

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: FEBRUARY 6, 2006  
LOCATION: 202 - 1775 W. 11TH AVE.  
CALL TO ORDER: 7:00 PM

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**COUNCIL IN ATTENDANCE**

Jackie Haywood	#304	President
Hagen Bothe	#302	Vice President
Tony Kaul	#101	Treasurer
Diane Smallwood	#204	Secretary
Delia Bruse	#208	
Ann Doyle	#202	

Sean Mackenrot and Michael Mackenrot, Seapoint Property Services

Regrets: Vera Brandt

**CALL TO ORDER**

The Council President called the meeting to order at 7:00 pm.

**PREVIOUS MINUTES**

MOVED, SECONDED AND CARRIED, to approve the meeting minutes of December 7, 2005.

**BUSINESS ARISING**

- Separate domestic hot water system - Three companies have inspected our system and are providing quotes, we should have them all by the AGM. One of these companies offered some observations regarding the vent fans in the garage as part of their mechanical review. Sean will be following up on these with Xpert Mechanical (with whom we have a maintenance contract).
- There has been no response from Eltec Elevators to our request to get some compensation for replacing the damaged carpet in the basement hall due to the oil left by their repairmen. A brochure with our first choice of flooring was posted in the basement lobby for feedback from Owners. As the cost of this flooring is quite expensive we will explore some other options.
- A letter was sent to the owner of 308 in response to the letter received regarding suite rental. There has been no response.
- The Fire Safety Plan as approved by Council is still pending. The contractor has our work next on his schedule and it should be done soon.
- Council President reported on her investigation of the options for solving the bicycle storage problem. We looked at the bike storage in the garbage room for children's bikes and strollers.

**AGM**

- The Property Manager presented the AGM package with revised financial information for approval of Council. Michael provided a thorough explanation of the perceived discrepancies brought up by some Owners. Council approved the package for distribution to Owners.
- Liz Stokes attended late in the meeting to set up a time to discuss her concerns with Michael and Council Members.

**NEW BUSINESS**

- During the extended rainy weather there was a leak at the base of the wall on the east side of 101. Repair required moving the rhododendron bush to the west of the lobby and digging down to repair the membrane on the wall. Additional repairs were required in the suite and the west side of the lobby. The gardener has been contacted to restore the planted area.
- Garbage & Recycling - Owners are reminded that any items left outside of the garbage dumpster in the alley or the recycling bins will not be picked up by the respective services. Please cut down all cardboard and place it in the proper bin. Large plants (Christmas trees, etc.) or other items that do not fit in the dumpster must be properly disposed of by the Owner. DO NOT leave them in the alley beside the bins.
- Caretaker will look into obtaining lightweight garbage containers on wheels and dispose of large wooden garbage container which is cumbersome.
- MOVED, SECONDED AND CARRIED to approve renewing the Caretaker's contract. Council President worked on up-date of Caretaker Contract, referred to Seapoint and Council member for completion.

#### **CORRESPONDENCE**

- A letter was received from an Owner regarding emergency contact at the Property Management office. While the Property Managers were on vacation Council members had contacts for emergency situations. Seapoint will arrange for emergency contact information on their voicemail in future. For most situations the first contact should be the Caretaker when she is on site.

#### **NEXT MEETING**

- AGM, Monday, February 27, 2006 at 7:00 pm in the lobby.

MEETING ADJOURNED: 8:50 pm

SPECIAL STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: MARCH 6, 2006  
LOCATION: 102 - 1775 W. 11TH AVE.  
CALL TO ORDER: 7:00 PM

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**NEWLY ELECTED COUNCIL**

Tony Kaul	101
Lyn Goytain	102
Kim Noll	104
Vera Brandt	108
Liz Stokes	109
Ann Doyle	202
Diane Smallwood	204

This was a meeting to decide on officers for the new Council. These positions are:

President - Ann Doyle

Vice President - Lyn Goytain

Treasurer - Kim Noll

Secretary - Diane Smallwood

Members - Vera Brandt, Liz Stokes, Tony Kaul

It was also decided to hold the first Council meeting on Monday, March 13 in Suite 202 at 7 pm. Council Secretary to contact the Property Manager to inform him of the new Officers and regarding letters for changing signing authority at the bank. Former Council Members to be contacted to return any keys issued. Updated Owners list to be distributed.

