide evidence from an expert on flooring, including but not limited to evidence from an acoustical engineer, that the quiet enjoyment of other residents is unlikely to be impacted by the use of the strata lot because of the change in the flooring; and*
  - b. *Require the owner of the strata lot to provide material specifications of the Hard Floor Surface and the Underlay (sound deadening materials) which they intend to install in their strata lot.*

- 4A.6 *The Hard Floor Surface must be installed using the following specifications:*
- a. *Permitted days and hours of work are limited to:*
    - i. *Weekdays (Monday through Friday inclusive) from 9:00 am to 5:00 pm*
    - ii. *Saturday from 10:00 am to 5:00 pm.*
  - b. *Work is not permitted on Sundays or Statutory Holidays.*
  - c. *The owner of the strata lot is responsible for removing all debris, carpet, underlay, boards, drywall, etc from the building. No debris of any kind is to be placed in the dumpster, recycling bins or refuse room.*
  - d. *The owner of the strata lot is responsible for cleaning the common and limited common property, including but not limited to balconies, patios, hallways, stairwells and elevators, of any dust, dirt or debris at the end of each working day.*
  - e. *The owner of the strata lot is responsible for booking the elevator for the transport of any materials to and from the strata lot.*
  - f. *The owner of the strata lot is responsible for the security of the building at all times during the installation of the Hard Floor Surface.*
- 4A.7 *The owner of strata lot is required to submit to Strata Council proof of purchase of the Hard Floor Surface and Underlay (sound deadening material) as stipulated in the written request for installation of a Hard Floor Surface.*
- 4A.8 *An owner of a strata lot who installs a Hard Floor Surface or who previously installed a Hard Floor Surface prior to the implementation of this flooring bylaw must take all reasonable steps to reduce noise transmission, including but not limited to:*
- i. *Ensuring that no less than 60% of the Hard Floor Surface, excluding bathroom, kitchen and entry area, is covered with rugs or carpet;*
  - ii. *Not walking on the Hard Floor Surface with hard-soled shoes; and*
  - iii. *Using sound absorbing pads under furniture, exercise equipment, and sound systems resting on the Hard Floor Surface.*
- 4A.9 *Failure to comply with any section of the flooring bylaw will result in fines being assessed against the owner of the strata lot in violation of the bylaw.*

It was MOVED and SECONDED to propose the above Resolution at the April 25, 2007 Annual General Meeting of Strata Plan LMS 4512. The Motion was CARRIED.

**e) Funding for Energy Efficient Parkade Lighting:**

This item was discussed and in light of more important physical repairs was postponed and may be considered at another time.

- f) Operating Budget:** A draft Operating Budget had been compiled and distributed by the Agent at an earlier date for Council's consideration. The Treasurer and other Council members had reviewed and amended the original draft. During the course of the Council Meeting a final review was conducted and additional amendments were included in the final Operating Budget to be proposed to the Owners for their consideration at the AGM.

#### **H. ADJOURNMENT**

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1. There being no further business, the meeting was adjourned at 9:30 PM.
  2. The next Council Meeting is scheduled for May 30, 2007.
-

## NOTICES

### **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. This will reduce the requirements for documentation at the time an offer is written and in turn will reduce document costs. Having this information at an early date, enables the Realtor to market your home in a professional manner.

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

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Rivers Reach Strata Corporation is a member of CHOA. This membership entitles Rivers Reach owners access to the Member Only area of the CHOA website, which contains a wide-ranging source of information regarding strata living. The website is located at [www.choa.bc.ca](http://www.choa.bc.ca) and the password to enter the member-only area is pine

**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 they develop. In addition to this presence, the Property Manager will also attend the property from 5:00 PM to 6:00 PM on Wednesdays to meet with Owners requiring assistance.

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**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](http://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 NOTICE TO ALL OWNERS

### “ANNUAL GENERAL MEETING”

RIVERS REACH  
STRATA PLAN LMS 4512

will be held

6:30 PM, WEDNESDAY, APRIL 25, 2007

MCMATH SECONDARY SCHOOL  
4251 Garry Street, Richmond, BC

As an Owner it is very important that you attend this meeting to:

- 1) Vote on Resolutions
- 2) Vote on Operating Budget for Strata Corporation
- 3) Elect Strata Council

If you are not able to attend please complete your Proxy Appointment form distributed with the Notice for the meeting and drop off in the “mailbox slot” marked Strata Council and located in the front entrance by the mailboxes.

**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

**महती महत्वपूर्ण** विरहा मरवे विमे सेते हिम द धुनेन मरवाए



**Interlink**

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ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਜਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲਟਾ ਕਰਵਾਓ

**STRATA COUNCIL MEETING, FEBRUARY 28, 2007 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512**

**OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



**interlink**

<b>Present:</b>	Joe Rutherford	President	113
	Barbara Borthwick	Vice President & Treasurer	229
	Colin Jaques	Secretary	230
	Anna Nachbar		328
	Sharon Galloway		402
<b>Regrets:</b>	Kristy Murao	Chair, Social Committee	210
<b>Guest:</b>	Larry Pamer	Liaison, Waterways Committee	324
<b>Agent:</b>	Ben Larsson	Interlink Realty Corporation	

**A. OWNER'S FORUM**

---

An Owner attended to address Council on the matter of the Outlook Lounge fireplace operation and a more liberal hard surface flooring bylaw.

**B. CALL TO ORDER**

---

The meeting was called to order by Joe Rutherford, President, at 7:00 PM.

**C. APPROVAL OF AGENDA**

---

It was **MOVED** and **SECONDED** to accept the Agenda with some additional items under New Business. The Motion was **CARRIED**.

**D. ADOPTION OF PREVIOUS MINUTES**

---

It was **MOVED** and **SECONDED** to adopt the minutes of the January 31, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation.  
The Motion was **CARRIED**.

## **E. UNFINISHED BUSINESS**

---

1. **Volunteer Council Member** – Given there is only one remaining Strata Council Meeting before the AGM, Council decided to let the position remain vacant for the remaining term.
2. **South Elevator Parkade Lobby** – Agent was directed to determine if recessed or low profile fixtures could be installed in this area to prevent ongoing damage to the fixture from Residents moving in and out of the building.
3. **Southview Property Management** – Settlement cheque has been received from the Defendants and the litigation has been discontinued against Southview Management et al.
4. **Visitors Parking** – Residents continuing to violate the Visitors Parking Bylaws at Rivers Reach may have their vehicles towed without further notice. Vehicles continuing to park in the Visitors area will have the incident(s) and their licence plates recorded.
5. **Door Repairs** – Repairs to some exterior doors on two strata lots have been completed or are in the process of being completed.
6. **Reserve Fund Plan** – Agent reported having met and toured the building with Dan Leiker, Reserve Analyst, to review both the financial and physical condition of Rivers Reach. Once complete, the Reserve Analysis Report will assist Council and Owners in their efforts to maintain the financial and operational integrity of Rivers Reach. This Report will also be updated on a yearly basis by the Reserve Analyst.

## **F. AGENT'S REPORT**

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### **1. Correspondence**

A number of pieces of correspondence had been received and Council directed the Property Manager to act on information or respond to same appropriately.

- a) **Noise** - Council continues to receive complaints from Owners regarding noise traveling from one suite to another. Council directed the Agent to again include a note to the Residents in the Minutes that Residents need to exercise restraint and respect their neighbours regarding activities within their strata lots.

Council wishes to remind Residents that while it may be unrecognized as a source of noise to a suite occupant, children running and jumping in one suite cause significant disturbance to those residents below. Also, the common area hallways are not play areas for children and parents are asked to find other interests or play venues for their children.

