

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

සැලකිය යුතු තොරතුරු විභාග කරමින් සිටින බවට අයුතු නොවේ

**STRATA COUNCIL MEETING, 7:00 PM, NOVEMBER 7, 2007
RIVERS REACH, STRATA PLAN LMS 4512
OUTLOOK LOUNGE, 5700 ANDREWS ROAD, RICHMOND, BC**



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

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of the September 26, 2007 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

IV. UNFINISHED BUSINESS

A. NOISE COMPLAINT

A previously filed noise complaint was discussed and the file closed as there have been no recurrences.

B. PARKADE WALLS

Agent confirmed that the Insurance Adjustor had attended the property and had instructed the developer, Reach Projects Ltd. (aka Adera) to attend and effect repairs as described within correspondence attached to these Minutes.

V. AGENTS REPORT

A. CORRESPONDENCE

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

1. Agent had communicated with the mechanical contractor regarding some additional controls that may be required on the boiler system in Mechanical Room #2.



2. Agent had communicated with the mechanical contractor regarding insulation installed on some cold water lines in Mechanical Room #2 in excess of what was requested.
3. A recommendation had been received from an Owner to start the parkade cleaning later in the morning to allow residents staying at home greater opportunity to find a parking space on the street. Agent also suggested having Seniors park in the Visitors' stalls during the cleaning process as the Visitors' stalls could be cleaned the night before the remainder of the parkade.
4. A recommendation had been received from an Owner to include a cautionary note in the fire safety testing Notice regarding removing pets from the building during the testing stage due to the stress caused by the ringing of alarm bells. Future notices will have cautionary note pertaining to the ringing of bells and the suggestion of removing pets and children from the building during the testing activity.
5. An Owner had complained regarding noise created by another Owner during the day that involved some construction noise. As this disturbance occurred during normal daytime hours there were no Bylaw violations.
6. An Owner had requested approval to rent a suite and was placed sixth (6) on the waiting list.
7. An Owner had disputed a repair bill from a plumbing company to stop the leak in his suite. Situation had been previously reviewed by the Strata Council and the invoice stands and must be paid. The Owner had also been advised that had additional damage been sustained to the suite below, their financial exposure for damages may have been up to \$2,500 which is the deductible for water damage in Rivers Reach. **COUNCIL REMINDS HOMEOWNERS TO REVIEW THEIR HOMEOWNERS POLICIES WITH THEIR INSURANCE AGENT TO ENSURE THEY HAVE DEDUCTIBLE COVERAGE.**

B. ADMINISTRATION

1. Rental Report

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

2. Parking Dangers

OWNERS ARE REMINDED THAT AS PER THE BYLAWS, ALL VEHICLES PARKED IN VISITORS' STALLS OVERNIGHT MUST DISPLAY THE GUEST PARKING PERMIT. ALSO, OWNERS' VEHICLES ARE NOT PERMITTED IN THE VISITORS' STALLS FOR ANY REASON AT ANY TIME. AT THE TIME OF SALE OF A SUITE, THE PARKING Dangler MUST BE PASSED ON TO THE BUYERS BY THE SELLERS. REPLACEMENT PARKING DANGERS ARE AVAILABLE AT \$50.00 EACH.

C. MAINTENANCE

1. Annual Fire Inspection

With the exception of some suites still requiring access or repairs the Annual Fire Inspection is complete. On **TUESDAY, NOVEMBER 13TH, 2007 FROM 8:30 AM TO 4:00 PM** the remaining suites will be inspected and repairs will also be conducted. Owners are advised that these inspections are mandatory and for the safety of all residents.



NOTE: Pursuant to Article 10 of the Bylaws for Rivers Reach access (or keys) to the suites involved must be provided by the Owner at the time of scheduled inspection, November 13, 2007. If access is not provided by a Resident/Owner a subsequent visit will cost that Resident/Owner approximately \$175 for the Fire Alarm technician plus \$75 (+/-) for the locksmith to gain entry.