There was a discussion regarding the priorities for the Council: the immediate priority being the 2006 budget; longer term priorities including the Capital Plan and improving communication with Owners. Suggestions were made for the agenda of the first meeting, Council President will pass these along to the Property Manager. Copies to be made of pertinent information to bring new Council Members up to date on detail of on-going projects.

Meeting adjourned 8:30 pm.

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: MARCH 13, 2006  
LOCATION: 202 - 1775 W. 11TH AVE.  
CALL TO ORDER: 7:00 PM

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**COUNCIL IN ATTENDANCE**

Ann Doyle	#202	President
Lyn Goytain	#102	Vice President
Kim Noll	#104	Treasurer
Diane Smallwood	#204	Secretary
Liz Stokes	#109	
Vera Brandt	#108	

Sean Mackenrot, Seapoint Property Services

Regrets: Tony Kaul

**CALL TO ORDER**

The Council President called the meeting to order at 7:00 pm. Council President had Sean Mackenrot chair the meeting as she was sick and could speak only in a whisper.

**PREVIOUS MINUTES**

MOVED, SECONDED AND CARRIED, to approve the meeting minutes of March 6, 2006.

**TREASURER'S REPORT**

As a result of the questions raised about the 2005 financials at the AGM our new Treasurer, who has a CMA designation, requested the financial records from Seapoint to review. The Treasurer advised that proper accounting procedures had not been followed by Seapoint for the year 2005. She has re-entered all the data in an accounting computer program to create a complete financial record for 2005. The Treasurer will present a report to the Owners at the SGM required for budget approval. Sean apologized to Council for not maintaining the financial records to the standards required and promises to present appropriate financial quarterly reports to Council. Council thanked the Kim for her hard work on this matter and Seapoint asked that she submit a bill to them for her time. Kim will continue to provide direction to Seapoint in the matter of accounting procedures for Strata VR 104.

**BUSINESS ARISING**

- The Property Manager asked for the names of new Council Member for signing authority on the Strata Corporation bank account. These will be President - Ann Doyle, Vice President - Lyn Goytain and Treasurer - Kim Noll in addition to current members from the previous Council: Tony Kaul and Diane Smallwood. MOVED, SECONDED AND CARRIED. Sean to provide letters for these officers to take to the bank as well as remove former Members from the list of signatories.
- The Property Manager read a letter from Eltec Elevators in response to the letter received terminating their maintenance contract. This was done by request of Council as they had not responded to repeated attempts to have them compensate for damages to the garage level carpet. Richmond Elevators has been contracted to be our new elevator maintenance company. Sean will ask them to provide recommendations for possible future upgrades to our system for the Capital Plan.
- As directed by Owners at the AGM, Council discussed a raise for the Caretaker. MOVED, SECONDED AND CARRIED to give the Caretaker a raise of \$200. The Caretaker's contract was also discussed and concerns raised. Council President and Vice President to review the contract and get advice from Seapoint. In the meantime the Caretaker will continue under the current agreement, except for the change in compensation.

- 2006 Budget - proposed changes were discussed and new figures finalized for presentation to the Owners at the Special General Meeting to be held for approval of the 2006 Operating Budget. A date for the SGM was set for April 24, 2006 in accordance with the time frame approved at the AGM. Packages will be distributed to Owners in early April.
- In order to deal with the issue of bike storage effectively Council requires more information on the needs of the current Owners. Any Owners who have bikes in the current storage area or who need bike storage please fill out the form attached to these minutes and return it to the Council Secretary in Suite 204 (slip it under the door).

## **NEW BUSINESS**

- The Property Management contract with Seapoint Property Services requires adjustment to conform to the Real Estate Services Act. A copy was provided for Council to review before the next Council meeting.
- In order to improve communication with Owners it was suggested to distribute a questionnaire to ask for Owners concerns and opinions. A sub-committee was formed to work on this for the next meeting.

## **CORRESPONDENCE**

- Letters were received on the following issues:

Moisture damage in the lobby. A membrane low on the exterior wall will be repaired when it is dry enough to do the work.