Similarly the bass on a stereo or surround sound television set may sound soft and gentle in a suite, but may travel and create significant discomfort for a neighbour. With reference to noise, please note the following Sections of Bylaw 4.1:

## NOISE

### Use of Property

**4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that**

- (a) causes a nuisance or hazard to another person, .**
- (b) causes unreasonable noise**
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,**
- (f) causes undue noise between the hours of 11:00 pm and 7:00 am (no use of garburators or major household appliances)**

- b) **Flooring** - Requests continue to be received from Owners above the first floor wanting to install laminate flooring or hardwood floors. Such requests are turned down by the Strata Council as that type of installation is contrary to the current bylaws of the Strata Corporation. Any Owner wanting to change the current Flooring Bylaw may propose an alternative Bylaw for consideration by all Owners at the AGM.

## BYLAW CHANGES

Council &/or the Agent do not have the authority to create, modify or overrule Bylaws; this must be done by the Owners at a duly convened SGM or AGM.

In this regard Council asks that any Owner who is interested in preparing and submitting a revised Flooring Bylaw, or any other Bylaw for consideration at the AGM, submit same to Council on or before March 23, 2007. Please deposit into the Strata Council Mailbox.

To become effective, Bylaws need to be approved by a  $\frac{3}{4}$  Vote of the Owners at a duly convened Annual General Meeting or Special General Meeting and also need to be filed at the Land Title Office.

### 2. Maintenance

- a) **Phase Two Boiler System.** One of the two hot water tanks for Phase 2 recently failed leaving one unit operational until a replacement system is installed. A few years ago a similar situation occurred in Phase 1. At that time the domestic hot water distribution system was changed from conventional gas-fired hot water tanks to a gas-fired boiler system with storage tanks. The rationale for the change was reduced operating costs and increased efficiency of operation. Agent provided additional information and alternatives pertaining to his current involvement in a similar upgrade in another major building.. Quotes received were reviewed and assessed.

It was MOVED and SECONDED to accept the quote in the amount of \$27,040

plus taxes from DMS Mechanical Ltd. with funds to be withdrawn from the Contingency Reserve Fund as an emergency expenditure and the Owners will be so advised by distribution of these Minutes. The Motion was CARRIED.

- b) **Landscaping.** Agent advised that he will be meeting with NuGreen on site to review the condition of the landscaping and walkways. Walkway on East side to play area close to building requires some maintenance and Agent will review with NuGreen. Report to follow to Council.
- c) **Parkade Gate.** It was reported that the parkade gate is remaining open longer than necessary and residents are not waiting for the gate to close before entering or exiting. Agent will arrange to have service contractor attend and adjust as required.
- d) **Outlook Lounge Fireplace.** Agent reported that although the fireplace control is set to be on 24.7 for 6 months the fireplace will only go on when the temperature drops below 65°F. The only other source of heat for the front entrance is a ceiling mounted space heater above the front doors. Council will review the time setting on the fire-place thermostat to by-pass the on-mode during late night and early morning hours. Agent will obtain a quote for installing a fan in the fireplace to gain more heat recovery for the Outlook Lounge.

### 3. Administration

- a) **Strata Management** - Agent reviewed an award winning article on Strata Management written by the Agent which was previously distributed to Council Members. Agent will distribute complimentary copies of the article to Owners, as it may assist in understanding the duties and responsibilities of strata management companies.
- b) **Move-in & Move-out Fee** - Council has observed that upon each move-out and move-in by Residents, there is resultant damage to common property doors, lights and walls. It was MOVED and SECONDED to direct the Agent to prepare a Resolution for the AGM to increase the Move-in and Move-out fees from \$75 each to \$200 each in order to cover ongoing wear and tear on the common areas resulting from frequent moves by Residents. The Motion was CARRIED.
- c) **Budget Planning** - As previously directed by Council, the Agent obtained and reviewed various estimates for major projects to be completed around the building. Some of these were reviewed by the Agent and included Building Envelope Inspection, Common Area Hallway Painting, Exterior Trim Painting, Building Envelope Maintenance, Re-lamping Parkade for Energy Efficiency. Projected costs will be included in the DRAFT Budget for Council consideration.
- d) **Annual General Meeting** - The AGM has been set for April 25, 2007 and will be held at R.A. McMath Secondary School, 4251 Garry Street, Richmond, BC.

### 4. Finance

- a) Cash Position as at January 31, 2007 was as follows:

(i) Balance in Operating Account \$15,091.48

- (ii) Balance in Contingency Reserve Fund \$171,268.29
- b) In early February, 2007 part of the CRF cash was invested in Term Deposits as follows:
  - (i) \$100,000 redeemable 12/m maturing on Feb. 2, 2008 at 3.34%
  - (ii) \$50,000 redeemable 12/m maturing on Feb. 2, 2008 at 3.34%
- c) Property Agent reviewed the Receivables and indicated that follow-up procedures are in place for delinquent Owners.

## G. COMMITTEE REPORTS

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### 1. Finance Committee

- a) Given that the Treasurer had been away, the Financial Report was tabled until the March Council Meeting, to allow sufficient time to review the Report.

### 2. Landscaping Committee

- a) No report at this time

### 3. Maintenance Committee

- a) **Disconnected Speaker for the Fire Alarm System** - Agent advised Council that the trouble signal on the alarm panel still shows an open circuit. The Alarm System Service Contractor advises that this may be due to an Owner having disconnected the speaker to avoid hearing the test signal when testing is under way. The only way to now locate the problem is for the Alarm System Service Contractor to attend and inspect each unit at considerable cost.

If there is no response to the notice within these Minutes regarding the open circuit, and no corrective action taken by the responsible party to remedy the problem, an owner found to be responsible for the disconnection will be held responsible for any charges incurred. In this regard, it was MOVED and SECONDED to charge the total cost of the service inspection to the Strata Lot responsible for the disconnection, in the approximate amount of \$3,000. The Motion was CARRIED.

- b) **Repairs and Maintenance** - Council discussed the repair and maintenance requirement for a maturing building and the fact that more funds are required for ongoing repairs and maintenance. Agent will provide a copy of the Reserve Fund Analysis to each Council Member upon receipt of the completed report and same will be distributed to all Owners and posted on the Rivers Reach website

### 4. Social Committee

- a) No report at this time

### 5. Waterways Committee

- a) Larry Pamer, the appointed liaison to the Waterways Committee, attended to respond to any questions from Council and advised that the next Waterways Committee Meeting will be held on March 1, 2007.

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## **H. NEW BUSINESS**

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1. **Block Watch** – the Rivers Reach Block Watch Captain is retiring from the position. In this regard Residents are advised that this may be of interest to them if interested in volunteering for the position.
2. **Bouquets to Volunteer** – Council wishes to express a thank you to Garry Vossen for volunteering to pressure-wash the bridge on south walk at the end of the fire lane.

## **I. ADJOURNMENT**

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1. There being no further business, the meeting was adjourned at 9:00 PM.
  2. The next Council Meeting is scheduled for March 28, 2007.
-

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# IMPORTANT NOTICE

## TROUBLE SIGNAL ON THE FIRE ALARM SYSTEM

### RIVERS REACH LMS 4512, 5700 Andrews Road

Presently the enunciator panel shows a trouble signal and occasionally the panels will sound an alarm. **Voltech Fire Protection** technicians are working on the problem and the Richmond Fire Department has been notified.