2. Fire Alarm

During the recent Fire Alarm, arising from a defective component on the sprinkler system, the monitoring station notified the Fire Department, Voltech and the Caretaker and all attended the property. In events such as the foregoing, Residents are directed to evacuate the building following the instructions mounted on the wall by each elevator station. Upon evacuation Residents should go to the park area to the south of the building and remain there until additional instructions are provided. The Fire Safety Director for Rivers Reach is Vera Gammert. In the Notice section accompanying these Minutes there is some additional information dealing with Emergency Procedures in the event of a fire.

3. Patch and Paint Elevator Lobbies

It was MOVED and SECONDED to direct the Agent to retain the services of City Wide Painters Ltd. to patch and paint the elevator lobbies as proposed. Additionally, stainless steel corners are to be installed on the outside corners to prevent further drywall repairs to the location. The Motion was CARRIED.

4. Pond Repairs

Agent confirmed that the process of repairing various deficiencies related to the Rivers Reach Ponds has commenced as follows:

- i. Re-wire power to one pump in north pond
- ii. Purchase self leveling devices and controls
- iii. Drain out most of the water in the south pond
- iv. Have landscaper clear back some soil to examine tear in vinyl and to facilitate repair.
- v. Repair tear
- vi. Remove incorrect PVC lines
- vii. Replace PVC lines with correct material and add run as required
- viii. Install, secure and connect self leveling devices and control valves.
- ix. Reactivate ponds.

5. Thompson Caretaking Services Ltd.

The Agent distributed the October Caretaker's Report for Council review. Work is progressing well and Rivers Reach has already realized a cost saving under the new operating format. Agent was directed to request the Caretaker to strip and clean the parkade elevator lobby floors.

6. Landscaping Activities

Agent had met with the Landscape Contractor and confirmed the following work for the winter months.

- a. December
 - i. leaf clean up will continue until approx the 20th of Dec
 - ii. Ornamental grasses will need to be trimmed after leaf clean up



iii. Viburnum will need to be trimmed back off other plants that it is growing into

b. January

- i. Begin pruning Himalayan birch trees
- ii. Separating and re planting astilbe
- iii. Deep edging all common garden beds
- iv. Cultivation of all garden beds
- v. Cleaning and cultivation of gravel walkways
- vi. Re-pot some Davidii Viburnum
- vii. Prune Davidii Viburnum

7. Fob and Security Card Audit

In order to verify and enhance building safety and security, all residents will now be required to register their Fobs and/or Security Cards. This will be done in the Electrical Room on the west side of the building accessed from the fire lane. It is just south of the area where Phase 1 joins with Phase 2. Signs will be posted and Michael Thompson will be in attendance.

Times for registering the fobs and cards with Michael Thompson are as follows:

Thursday, November 15, 2007 – 7:00 AM TO 4:00 PM

Saturday, November 17, 2007 – 10:00 AM to NOON

Tuesday, November 20, 2007 – 6:00 PM TO 8:00 PM

**AFTER NOVEMBER 20, 2007 ALL NON-REGISTERED FOBS AND CARDS WILL BE DELETED
FROM THE COMPUTER SYSTEM AND NON-REGISTERED FOBS AND CARDS WILL NO
LONGER ENABLE ACCESS TO THE BUILDING**

D. FINANCE

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

Cash Position as at Sep 30, 2007 was as follows:

- a. Balance in Operating Account \$22,687
- b. Balance in Contingency Reserve Fund \$105,883 made up as follows:
 - \$ 5,883 cash in CRF Account, annual interest rate 0.5%
 - \$100,000 cash in CRF Term Deposits, annual interest rate 3.34%

2. Receivables

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

VI. COMMITTEE REPORTS

1. Finance Committee

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

2. Waterways Committee Liaison



No Report. Council requested that the Waterways Liaison representative bring to the attention of the Waterways Committee the lack of lighting on the Lagoon bridges. The lack of lighting on the main bridge to the dyke on the west side of Rivers Reach is a particular safety hazard.