Possible spare carpet to repair damage in the basement lobby. An Owner recalls that there was extra carpet stored in the electrical room, although a Council Member doubts there is enough for the job. The Property Manager will check with the Caretaker on the whereabouts of the carpet.

A former Council Member expressed concern that one of the elected Council Members may not be able to fulfill their duties on Council due to absences. This person offers to serve if this proves to be the case this year. The Property Manager to respond in writing.

## **NEXT MEETING**

- Monday, April 3, 2006 at 7:00 pm, Suite 204.

MEETING ADJOURNED: 8:55 pm although the power went out at approximately 8:35 pm

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: APRIL 3, 2006  
LOCATION: 204 - 1775 W. 11TH AVE.  
CALL TO ORDER: 7:00 PM

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**COUNCIL IN ATTENDANCE**

Ann Doyle	#202	President
Lyn Goytain	#102	Vice President
Kim Noll	#104	Treasurer
Diane Smallwood	#204	Secretary
Liz Stokes	#109	
Vera Brandt	#108	
Tony Kaul	#101	

Sean Mackenrot, Seapoint Property Services

**CALL TO ORDER**

The Council President called the meeting to order at 7:00 pm.

**PREVIOUS MINUTES**

MOVED, SECONDED AND CARRIED, to approve the meeting minutes of March 13, 2006.

**PREPARATION FOR SGM**

There was a final review of the Agenda and materials for the Special General Meeting. The finished 2005 financial report prepared by the Treasurer was discussed at length. Council thanked Kim for her hard work on the financials and for helping others to understand the complexities involved in following proper accounting procedures for the 2005 Income Statement and presentation of the contingency reserve fund in the statements.. Council approved the format for the treatment of the contingency reserve fund in the proposed 2006 budget.

**BUSINESS ARISING**

- The Property Management contract with Seapoint Property Services requires adjustment to conform to the Real Estate Services Act. A committee was formed to review the contract in depth; Liz, Ann and Kim to report at the next meeting.
- Council President and Vice President reviewed the Caretaker's contract and made some adjustments. There was a discussion of the changes made. Final changes to be completed for the next meeting. After discussion, Council approved reimbursing the Caretaker's gas expenses at the government established rate.
- Lyn brought the signature card from the bank for signing by new Council Officers. Once this has been delivered to the bank Sean will have Tony Kaul's name removed from the signing authority list.
- A form requesting information on bikes in the building was attached to the last meeting's minutes that went to Owners. As of this date only 14 responses have been received by the Council Secretary. Without this information Council can not adequately determine the bike storage requirements. If you have not returned this form please drop it by 204 as soon as possible so bike storage can be arranged for all who need it.
- A letter recorded in the minutes of the March 13 meeting mentioned the possibility of excess carpet for the basement lobby. It has been found that this carpet was disposed of but that it would not have been enough to effect the necessary repairs. Property Manager to solicit quotes for replacement of basement lobby carpet. Vera to get a quote for alternate of staining the concrete floor (after removal of carpet and underlying linoleum).

## NEW BUSINESS

- Richmond Elevator informed the Property Manager that a new seal is required in the piston. Clean up of the pit to be done after the repair. Sean is also waiting for a copy of the previous contract with Eltec Elevator.
- Council received information regarding the Condominium Home Owners Association (CHOA). Council was advised that if the Strata Corporation is a member of CHOA all council members and owners may access CHOA's advisory services, publications, the CHOA journal, and other resources, as well as seminars and workshops at reduced member costs. The cost is \$5 per suite. MOVED, SECONDED AND CARRIED to purchase a one year membership.
- Pest Control: Canadian Pest Control has placed poison bait boxes for mice around the building. Property Manager to request information sheets and any appropriate warnings to be posted. The poison is contained inside a small container. **Please be aware of these poison containers and be careful to keep children and pets away from them.**
- The Treasurer purchased a Strata Manual from the Real Estate Council of BC. MOVED, SECONDED AND CARRIED to reimburse her for the cost of the book. This book will be added to our reference materials for Council.
- Carpet Cleaning: Vera to check with the Caretaker regarding the company previously contracted. Cleaning of common areas to be arranged for when the cherry blossoms have finished falling.
- Property Manager to have a recommended company look at the noisy roof and garage vent fans.
- Council Meeting Agenda: Members to bring any issues to Council President or Property Manager by the Thursday prior to meetings. Agenda will be available to Members by end of Friday.