This problem has occurred because there is an open circuit in the fire alarm system in a suite somewhere in the building. This problem occurs when an in-suite fire system speaker has been disconnected by a Resident.

Each suite will have one to three speakers within the suite. It may be that one of these speaker units has been disconnected, perhaps during the last fire system inspection, by a Resident who found the testing noise annoying.

**It is very important that each Resident check to see if the deliberate disconnection was made within their suite.**

By notifying all Residents in this regard, it is anticipated that the problem will be discovered by a Resident and the reconnection made by the Resident.

If this process does not work, the technicians will be required to attend the property and check each suite individually at a significant cost to the strata lot at fault.

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**सुग्री महत्वकी** विषय बरबे बिसे बेले हिम टा हुलेका बरबर्

重要資料 請我人爲你翻譯

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**CHỈ DẪN QUAN TRỌNG** *Xin nhờ người dịch hộ*

**ਕ੍ਰਮੀ ਜਲਵਾਨੀ** ਬਿਰਧ ਬਰਥੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉੱਤਰਾ ਧਰਾਵਾ

**STRATA COUNCIL MEETING, JANUARY 31, 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512**

**OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



**interlink**

<b>Present:</b>	Joe Rutherford	President	113
	Barbara Borthwick	Vice President	229
	Colin Jaques	Secretary	230
	Kristy Murao	Chair, Social Committee	210
	Anna Nachbar		328
	Sharon Galloway		402
<b>Guest:</b>	Larry Pamer	Liaison, Waterways Committee	324
<b>Agent:</b>	Ben Larsson	Interlink Realty Corporation	

### A. OWNER'S FORUM

An Owner scheduled to attend and address Council on the smoking issue, did not attend.

### B. CALL TO ORDER

The meeting was called to order by Joe Rutherford, President, at 7:00 PM.

### C. APPROVAL OF AGENDA

It was MOVED and SECONDED to accept the Agenda with one minor change.  
The Motion was CARRIED.

#### **D. ADOPTION OF PREVIOUS MINUTES**

It was MOVED and SECONDED to adopt the minutes of the November 29, 2006 Strata Council Meeting as distributed by Interlink Realty Corporation.  
The Motion was CARRIED.

## E. UNFINISHED BUSINESS

1. **Volunteer Council Member** – One Owner has indicated a willingness to serve on Council. The Owner will be approached to confirm that this is correct.
2. **Water Stain** – A few months ago an Owner reported what appeared to be a water stain on their ceiling. Agent reported same to the warranty provider and the developer to ensure the item was documented. The developer subsequently attended the suite and reported that there was no leak, but some flaw in the paint application.
3. **Anonymous Survey** – Council wishes it to be recorded that the anonymous survey

distributed to Owners was not requested, required or authorized by the Strata Corporation and any responses received were reviewed by strata council and treated as information only. Strata Council believes that it is important that Owners be advised of the actual duties and responsibilities of the Agent. Council recognized and expressed their appreciation for all the work undertaken by Interlink Realty Corporation on behalf of Rivers Reach.

## 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 respond to same appropriately. Specific correspondence was as follows:
  - i. Agent confirmed having completed additional research into the Building Envelope claim pertaining to the parkade wall cracks and is currently waiting for a response from the Warranty provider (copy of letter attached).
  - ii. Requests are being received from Owners above the first floor to install laminate flooring or hardwood floors. These requests are being turned down by the Strata Council as such installations would be contrary to the current bylaws of the Strata Corporation. Agent advised that Council may wish to place a revised flooring bylaw on the agenda for Owner's consideration by way of a  $\frac{3}{4}$  Vote at a future Annual General Meeting. In this regard, the Agent provided sample bylaws to the Council for consideration.
  - iii. Additional correspondence dealt with both sides of the "No Smoking Issue". In this regard Residents are advised that the bylaws prohibit smoking on any Common Property or Limited Common Property at Rivers Reach. The applicable Bylaw is as follows:

#### SMOKING ISSUE

##### *Use of Property*

**4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that**

- (a) causes a nuisance or hazard to another person,**
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,**

More specifically, Residents are reminded that smoking is both a hazard and nuisance and is therefore not allowed in:

- parkade areas
- stairwells
- hallways
- patios
- balconies
- common grounds, or
- any of the sidewalks or walkways within Rivers Reach.

- iv. The most frequent complaint received by Council pertains to noise emanating from one

suite into another. Again, the following Sections of Bylaw 4.1 apply:

### NOISE ISSUE

#### *Use of Property*

**4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that**

- (a) causes a nuisance or hazard to another person, .**
- (b) causes unreasonable noise**
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,**
- (f) causes undue noise between the hours of 11:00 pm and 7:00 am (no use of garburators or major household appliances)**

Notwithstanding the importance of the above Bylaws, it is imperative that all Residents accept the fact that the Bylaws were created by and approved by a  $\frac{3}{4}$  Vote of the Owners for the benefit of all the Owners at a duly convened General Meeting.

Council asks that Residents recognize that even loud classical music or elegant hardwood floors, while pleasing to an occupant of a suite, may create serious noise intrusion for neighbours. Consideration for others and compromises are fundamental requirements of Condominium Living.

Also, as dictated by the Strata Property Act, Council &/or the Agent do not have the authority to overrule Bylaws as Bylaws can only be changed by a  $\frac{3}{4}$  Vote at a duly convened General Meeting.

- v. Pursuant to correspondence pertaining to landscaping, the Agent was requested to meet directly with NuGreen to review a number of landscaping issues including pathways and vegetation and the 2007 landscaping contract.
- vi. An Owner had Inquired about a storage locker. Agent informed Council that the Strata Corporation has two lockers; one is for strata corporation use and the other is rented out on a year to year basis to an Owner.
- vii. Correspondence was received regarding the Outlook Lounge fireplace. Presently the fireplace is on 24 hours per day for approximately six months. The cost of this operation is approximately \$12.05 per strata lot per year. In this regard, Council feels the added ambiance in the cold and wet winter months is well worth the minimal cost and the fireplace provides a source of heat for the lounge.
- viii. There was a concern brought to the Strata Council from an owner who is concerned about the Wall of the West Side of the waterways. Larry Pamer, Liaison, Waterways Committee looked at the area and he needs more information about the concerns being raised. Additional information will be obtained from the Owner.
- ix. Agent provided Council with the following information:

- The garage door opening time will be reduced to 10 seconds; presently the door remains open too long after entry and exits
- Refuse lock has been repaired and an inside knob protector installed to prevent additional damage when moving the bins in and out
- Some exterior window frames and door frames are being replaced due to settlement over the years
- The fire system technicians are working on locating an open circuit in the fire alarm system. A notice will be posted in the building in a few days requesting assistance from the Residents.

## **2. Administration**

- a. Litigation - Property Agent confirmed having executed the release on behalf of the Strata Corporation, pertaining to the litigation against Southview Property Management et al.
- b. In light of the vandalism and damage to the Digital Recorders, Council directed the change of key to the rooms containing this equipment, with restricted key distribution.
- c. A FOB Audit is now being coordinated by the Agent; detail will be posted within the building. This process will verify resident's existing FOB's and will facilitate the deletion of unknown FOB's.

## **3. Finance**

- a. Financial Position as at December 31, 2006 is as follows:
  - i. Cash balance in Operating Account is \$24,514.12
  - ii. Contingency Reserve Fund Account \$166, 586.01
- b. Agent advised term deposits for part of the Contingency Funds would be set up as follows:
  - i. \$100,000 12 mo. redeemable at 3.34% paid annually
  - ii. \$50,000 12 mo. redeemable at 3.34% paid annually
- c. Property Agent reviewed the Receivables and indicated that follow-up procedures are in place for delinquent Owners in order to recover the Strata Corporation's fees.
- d. After some discussion, it was MOVED and SECONDED to direct the Agent to issue a Demand for Payment Letter to five Strata Lot owners presently shown in arrears. The Motion was CARRIED.

