

**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

सुखी पठवणी विरथा खतले विमे वेले तिम दा हुल्ला खरवार्थ

**STRATA COUNCIL MEETING, 6:30 PM, MAY 7, 2008**

**RIVERS REACH, STRATA PLAN LMS 4512**

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



<b>Present:</b>	Vera Gammert	President
<b>(as elected)</b>	Janet Whitney	Vice-President
	Tracey Tillapaugh	Treasurer
	Laura Beesley	Secretary
	Paul Cartwright	Liaison to Waterways Committee
	Ryan Young	
	Tina Smulders-Pratt	

**Agent:** Ben Larsson Interlink Realty Corporation

## **I. OWNERS FORUM**

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

### **HARD SURFACE FLOORING – STRATA LOT 75**

Owner's representative provided additional information on an earlier request to install hardwood flooring in the strata lot. Council will consider the request in accordance with current bylaws and Owner will be advised in due course.

## **II. CALL TO ORDER**

The Strata Council Meeting was called to order by Ben Larsson, Interlink Realty Corporation, Agent for the Owners.

## **III. ELECTION OF STRATA COUNCIL POSITIONS**

By unanimous consent, the following Owners were appointed to the Strata Council positions as follows:

Vera Gammert - President  
Janet Whitney – Vice President  
Tracey Tillapaugh - Treasurer  
Laura Beesley – Secretary

**AGENT TURNED THE MEETING OVER TO THE NEWLY ELECTED STRATA COUNCIL**

## **IV. APPROVAL OF AGENDA**

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

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**V. ADOPTION OF PREVIOUS MINUTES**

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It was MOVED and SECONDED to adopt the minutes of the April 2, 2008 Strata Council Meeting as distributed by Interlink Realty Corporation. The Motion was CARRIED.

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**VI. FINANCIAL REPORT**

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**FINANCE COMMITTEE**

It was MOVED and SECONDED to accept the Financial Statements for February and March, 2008 as presented by Interlink Realty Corporation. The Motion was CARRIED.

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**VII. UNFINISHED BUSINESS**

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**1. Unpaid Invoice – Strata Lot #33**

An Owner had questioned the amount of an invoice from a plumbing company that had been dispatched after-hours and on a weekend to stop a water leak in their suite and return on the next working day to remove and install a new kitchen faucet. Council confirmed, as had previous Council, that the invoice accurately reflected the cost of an after-hour's emergency call, regular service call and parts. This matter is now considered closed and the Owner needs to reimburse the Strata Corporation the outstanding amount.

**2. Gutter Cleaning, Balcony Glazing Cleaning & Window Cleaning.**

Agent confirmed having issued a Work Order to Apex Property Maintenance to proceed with all three activities commencing with the gutter cleaning. Apex will prepare and provide notice for Owners as to time frames of the activities. Owners are advised that they are responsible for cleaning their own balcony decks and the inside of the balcony glazing. When cleaning the deck owners should be aware of the potential for spillage on to their neighbours' balconies below. When cleaning the balcony decks, biodegradable soap should be used with a brush; pressure washing of balcony decks is not permitted.

**3. Hardwood Flooring**

The Agent brought to the attention of Council the existing bylaws that permit Owners to install hard surface flooring and permit Council to govern the materials used to replace existing flooring. Agent advised Council that Bylaw 4 provides direction and criteria to the Owners, whereas Bylaw 7 conveys authority to the Strata Council to regulate and/or approve various flooring installations.

**4. Use of property**

*4.8 An owner, tenant or occupant with hardwood flooring must ensure that at least 60% of the hardwood surfaces are covered with area rugs to reduce noise to adjacent strata lots.*

*An owner or occupant, above the first floor, must not replace or authorize the replacement of any existing flooring material with a material that will transmit more than the original flooring material.*

**7. Obtain approval before altering a strata lot**

*7.1 An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to a strata lot that involves any of the following:*

*(g) those parts of the strata lot which the strata corporation*

*must insure under section 149 of the Act; and*

*7.2 The strata corporation must not unreasonably withhold its approval under bylaw 7.1, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration and to indemnify and hold harmless the strata corporation for any future costs in connection with the alteration.*

*7.3 An owner intending to apply to the strata corporation for permission to alter a strata lot must submit, in writing, detailed plans and written description of the intended alteration.*

## **VIII. NEW BUSINESS**

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### **1. Operating Budget**

Agent had provided a copy of the Operating Budget and briefly reviewed the Budget with Council.