VII. NEW BUSINESS

1. Energy Conservation

Pursuant to some discussion the Agent was requested to check and report back on the cost and possible rebates available for replacing the common area lighting fixtures with more eco- friendly and cost saving fixtures. Agent advised that a proposal for replacing the parkade fixtures with new ballasts and energy efficient fluorescent tubes was completed last year. Agent will reactivate last year's proposal and ask the same company to expand their proposal to include all light fixtures in common areas.

2. Performance Audits

Agent had distributed and reviewed criteria from Ontario that requires performance audits by the first Board of Directors in Ontario to determine whether there are any deficiencies in the construction of the common elements of the building in order to protect the Strata Corporation under the timelines imposed by the warranty program. A professional engineer must conduct the performance audit. This mandatory program would be a significant benefit to Strata Corporations in BC.

3. Laminate or Wood Flooring

Requests have been received over time from Owners requesting approval to install laminate or wood flooring.

In order to ensure conformation to the current Bylaws there is a need to identify the type of underlay that may be used for hard surface flooring that would yield the same or better sound insulation performance than carpeting with conventional underlay.

After some discussion, it was agreed that the best course of action on the flooring issue would be for an engineer to complete a report of products and specifications for the Strata Corporation pertaining to the installation of laminate or wood flooring.

It was MOVED and SECONDED to direct the Agent to retain the services of an engineering firm to review products, specifications and installation procedures for the installation of laminate or wood flooring that would yield the same or better sound insulation performance as carpeting with conventional underlay. The Motion was CARRIED.

VIII. ADJOURMENT

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

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

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

NOTICES

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

Dog Excrement

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

Listing and Selling Your Home in Rivers Reach

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

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

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

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

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

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

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

No Smoking

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

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

Property Manager on Site

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

Communication from Residents

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

Web Page Condominium News

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

Contact Information - Interlink Realty Corporation

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

Please address any correspondence to:

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

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



Home Warranty
Tel: 604.682.3095
Toll Free 800.555.9431
Fax 604.682.3096

Travelers Guarantee Company of Canada
650 West Georgia Street, Suite 2500
P.O. Box 11542
Vancouver, British Columbia V6B 4N7
www.travelersguarantee.com

October 23, 2007

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

RECEIVED OCT 24 2007

Attention: B.G. Larsson, President

Dear Mr. Larsson:

**RE: Strata Plan LMS 4512 – Rivers Reach [the “Project”]
Common Property - 5700 Andrews Road, Richmond
Warranty Certificate No.: 75008754
Builder: Reach Projects Ltd. [the “Builder”]
Claim No.: VW060642
Claims Adjustment Report: CA0779/07**

Further to our letter of August 13, 2007, an inspection of the parkade was conducted on October 19, 2007 in the presence of Mike Thompson (Caretaker) and the undersigned. The purpose of the inspection was to determine if alleged water ingress as referenced in the above noted Claims Adjustment Report was occurring due to the current rain conditions.

At the time of the inspection it was lightly raining however it had rained everyday for the proceeding five days.

1. West Elevation – Between stalls 188 and 187 – Water was observed to be trickling down the wall from the junction between the suspended slab and the foundation wall as well as from a pipe penetration. The water was collecting along the floor to wall junction.
2. West Elevation – Beside front of stall 187 – Water was observed to be trickling down the wall from a horizontal crack on the foundation wall “
3. West Elevation – Beside stalls 159-161 – Water was observed to be trickling down the wall at the junction between the suspended slab and the foundation wall.
4. East Elevation – Beside stall 52 – Water was not observed leaking at this location.
5. East Elevation – Beside stall 33 – Water was observed to be trickling down the wall from the junction between a suspended slab beam and the foundation wall.

The Builder has been requested to undertake repairs to 1, 2, 3 & 5 as noted above. Should you have any questions, please contact the undersigned.

Yours truly,

Mike Knoll, ASCT
Claims Services Supervisor
Warranty
/mk

c: Reach Projects Ltd. – By Fax: (604) 684-4709