## **G. COMMITTEE REPORTS**

### **1. Finance Committee**

It was MOVED and SECONDED to accept the Financial Statements for November and December 2006 as presented. The Motion was CARRIED.

### **2. Landscaping Committee**

Council is presently reviewing the landscaping requirement for the upcoming season.

**3. Maintenance Committee**

Council discussed the repair and maintenance requirement for a maturing building and the fact that more funds are required for ongoing repairs and maintenance. Agent will provide a copy of the Reserve Fund Analysis to each Council Member upon completion and same will be posted on the Rivers Reach website

**4. Social Committee**

Kristy Murao confirmed that a Christmas tree decorating event was held and participants enjoyed themselves.

**5. Waterways Committee, Liaison**

Larry Pamer provided a brief update on the activities of the Waterways Committee and advised that the committee is now engaged in preventative and long term maintenance planning.

**H. ADJOURNMENT**

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

The next Council Meeting is scheduled for February 28, 2007.

## NOTICES

### Listing and Selling Your Home in Rivers Reach

1. 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. This will reduce the requirements for documentation at the time an offer is written and in turn will reduce document costs. Having this information at an early date enables the Realtor to market your home in a professional manner.
2. When requesting documents or information under the Strata Property Act, the Strata Property Agent requires the request to be in writing accompanied by authorization from the property owner to the Realtor to act on their behalf. Forms designed specifically for this purpose may be obtained by the Realtor from the Real Estate Board of Greater Vancouver.
3. 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.
4. 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.
5. 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.
6. Given that Interlink Realty Corporation subscribes to WPCN, the majority of documents required are 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, or    ▫ any of the sidewalks or walkways

### **Condominium Home Owners Association**

The Condominium Home Owners Association (CHOA) is a non-profit organization that promotes the understanding of strata living and the interests of strata property owners by providing advisory services, education, advocacy, resources and support for its members.

Rivers Reach Strata Corporation is a member of CHOA. This membership entitles Rivers Reach owners access to the Member Only area of the CHOA website, which contains a wide-ranging source of information regarding strata living. The website is located at [www.choa.bc.ca](http://www.choa.bc.ca) and the password to enter the member-only area is pine

### **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 they develop. In addition to this presence, the Property Manager will also attend the property from 5:00 PM to 6:00 PM on Wednesdays to meet with Owners requiring assistance.

### **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 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](http://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.



December 27, 2006

Darryll McDonald  
The St. Paul Company Inc.  
St Paul Guarantee Insurance Company  
650 W Georgia Street, Suite 2500  
P.O. Box 11542  
Vancouver, BC  
V6B 4N7

VIA COURIER

Dear Mr. McDonald:

**Re: Building Envelope Defect Claim**  
**Strata Plan LMS 4512, 5700 Andrews Road, Richmond, BC**

With reference to your correspondence dated June 8, 2006 please be advised of the following;

1. On May 25, 2006 the Strata Corporation filed a Notice of Claim with St. Paul Guarantee Insurance Company with reference to a defect in the Building Envelope.
2. On June 8, 2006 The St. Paul Company Inc. acknowledged receipt of notification as a Claim under the Warranty Program.
3. The form response of June 8, 2006 from The St. Paul Company Inc. appears to have misunderstood the nature of the Claim in that the Building Envelope has a number of verifiable defects.
4. On behalf of The Owners Strata Plan LMS 4512 we also confirm,
  - a. a response to the Strata Corporation's correspondence to The St. Paul Company Inc of October 26, 2006 has not been received.
  - b. the Spratt Emanuel report dated October 26, 2006 has previously been forwarded to your office
5. Pursuant to the Spratt Emanuel Report dated October 26, 2006 and reference therein to the requirement for further investigation a final Engineers report is now enclosed dated December 20, 2006. This report describes in detail the nature of the defects, remedies and a definition of what constitutes a building envelope.

Established 1988

At this time St Paul Guarantee Insurance Company has been served with an comprehensive engineering report confirming that there is water penetration through the building envelope. This building envelope failure at the parkade level, inclusive of walls, sills and jambs, was originally reported to the developer several years ago with no satisfactory results achieved.

At this time the Strata Corporation respectfully submits that this matter should be addressed by the Developer, Reach Projects Ltd. immediately, without resorting to Mediation.

The facts are unequivocally clear; the building envelope as defined by Canada Mortgage and Housing Corporation has failed in a number of areas.

Yours truly,  
**Interlink Realty Corporation**  
(Agent for the Owners, Strata Plan LMS4512)

B. G. Larsson, BA, CPM, FRI, RPA, CMOC  
President

c. Richard Madden, Service Manager  
Adera Group of Companies  
Suite 2200, Four Bentall Center  
1055 Dunsmuir Street  
PO BOX 49214  
Vancouver, BC  
V7X 1K8

Mr. Bill Miller, President  
Condominium Home Owners Association  
202 - 624 Columbia Street  
New Westminster, British Columbia  
V3M 1A5

Ken Cameron, CEO  
Homeowners Protection Office  
Suite 2270 - 1055 West Georgia Street  
PO Box 11132, Royal Centre  
Vancouver BC  
V6E 3P3

# IMPORTANT NOTICE

## Trouble Signal on the Fire Alarm System

### RIVERS REACH

LMS 4512, 5700 ANDREWS ROAD

Presently the enunciator panel shows a trouble signal and occasionally the panels will sound an alarm. **Voltech Fire Protection** technicians are working on the problem and the Richmond Fire Department has been notified.

This problem has occurred because there is an open circuit in the fire alarm system in a suite somewhere in the building. This problem occurs when an in-suite fire system speaker has been disconnected by a Resident.

Each suite will have one to three speakers within the suite. It may be that one of these speaker units has been disconnected, perhaps during the last fire system inspection, by a Resident who found the testing noise annoying.

It is very important that each Resident check to see if the disconnection was made within their own suite.

By notifying all Residents in this regard it is anticipated that the problem will be discovered by a Resident and the reconnection made by the Resident.

*If this process does not work the technicians will be required to attend the property and check each suite individually at a significant cost to the owner.*

**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。 どうかみな日本語に訳してもらってください。

**알려드립니다** 이것을 번역해 주십시오

**सुखी सूचनाएँ** विराम बरबरे बिने बेतौ तिस एर हुँतैर बरबरे



interlink

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आपकी जानकारी बिना यह कैसे चलें इस का ध्यान रखना

**STRATA COUNCIL MEETING, SEPTEMBER 27, 2006, 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512**

**OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



<b>Present:</b>	Joe Rutherford	President	113
	Barbara Borthwick	Vice President	229
	Colin Jaques	Secretary	230
	Kristy Murao	Chair, Social Committee	210
	Anna Nachbar		328
	Sharon Galloway		402

**Agent:** Ben Larsson Interlink Realty Corporation

**A. CALL TO ORDER**

The meeting was called to order by Joe Rutherford, President, at 7:00 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 August 30, 2006 Strata Council Meetings as distributed by Interlink Realty Corporation.  
The Motion was CARRIED.

**D. UNFINISHED BUSINESS**

**1. Council Member Resignation**

It was MOVED and SECONDED to accept the resignation from Council from Sheila McCarthy. The Motion was CARRIED. Council expressed thanks to Sheila for her past work on the Garden Committee and Council.