### **2. NuGreen Landscaping Contract**

It was MOVED and SECONDED to approve the proposal for grounds maintenance as proposed by NuGreen. The Motion was CARRIED.

### **3. Interior Common Area painting**

It was MOVED and SECONDED to approve the proposal for interior painting as proposed by ProStar Painting and Restoration. The Motion was CARRIED.

### **4. Parkade Re-lamping Project**

It was MOVED and SECONDED to approve the proposal for replacing the ballasts and fluorescent tubes in the parkade as proposed by BC Lease Lite Ltd. The Motion was CARRIED.

### **5. Interlink Realty Corporation Resignation**

As per previous notice to the Strata Corporation, the Agent confirmed that effective June 30, 2008 Interlink Realty Corporation will discontinue the provision of services to all Strata Corporations. It was MOVED and SECONDED to accept the resignation of Interlink Realty Corporation effective June 30, 2008.

## **IX. COMMITTEE REPORTS**

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### **A. LANDSCAPING REPORT**

After some discussion regarding the need for providing direction to the Gardeners from a single source, it was agreed that Tina Smulders-Pratt will be the contact between Rivers Reach and the landscaping contractor. Also, Tina Smulders Pratt will discuss seasonal requirements for the front entrance with NuGreen.

### **B. WATERWAYS COMMITTEE LIAISON**

Paul Cartwright advised that operational meetings are continuing involving all member Strata Corporations. There has been a report of a possible hole in the membrane in the east lagoon and a potential need to drain the lagoons to effect repairs. In addition, some electrical repairs are required that were initiated by previous members of the Waterways Committee and were not up to the electrical code.

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**X. CARETAKER'S REPORT**

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Agent had provided Council with a copy of the Caretaker's report and this was received as information.

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**XI. AGENT'S REPORT**

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**A. FINANCIAL****1. Agent reported that Rivers Reach Cash Position as at April 30, 2008 was as follows:**

- a) Balance in Operating Account \$15,433
- b) Balance in Contingency Reserve Fund \$141,331 made up as follows:
  - (1). \$ 41,331 cash in CRF Account, annual interest rate 0.5%
  - (2). \$100,000 cash in CRF Term Deposit, annual interest rate 3.6%  
(matures Feb 2, 2009, cashable on or after May 2, 2008)

**2. Receivables for May 2008**

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

Agent confirmed that a lien has been filed against Strata Lot 128 by the Strata Corporation's lawyer, Campbell Froh May & Rice.

**B. ADMINISTRATION****1. Correspondence**

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

- a. From 432 – Request for hard surface flooring
- b. From: Campbell Froh May & Rice – assigned lawyer leaving private practice
- c. To: 309 – heat emanating from Outlook Lounge fireplace
- d. To: 435 inquiry as to cleaning balcony decks
- e. From 332 – subject of Noise Complaint
- f. From 429 – Rental request clarification
- g. From 232 – Disputing plumbing invoice

**2. Rental Report**

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

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**XII. ADJOURNMENT**

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There being no further business, the meeting was adjourned at 8:55 PM.

The next Council Meeting is scheduled for **June 4, 2008** in the Outlook Lounge, 5700 Andrews Road, Richmond, BC.

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

## NOTICES

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

### ***Listing and Selling Your Home in Rivers Reach***

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

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

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

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

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

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

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

### ***No Smoking***

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

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

### ***Contacting the Strata Agent***

- During any given month the Strata Agent attends the property on many occasions to deal with trades and other matters as required.
- The Agent is also available to any Owner, via telephone, fax or mail
- Effective May 7, 2008 the strata agent will not be available in the Outlook Lounge on Wednesdays.

### ***Visitors' Parking Area***

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

### ***Web Page Condominium News***

WPCN is a website dedicated to providing an on-line solution for the distribution and viewing of strata corporation records. All Rivers Reach Owners have access to this secure site. To obtain a password, enter the website [www.wpcn.com](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