## PROJECTS

- New Domestic Water Boiler: Property Manager presented 3 quotes It was decided to accept the quote of \$15,943 (inc. taxes) from Expert Mechanical. Work to be scheduled.
- Electrical Load Survey: Property Manager talked with Houle Electric, received a quote of less than \$1600. They use a seven day monitoring process. All information gathered is given to an electrical engineer who provides a report making recommendations. It was decided to accept this quote and proceed with the survey.
- Fire Safety Plan: The company contracted to provide this has been on-site and we will have the finished plan soon. A possible discount was mentioned due to the length of delay on the project.
- Repairs to the wall outside #101 in the winter cost \$1,565. Membrane issues on east lobby wall are scheduled to be repaired in dry weather.
- Capital Planning Committee: A suggestion was made to have an ongoing committee independent of Council to do research and make recommendations to Council. This committee would continue work that was started by the 2005 Council. The matter is to be considered at the next Council meeting. A questionnaire asking for Owners input is attached to these minutes. Please take this opportunity to let us know your concerns and priorities for the building.

## CORRESPONDENCE

Council Member Tony Kaul left the meeting at this point due to conflict of interest.

- A letter was received from the owners of #101 making a request to rent their Suite under the Bylaw 32 hardship exemption. After much discussion it was decided to approve the request for a period of one year. If the Owners request an extension after that period it will be reviewed. Council President and Secretary to prepare a letter in response.

## NEXT MEETING

- Monday, May 8, 2006 at 7:00 pm, Suite 109.

MEETING ADJOURNED: 9:25 pm



SPECIAL GENERAL MEETING MINUTES  
STRATA PLAN V.R. 104 - THE RAVENWOOD  
DATE : MONDAY, APRIL 24, 2006  
LOCATION: LOBBY, 1775 WEST 11TH AVE, VANCOUVER, B.C.  
CALL TO ORDER: 7:05 P.M.

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ATTENDANCE

The Council Secretary confirmed that seventeen (17) Owners were registered as being in attendance, three (3) by proxy and fourteen (14) in person. As this exceeded the required quorum, the meeting proceeded. Also present was Sean Mackenrot of Seapoint Property Services.

CALL TO ORDER

Ann Doyle, Strata Council President, called the meeting to order at 7:05 P.M.

PROOF OF NOTICE

Proof of Notice was filed with the Council Secretary that notice of this Special General Meeting was delivered or mailed to all Owners within the Strata Plan V.R. 104 in accordance with the By-Laws of the Strata Corporation.

PRESENTATION

Council President, Ann Doyle thanked Owners for attending and noted that the new budget included a slight increase in maintenance fees. She gave a brief overview of the work done on the 2005 Financial Statements, thanking Council Treasurer Kim Noll for her work, as well as Liz Stokes and Lyn Goytain for bringing the issue to Council's attention. She read a brief statement from the Treasurer, who could not attend. The statement expressed the Treasurer's view that the issues in the 2005 statements have been resolved in the revised financial statements included in the SGM package. There was a discussion with Council Members answering any questions Owners had regarding the budget and 2005 Financial Statements.

RESOLUTION #06-2006

The owners of Strata Corporation VR 104 hereby resolve to adopt the 2006 operating budget in its entirety, as presented by the Strata Council at a Special General Meeting held on April 24, 2006.

It was MOVED AND SECONDED (309/101) to approve the resolution. 16 IN FAVOUR, 1 OPPOSED. MOTION CARRIED

One Owner asked how the difference in maintenance fees was to be handled for those who had sent a year's worth of cheques to Seapoint. It was suggested that one cheque for the difference for the year would be the easiest way to handle this. There was a discussion of upcoming building maintenance and capital projects. Owners were reminded to submit their concerns on the forms included in the Council meeting minutes of March 13, 2006. A couple of Owners had suggestions for short term investment of contingency funds to earn better interest. Council will look into the suggestions. The issue of bike storage was not brought for a vote at the SGM as not all the information was received from Owners regarding the amount of storage that is required. Council Secretary to follow up on this matter and report to Council.

The meeting was adjourned at 7:35 P.M.