**2. Front Entrance Sign**

Barbara Borthwick advised that the installation of the new sign is only a few days away.

**3. Agency Amending Agreement**

Given recent changes to the Real Estate Services Act some modifications are required to the current Agency Agreement to comply with current Statutes. Duplicate copies of the Amended Agreement were given the Council for review and execution.

#### **4. Visitors Parking**

Visitors parking was revisited as another owner had a verbal complaint regarding the lack of parking. Owners are advised that in the event they see a vehicle utilizing a visitor's parking stall on a regular basis they are to complete a Bylaw Violation Form available from the racks in the mailbox lobby area and deposit same in the Strata Council Mailbox. It was noted that given there are 150 suites in Rivers Reach and there are limited Visitors parking stalls, peak periods will result in some Visitors having to park on the street.

### **E. AGENT'S REPORT**

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#### **1. Correspondence**

A number of pieces of correspondence had been received and Council directed the Property Manager to act on information or respond to same appropriately. Specific correspondence was as follows:

- a. A response had been received from St Paul Guarantee Insurance Company to the effect that the water penetration into the parkade is not covered under the Warranty Program. Property Agent reviewed the previous letter from Spratt Emanuel Engineering that contained a more descriptive review of the parkade scenario. Council directed Agent to follow up with both Spratt Emanuel and St Paul Guarantee Insurance Company with the view to effect a favourable outcome for the strata Corporation.
- b. Council Member will follow up on what may be an unauthorized installation of laminate or hardwood flooring in a suite pursuant to a complaint by another owner.
- c. Another correspondence dealt with minor maintenance issues that will be assigned to building handyman
- d. Urinating and defecating pets continue to be a problem and all residents are directed to observe the Rivers Reach Bylaws and note the applicable fines for violation. Also, given the residential density, number of Visitors to Steveston, the immense open area and the walking trails it is expected that this situation will, to some extent, be an ongoing problem.
- e. A request for the installation of laminate/hardwood flooring was considered by Council and declined at this time pursuant to the Bylaws. Property Agent was directed to obtain information of various sound absorption material that may render the installation of laminate/hardwood flooring to be no greater conduit of sound than carpeting and if available describe specifications for the installation of same in compliance with current Bylaws for Rivers Reach.
- f. A request for the installation of one hard surface flooring material for another hard surface flooring material in two bathrooms was approved by Council. It was **MOVED** and **SECONDED** to approve a hard surface installation in Strata Lot 100 to replace an existing hard surface installation. The Motion was **CARRIED**.

**2. Maintenance**

- a. Elevator Parkade Lobby - Council directed the Agent to replace the existing fixture with a alternate fixture that facilitates the easy replacement of the light bulb. Current fixture requires the attendance of a handyman and causes delays and expense each time of a burn out.

**3. Administration**Litigation

Property Agent reviewed the ongoing action by Campbell, Froh May & Rice. Presently the exchange of documents is being undertaken. The Defendants, previous management company and their staff are now being represented by the Lawyers for the Real Estate Errors and Omissions Insurance Corporation.

**4. Receivables**

Property Agent reviewed the Receivables Report and indicated that follow-up procedures are in place for delinquent Owners in order to recover the Strata Corporation's maintenance fees. Receivables are currently minimal.

**5. Rental Report**

Property Agent reviewed the Rental Report, noting that the Rivers Reach Bylaws allow 8 rental suites. Presently 9 suites are rented. Given the Rental Units remain at one over the limit, no additional rentals are allowed at this time. Owners wishing to rent their suite should contact the Property Agent in writing to be placed on the Waiting List.

**F. COMMITTEE REPORTS**

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**1. Finance Committee**

It was MOVED and SECONDED to accept the Financial Statements for August 2006 as presented. The Motion was CARRIED.

Agent was directed to include a change in the Move-in and Move-out fees for proposal to the Owners at the next Annual General Meeting

**2. Landscaping Committee**

Sheila McCarthy was unable to attend the Council Meeting but had sent an e-mail describing current landscaping activities. Agent was directed to review the notes and direct the Landscaper to attend to outstanding items.

**3. Maintenance Committee**

A plan to verify all previously distributed key fobs is still contemplated by Council for implementation this year.

It was MOVED and SECONDED to install a card reader in the electrical room to facilitate the verification and management of key Fob's. The Motion was CARRIED.

A request is being considered to move the security channel from channel 59 to a higher channel to allow more access for specialty programming from Shaw Cable. Agent will contact Shaw cable for details.

**4. Social Committee**

Kristy Murao confirmed plans are being finalized for a coffee and croissant morning. This would be an opportunity for the Owners to meet one Saturday or Sunday morning in the Outlook Lounge to meet their neighbours and the Strata Council.

**5. Waterways Committee, Liaison**

John Boudreau, Liaison to the Waterways Committee, was unavailable for a report.

**6. Council Duties and responsibilities**

Presently the duties are allocated as follows:

Barbara Borthwick - Treasurer

Kristy Murao – intercom updating

Colin Jaques - move-in and move-out

Sharon Galloway – log book and key/fob distribution

**G. ADJOURNMENT**

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

The next Council Meeting is scheduled for September 27, 2006.

**NOTICES****Parking Passes**

Residents are reminded that there are no Visitors Parking Passes for Rivers Reach. If you have a previously distributed photo-copied Visitors Pass, please discard same as it is not valid nor will it prevent a vehicle from being towed. As per the Bylaws for Rivers Reach, Residents must park in their assigned stalls. All Residents are reminded that the Visitors parking stalls are only for Visitors to the building.

In the event a Resident has an overnight guest, please leave a time dated note on the dashboard of the Visitor's vehicle in the Visitors Stall indicating Resident's name, suite and telephone number.

**Shaw Digital Phone**

Anyone who is installing Shaw Digital Phone should know that Shaw employees should have and bring any keys needed to complete their installation process. This includes keys to TV and telephone boxes in suites and keys to the mechanical room off the fire lane. Residents, owners, strata council members and Interlink DO NOT hold keys for Shaw (or anyone) installing telephone service. Please don't let them convince you otherwise!

**Shaw Digital, Internet Phone and Rivers Reach Intercom System**

Please note that you still need a phone plugged into a telephone jack in your suite in order to be called from the front door intercom. The entryphone system does not dial a number, but is hard-wired to the telephone jacks in suites.

**Communication from Residents**

Residents are reminded that the Strata Council Mailbox is there for them to use. Please feel free to fill in a form (located on the wall next to the mailboxes) and submit the request, complaint, problem, etc. 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. 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](http://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**

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**Please address any correspondence to:**

Strata Plan LMS4512, Rivers Reach  
c/o Interlink Realty Corporation  
200 – 5771 No. 3 Road  
Richmond, BC V6X 2C9  
Tel: (604) 271-3888 Fax: (604) 275-2578

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**IMPORTANT INFORMATION** Please have this translated

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**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

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**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

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**STRATA COUNCIL MEETING, NOVEMBER 29, 2006, 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512**

**OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



<b>Present:</b>	Joe Rutherford	President	113
	Barbara Borthwick	Vice President	229
	Colin Jaques	Secretary	230
	Kristy Murao	Chair, Social Committee	210
	Sharon Galloway		402
<b>Regrets:</b>	Anna Nachbar		328
	Ben Larsson	Interlink Realty Corporation (Agent)	

1) Owners' Forum: Introduction of Larry Pamer, our Rivers Reach representative to the Waterways Committee.

Larry summarized the minutes of the November 2<sup>nd</sup> meeting of the Waterways committee, specifically focusing on the proposed Common Area Easement Maintenance Plan that will deal with the cost of maintaining the structures of the waterway within the common easement areas of the six strata corporations. Larry invited all council members to the next meeting of the Waterways committee to be held at the Lagoons on December 7<sup>th</sup>, 2006 at 7 pm.

2) Meeting was called to order at 7:15 pm as quorum was achieved.

3) Agenda was approved.

4) Minutes of the October 25<sup>th</sup> Meeting of the Rivers Reach Strata Council were accepted with the following revision concerning strata council's interpretation of the suite rental bylaw 43.5.

Council interprets Bylaw 43.5 as meaning that if an owner who is presently renting their unit loses their current tenant, then said owner has 90 days to find a new tenant pursuant to Bylaw 43.5. After 90 days, if the owner has not found a new tenant, then said owner's permission to rent is terminated pursuant to Bylaw 43.5. Strata council would then direct the agent to contact the next owner on the approved owner rental waiting list as maintained by the agent.

Additionally, council interprets Bylaw 43.5 as meaning that if an owner who is currently renting their suite chooses to sell said suite, then the permission to rent said is terminated with that owner, i.e. permission to rent is not attached to the suite, but to the current owner of the suite. The new owner would need to place their name on the approved owner rental waiting list as maintained by the agent if they wished to rent said suite in the future.

- 5) An owner of a suite had requested permission from the strata council to approve installation of laminate flooring into their unit. After significant discussion of the issues of laminate flooring, noise transmission, and previous owners' complaints regarding violation of bylaws pertaining to noise, strata council decided to not approve any applications for the installation of hardwood or laminate flooring in suites above the first floor.
- 6) The ongoing issue of litigation between Rivers Reach and Southview Property Management was discussed at length; in particular, the question of the likelihood of the judge ruling in our favour and awarding the strata corporation a significant financial award to offset our legal costs and repay the misappropriated funds. Council believed that with the turnover of owners in the building, many owners are ignorant of the issue. Council also felt that the issue of monetary gain was not that important as owners have already repaid the missing funds in the special assessment of two years ago (in which monthly strata fees were increased for a one year duration to cover the lost funds). Finally, council felt that there was no assurance that the monies we could potentially receive as an award would greatly exceed the legal costs incurred by strata. Consequently, council directed the agent to contact our lawyer immediately and to inform our lawyer that the strata council is willing to accept the offer of settlement.
- 7) Given a resignation of a council member in September, and therefore a vacancy on council, council was appreciative of receiving a letter from an owner volunteering to sit on council. Pursuant to Bylaw 16 – Replacing a Council Member, council will approach this owner and offer the owner a position on strata council effective immediately
- 8) Strata council received a letter of complaint from an owner regarding persistent noise arising from the use of exercise equipment in the suite directly above them. While the owners have resolved this issue without the involvement of strata council, strata council wishes to remind owners and tenants that sound transmits readily in our wood frame building, and that bylaws concerning noise must be adhered to by all owners and tenants (Bylaws 4.1).
- 9) Council received letters from two owners regarding water entry into their suite during periods of heavy rainfall. Owners are asked to contact the property management company immediately if they have concerns about water penetration.
- 10) Strata council has received communication from an owner concerning the presence of tobacco smoke in the common area hallways. It appears that the tobacco smoke is emanating from a suite, and that the tobacco smoke is entering the common area hallways by traveling under the door of said suite. While strata council has no jurisdiction over the activities that transpire in an owner's suite, council did direct the agent to determine which suite is the source of the tobacco smoke, and to correspond with the owner of said suite and inform the owner that strata council believed that tobacco smoke leaving the owner's suite and entering into the common area hallway constituted a bylaw violation. Specifically, council believed that second-hand tobacco smoke could be interpreted as a nuisance or hazard to another person in the common area of the hallway (Bylaw 4.1a) and that second-hand tobacco smoke could be interpreted as interfering with the right of owners to use and enjoy common area of the hallway (Bylaw 4.1c). The agent is directed by strata council to inform the owner of said suite to install weather-stripping along the suite's door to prevent the exit of smoke into the hallway, and to increase the ventilation of suite air to the outdoor environment, either through window, patio door or exhaust fan.
- 11) Strata council directed the agent to communicate with an owner regarding the status of the owner's earlier complaint letter regarding excessive noise arising from a suite directly above them.
- 12) Strata council directed the agent to secure the repair of the overhead garage door to the parkade so as to shorten the delay time in closing.

- 13) Strata council directed the agent to determine the status of the repairs to two suites in the building (due to a broken water pipe) and to inform both council and the respective owners of the agent's findings.
- 14) Strata council discussed the parkade wall Warranty Claim with St Paul Insurance "in-camera" and no Minute were recorded.
- 15) Strata council directed the agent to modify all owner forms so as to include a place for the owner's email address. This will facilitate strata council members' communication with owners on non-emergency issues.
- 16) Strata council discussed at length the issue of the painting of suite doors by our painter. Strata council members have visited the suite doors in question and council has agreed that these doors are black in colour, not brown as the other suite doors in the building and as requested on numerous occasions by strata council. Strata council directed the agent to communicate with the painter and inform the painter of strata council's expectation that the painter will paint the suite doors the correct brown colour at no cost to the strata corporation or the owners of the suites.
- 17) Strata council directed the agent to an ongoing safety concern which is the lack of gravel on the footpath on the east side of the building, leading to the central stairwell between phases one and two. The agent is directed to immediately contact the appropriate tradesperson and have gravel placed on this pathway as soon as weather permits.
- 18) Strata council discussed at length the issue of individuals leaving objects (television sets, bookcases, garden pots, tea trolleys, paint, oil, kitty litter, etc) next to the dumpster in the refuse room. Owners are requested to read the notice on the outside of the refuse room door regarding the disposal of articles. Strata council also wishes to direct owners to an organization called Richmond Shares ([www.richmondshares.bc.ca](http://www.richmondshares.bc.ca)) as an avenue for owners to use to get rid of working, good condition appliances, etc. Strata council also wishes to inform owners that the strata corporation pays an additional fee to the refuse removal company for the removal of this additional material.
- 19) Strata council directed the agent to effect the replacement of the burnt-out outdoor pot-lights that are high in the wooden rafters outside the main front entrance to the building.
- 20) Strata council discussed at length the issue of the strata corporation's earthquake insurance coverage on the building. The earthquake deductible on the Strata Corporation's building is 15% of the total insured sum of \$20,000,000. This is \$3,000,000, which spread among 150 units, is approximately \$20,000 to \$25,000 per unit based on unit entitlement. Strata council wishes to advise owners that in the event of an earthquake that devastates the building, they would be financially responsible for a special assessment to cover this deductible. Owners are strongly encouraged to contact their respective insurance agencies to discuss this matter.
- 21) Strata council directed the agent to arrange for the immediate snow removal, sanding and salting of pathways, stairs, sidewalk and driveway of the strata corporation building on snow days. Strata council also directed the agent to arrange for bags of sand/salt mix to be left at the building for emergency use.
- 22) Meeting was adjourned at 9:30 pm.

## NOTICES

### Personal Goods Removal

Lately there has been a significant increase in the leaving of computers, desk and television sets in the refuse room in the parkade. These items must be removed by the responsible Owners otherwise the Strata Corporation is forced to absorb the cost of removal and over time this adds up to a significant amount.

"Richmond Shares" at [www.richmondshares.bc.ca](http://www.richmondshares.bc.ca) is an avenue for owners to donate used working, and in good condition appliances, etc.

### Communication from Residents

Residents are reminded that the Strata Council Mailbox is there for them to use. Please feel free to fill in a form (located on the wall next to the mailboxes) and submit the request, complaint, problem, etc. Council will review same and pass on to Interlink as required.

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**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

सुखी महत्वकी विषय बरबे बिसे खेले हिस ए पुरतब बरबारे

**STRATA COUNCIL MEETING, SEPTEMBER 27, 2006, 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512**

**OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



<b>Present:</b>	Joe Rutherford	President	113
	Barbara Borthwick	Vice President	229
	Colin Jaques	Secretary	230
	Kristy Murao	Chair, Social Committee	210
	Anna Nachbar		328
	Sharon Galloway		402

**Agent:** Ben Larsson Interlink Realty Corporation

**A. CALL TO ORDER**

The meeting was called to order by Joe Rutherford, President, at 7:00 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 August 30, 2006 Strata Council Meetings as distributed by Interlink Realty Corporation.  
The Motion was **CARRIED**.

**D. UNFINISHED BUSINESS**

**1. Council Member Resignation**

It was **MOVED** and **SECONDED** to accept the resignation from Council from Sheila McCarthy. The Motion was **CARRIED**. Council expressed thanks to Sheila for her past work on the Garden Committee and Council.

**2. Front Entrance Sign**

Barbara Borthwick advised that the installation of the new sign is only a few days away.

**3. Agency Amending Agreement**

Given recent changes to the Real Estate Services Act some modifications are required to the current Agency Agreement to comply with current Statutes. Duplicate copies of the Amended Agreement were given the Council for review and execution.

#### **4. Visitors Parking**

Visitors parking was revisited as another owner had a verbal complaint regarding the lack of parking. Owners are advised that in the event they see a vehicle utilizing a visitor's parking stall on a regular basis they are to complete a Bylaw Violation Form available from the racks in the mailbox lobby area and deposit same in the Strata Council Mailbox. It was noted that given there are 150 suites in Rivers Reach and there are limited Visitors parking stalls, peak periods will result in some Visitors having to park on the street.

### **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 respond to same appropriately. Specific correspondence was as follows:

- a. A response had been received from St Paul Guarantee Insurance Company to the effect that the water penetration into the parkade is not covered under the Warranty Program. Property Agent reviewed the previous letter from Spratt Emanuel Engineering that contained a more descriptive review of the parkade scenario. Council directed Agent to follow up with both Spratt Emanuel and St Paul Guarantee Insurance Company with the view to effect a favourable outcome for the strata Corporation.
- b. Council Member will follow up on what may be an unauthorized installation of laminate or hardwood flooring in a suite pursuant to a complaint by another owner.
- c. Another correspondence dealt with minor maintenance issues that will be assigned to building handyman
- d. Urinating and defecating pets continue to be a problem and all residents are directed to observe the Rivers Reach Bylaws and note the applicable fines for violation. Also, given the residential density, number of Visitors to Steveston, the immense open area and the walking trails it is expected that this situation will, to some extent, be an ongoing problem.
- e. A request for the installation of laminate/hardwood flooring was considered by Council and declined at this time pursuant to the Bylaws. Property Agent was directed to obtain information of various sound absorption material that may render the installation of laminate/hardwood flooring to be no greater conduit of sound than carpeting and if available describe specifications for the installation of same in compliance with current Bylaws for Rivers Reach.
- f. A request for the installation of one hard surface flooring material for another hard surface flooring material in two bathrooms was approved by Council. It was MOVED and SECONDED to approve a hard surface installation in Strata Lot 100 to replace an existing hard surface installation. The Motion was CARRIED.

**2. Maintenance**

- a. Elevator Parkade Lobby - Council directed the Agent to replace the existing fixture with a alternate fixture that facilitates the easy replacement of the light bulb. Current fixture requires the attendance of a handyman and causes delays and expense each time of a burn out.

**3. Administration****Litigation**

Property Agent reviewed the ongoing action by Campbell, Froh May & Rice. Presently the exchange of documents is being undertaken. The Defendants, previous management company and their staff are now being represented by the Lawyers for the Real Estate Errors and Omissions Insurance Corporation.

**4. Receivables**

Property Agent reviewed the Receivables Report and indicated that follow-up procedures are in place for delinquent Owners in order to recover the Strata Corporation's maintenance fees. Receivables are currently minimal.

**5. Rental Report**

Property Agent reviewed the Rental Report, noting that the Rivers Reach Bylaws allow 8 rental suites. Presently 9 suites are rented. Given the Rental Units remain at one over the limit, no additional rentals are allowed at this time. Owners wishing to rent their suite should contact the Property Agent in writing to be placed on the Waiting List.

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**F. COMMITTEE REPORTS**

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**1. Finance Committee**

It was MOVED and SECONDED to accept the Financial Statements for August 2006 as presented. The Motion was CARRIED.

Agent was directed to include a change in the Move-in and Move-out fees for proposal to the Owners at the next Annual General Meeting

**2. Landscaping Committee**

Sheila McCarthy was unable to attend the Council Meeting but had sent an e-mail describing current landscaping activities. Agent was directed to review the notes and direct the Landscaper to attend to outstanding items.

**3. Maintenance Committee**

A plan to verify all previously distributed key fobs is still contemplated by Council for implementation this year.

It was MOVED and SECONDED to install a card reader in the electrical room to facilitate the verification and management of key Fob's. The Motion was CARRIED.

A request is being considered to move the security channel from channel 59 to a higher channel to allow more access for specialty programming from Shaw Cable. Agent will contact Shaw cable for details.

**4. Social Committee**

Kristy Murao confirmed plans are being finalized for a coffee and croissant morning. This would be an opportunity for the Owners to meet one Saturday or Sunday morning in the Outlook Lounge to meet their neighbours and the Strata Council.



**5. Waterways Committee, Liaison**

John Boudreau, Liaison to the Waterways Committee, was unavailable for a report.

**6. Council Duties and responsibilities**

Presently the duties are allocated as follows:

Barbara Borthwick - Treasurer

Kristy Murao – intercom updating

Colin Jaques - move-in and move-out

Sharon Galloway – log book and key/fob distribution

**G. ADJOURNMENT**

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

The next Council Meeting is scheduled for September 27, 2006.

**NOTICES****Parking Passes**

Residents are reminded that there are no Visitors Parking Passes for Rivers Reach. If you have a previously distributed photo-copied Visitors Pass, please discard same as it is not valid nor will it prevent a vehicle from being towed. As per the Bylaws for Rivers Reach, Residents must park in their assigned stalls. All Residents are reminded that the Visitors parking stalls are only for Visitors to the building.

In the event a Resident has an overnight guest, please leave a time dated note on the dashboard of the Visitor's vehicle in the Visitors Stall indicating Resident's name, suite and telephone number.

**Shaw Digital Phone**

Anyone who is installing Shaw Digital Phone should know that Shaw employees should have and bring any keys needed to complete their installation process. This includes keys to TV and telephone boxes in suites and keys to the mechanical room off the fire lane. Residents, owners, strata council members and Interlink DO NOT hold keys for Shaw (or anyone) installing telephone service. Please don't let them convince you otherwise!

**Shaw Digital, Internet Phone and Rivers Reach Intercom System**

Please note that you still need a phone plugged into a telephone jack in your suite in order to be called from the front door intercom. The entryphone system does not dial a number, but is hard-wired to the telephone jacks in suites.

**Communication from Residents**

Residents are reminded that the Strata Council Mailbox is there for them to use. Please feel free to fill in a form (located on the wall next to the mailboxes) and submit the request, complaint, problem, etc. Council will review same and pass on to Interlink as required.

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**STRATA COUNCIL MEETING, AUGUST 30, 2006, 7:00 PM  
RIVERS REACH, STRATA PLAN LMS 4512**

**OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



<b>Present:</b>	Joe Rutherford	President	113
	Barbara Borthwick	Vice President	229
	Sheila McCarthy	Treasurer, Chair Garden Club	130
	Colin Jaques	Secretary	230
	Kristy Murao	Chair, Social Committee	210
	Anna Nachbar		328
<b>Regrets</b>	Sharon Galloway		402
<b>Agent:</b>	Ben Larsson	Interlink Realty Corporation	

**A. OWNERS FORUM**

In attendance was Neville Atkinson who addressed Council on two issues, security and visitor's parking. More specifically, concern was expressed over doors being propped open by owners especially during move-ins and move-outs. Additionally, visitor's parking needs to be addressed as there is often no room for actual visitors due to owners parking there on an ongoing basis.

**B. CALL TO ORDER**

The meeting was called to order by Joe Rutherford, President, at 7:00 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 June 28, 2006 and the July 13, 2006 Strata Council Meetings as distributed by Interlink Realty Corporation.  
The Motion was CARRIED.

**E. UNFINISHED BUSINESS**

**1. Litigation**

Property Agent advised that the Defendants, previous management company and staff, are now being represented by lawyers from the Real Estate Errors and Omissions Insurance Corporation. While not guaranteed, a favorable outcome is anticipated.

**2. Front Entrance Sign**

Barbara Borthwick advised that the installation of the new sign is only a few weeks away.

**3. Purchaser's Property Inspections**

It was MOVED and SECONDED to direct the Property Agent to make up two service room keys for purchaser's inspectors to use upon payment of a \$50.00 refundable deposit. The Motion was CARRIED.

**4. Orientation Guide**

Sheila McCarthy reported that work on compiling all relevant owners' information into a User Guide is progressing.

**5. Drainage Issue at 124/125**

Council agreed to budget for this item in the 2007-2008 Budget if the Developer fails to remedy the deficiency. The solution may be a joint effort between a drainage contractor and landscaping contractor to address the deficiency.

**6. Lines of Communication**

There was some discussion as to how best to handle the day to day site operation since Rivers Reach does not have a site caretaker. Property Agent was directed to look into the cost of a caretaker solution for Rivers Reach for consideration by Owners at a future date.

In the interim, all Owners are reminded to use the forms by the mailboxes to request information, service or to report a bylaw violation by another Owner. Owners are especially asked not to telephone Council Members or slip messages and notes under their doors. In the event written communication is necessary, such communications are to be deposited into the Strata Council mailbox.

Also, Council reminds Owners that volunteers are required to serve on various committees. Such interest may be pursued by completing a volunteer form located in the parkade elevator lobby and depositing same in the strata council mailbox in the mailbox cabinet.

**7. Timeliness of Repairs**

Since Rivers Reach does not have a site caretaker, all maintenance is contracted out to assorted individuals. For example, a contractor attends the property once a month to check for burnt out lights in the parkade, large refuse items in garbage room as well as other items requiring attention. Given this monthly attendance schedule, Owners are advised that there will be a delay in attending to some items. This grouping of maintenance is required to ensure costs are kept at a reasonable level as opposed to dispatching a contractor each time a light burns out in the parkade.

As discussed at the June 28, 2006 Strata Council Meeting it remained the consensus that common area repairs should continue be grouped as required to ensure cost effective pricing.

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**F. AGENT'S REPORT****1. Correspondence**

A number of pieces of correspondence had been received and Council directed the Property Manager to respond to same appropriately.

One correspondence was dealt with in-camera as information only and no records of the discussion were retained.

A rental request had been received from an Owner for a future date. Council agreed that at the time rental permission is sought an application to Council would be required. Depending on the number of rental suites at that time permission may or may not be granted by Council.

Council noted that Elise Fullerton in 203 had volunteered to serve on a committee. Council welcomed and thanked Elise. A Council member will be in touch with Elise.

## **2. Maintenance**

### Parkade

Property Agent updated Council on the deficiency claim pertaining to the parkade walls. The Property Agent reviewed a response from The St. Paul Company Inc., the warranty provider for Rivers Reach. At this time there appears to be a denial of responsibility for the crack in the parkade wall. Property Agent will continue to pursue this matter with a follow-up letter to the engineer asking for comments on the statements made by The St. Paul Company Inc. that this is not a structural problem and therefore not covered under the warranty program.

## **3. Administration**

### Moving Within Building

An Owner had request consideration on a moving fee assessed to his strata lot arising from a move within the building. It was MOVED and SECONDED to only charge one moving fee when an Owner is moving from one suite to another suite within the building. The Motion was CARRIED. Property Agent was directed to amend the Rules for Rivers Reach accordingly.

### Litigation

Property Manager reviewed the events at the Settlement Conference and the review letter from Campbell, Froh May & Rice, wherein it was stated the events were particularly promising.

### Visitors' Parking Passes

Presently Rivers Reach does not have valid Visitors' Parking Passes. The existing white "photo-copied" papers marked Visitors Pass are not valid.

Currently, the extent of monitoring the Visitors' parking area is to ensure that residents' vehicles are not parked there.

In this regard, all residents are reminded that the visitors parking stalls are only for visitors to the building. Residents parking in this area will have their vehicles removed without further notice.

In accordance with the Strata Corporation's bylaws, residents are not permitted to park in visitors' parking stalls.

### Council/Committee/Agent Duties

Effective at this time Kristy Murao will assume the on-site intercom duties for the Strata Corporation and Collin Jaques will assume responsibility for the Move-in and Move-out scheduling, key deposit collection and distribution of the elevator keys.

## **4. Receivables**

Property Agent reviewed the Receivables Report and indicated that follow-up procedures are in place for delinquent Owners in order to recover the Strata Corporation's maintenance fees.

## **5. Rental Report**

Property Agent reviewed the Rental Report, noting that the Rivers Reach Bylaws allow 8 rental suites. Presently 9 suites are rented. Given the Rental Units remain at one

over the limit, no additional rentals are allowed at this time. Owners wishing to rent their suite should contact the Property Agent in writing to be placed on the Waiting List.

## **G. COMMITTEE REPORTS**

### **1. Finance Committee**

It was MOVED and SECONDED to accept the Financial Statements for June and July 2006 as presented. The Motion was CARRIED.

### **2. Landscaping Committee**

Sheila McCarthy reported that Rivers Reach had won first place in the City of Richmond's, 14<sup>th</sup> Annual Garden Contest in the Residential Apartment Complex Category. Additionally Sheila reported all seasonal work is under way to ensure Rivers Reach retains its unique look.

### **3. Maintenance Committee**

A plan to verify all previously distributed key fobs is being prepared by Council for implementation in the fall 2006.

### **4. Social Committee**

Kristy Murao confirmed plans are under way for an event scheduled for the fall. This would be an opportunity for the Owners to meet one Saturday or Sunday morning in the Outlook Lounge to meet their neighbours and the Strata Council.

### **5. Waterways Committee, Liaison**

John Boudreau, Liaison to the Waterways Committee, was unavailable for a report.

## **H. ADJOURNMENT**

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

The next Council Meeting is scheduled for September 27, 2006.

Approved by Strata  
Council:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

Approved by Strata  
Council:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

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(continued next page)

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