

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: MAY 8, 2006  
LOCATION: 109 - 1775 W. 11TH AVE.  
CALL TO ORDER: 7:05 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 7:05 pm.

**PREVIOUS MINUTES**

MOVED, SECONDED and CARRIED, to approve the meeting minutes of April 3, 2006.

**FINANCIAL REPORT - 1st Quarter**

The Quarterly Financial report was presented by the Property Manager, figures current to March 31, 2006. The information was discussed and some adjustments were requested in the organization of data. The Treasurer to assist Sean with this. Council members requested that we receive monthly financial reports and current figures from the operating and contingency accounts at each meeting. Sean to provide options for investing contingency reserve fund at next meeting.

**BUSINESS ARISING**

- The Property Management contract with Seapoint Property Services requires further review. More adjustments may be made after the Property Manager attends a meeting of Strata Agents this month.
- Council President and Vice President reviewed the Caretaker's contract and changes were made to update the document. Council is awaiting feedback from the Caretaker.
- The Property Manager prepared a letter for the bank removing Jackie Heywood, Hagen Bothe and Tony Kaul from the authorized signatures list. This letter was signed by current signatories.
- Eltec is still sending invoices which Council has declined to pay as the contract with Eltec was terminated. Eltec did send the Property Manager notice of old invoices that had not been paid, (one from 2004). Sean to ask for copies of these invoices to compare to financial records. If the invoices are valid and have not been paid, payment is to be made.
- Strata VR 104 is now a member of the Condominium Home Owners Association (CHOA). We have received the first CHOA Journal, four copies were distributed among Council Members. Owners wanting to read the newsletter can request a copy from Council.
- Information has not been received from Canadian Pest Control about the mouse/rat bait being used around the building. Sean to contact CPC.
- A question was brought up regarding plumbing repair costs inside an Owner's suite. Sean to investigate whether the cost is to be paid by VR 104 or the Owner.

## PROJECTS

- New Domestic Water Boiler: installation has been successfully completed. The final bill was 5% higher than the quoted price as the quote was given in November 2005. The total of \$15,645.52 (+ GST) still came in under our budget of \$16,000. **Please remember the special assessment is due June 1, 2006.**  
**Safety Tip from Xpert Mechanical:** Always turn on the cold water first, then the hot water. Please instruct children.
- Basement level carpet: One company has come to check the area to provide us with a quote for replacement and a second company is to be contacted for a second quote. Property Manager to get a quote for the removal of the old flooring from a general handyman. Another option discussed of staining and sealing the concrete floor is too labour intensive.
- Electrical Load Survey is scheduled for the second week of May.
- Fire Safety Plan: Has been submitted to the Fire Department for approval. This may involve another fire inspection. **Please remember to keep parking and common areas clear of items.**
- Repairs to the membrane below the outside wall on the east side of the lobby were completed. The cost was \$831. Some repairs still need to be done to the wall inside the lobby. Council authorized repair up to \$1000. While the wall is open the contractor is to look for evidence of source of moisture as it is possible that not all damage was caused by membrane failure on lower outer wall.
- Kevin Adair to make other minor repairs noted in his report. Cost estimated at \$1000.
- Carpet cleaning of common areas has been scheduled for late May at an estimated cost of \$500.
- Repairs to be made to downspouts exiting in the patio areas of 102 and 109, extensions needed to direct water away from patios.
- Bike Storage: responses are still outstanding from some Owners. The forms received indicate 8 adult bikes and 2 child's bikes in the garage storage area and garbage room; however, there are 10 adult bikes and 3 child's bikes currently stored. Owners needing space for their bikes will find 4 open spaces in the established bike storage area near the garage exit. Strollers and small children's bikes can be stored in the garbage room. Please return the completed form to Diane in 204. To determine if any of the bikes have been left by previous Owners we need to identify the bikes by suite. An envelope of tie-on tags will be placed in the bike storage area, please use one to label your bike.
- Capital Planning Committee: All information gathered so far to be collected (Kevin Adair report, Owner's recent purchase inspections and work from Capital Planning Committee). Meetings to be set with Kevin Adair and Michael Mackenrot to review and help set priorities.  
Very few responses have been received from the Questionnaire included in the last meeting's minutes. Please let Council know what your opinions and priorities are for the building. **Your input is important!**

## NEW BUSINESS/CORRESPONDENCE

- Property Manager to arrange for a ramp over the door frame on the third floor which is too high to easily allow for passage of a wheelchair.
- A letter was received from an Owner regarding the hardship rental exemption granted by Council at the meeting of April 3, 2006. Council discussed the matter and are satisfied that the request meets the requirements of the Strata Property Act.
- A letter was received on the increase in maintenance fees. A Council member to contact the concerned Owner.

## NEXT MEETING

- Monday, June 12, 2006 at 7:00 pm, Suite 102.

MEETING ADJOURNED: 9:20 pm

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: JUNE 12, 2006  
LOCATION: 102 - 1775 W. 11TH AVE.  
CALL TO ORDER: 7:10 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 7:10 pm.

**PREVIOUS MINUTES**

MOVED, SECONDED and CARRIED, to approve the meeting minutes of May 8, 2006.

**FINANCIAL REPORT - CRF Investment**

Sean brought information to the Council on getting better interest on the money in our Contingency Reserve Fund. The bank recommended term deposits, possibly dividing the funds over various terms. After discussing the options Council decided to place the bulk of our CRF into a 1 year cashable deposit at a rate of 3.75%. This will give us reasonable interest with the option of removing any or all funds with no penalty. Other terms offered only slightly higher rates but would incur penalties (loss of interest) if we required the funds before the end of the term.

Council requested monthly financial statements. The current contract provides for quarterly statements only. Seapoint is working towards providing monthly statements. It will take some time to organize. in the interim current bank statements will be provided to give Council a better idea of our financial position relating to expenditures. Changes may be made to the next contract with Seapoint.

A Treasurer's report will be done for the next Council meeting.

**BUSINESS ARISING**

- The Property Management contract with Seapoint Property Services may need adjustments to bring it in line with the Real Estate Services Act. Sean to provide these changes to Liz and Ann for review before the next meeting.
- The Caretaker's contract was signed. The Council copy to be filed and a copy of the signature page to be faxed to Seapoint for their records.
- The bank now has a complete list of authorized signatures for the current Council.
- Eltec Elevators provided invoices for amounts previously unpaid. On investigation by Seapoint, one of these invoices was found to be money returned to VR 104 to cover carpet cleaning in 2004. Another amount of \$10.39 was approved for payment. Other invoices were submitted for 3 months after we cancelled our contract with them. Council approved payment of the invoice for the February maintenance work as our contract notice went to Eltec in February 2006.

- Replacement of the main shaft of the elevator and clean-up of the pit by Richmond Elevator approved to go ahead at a cost of \$1180 +GST. Seapoint to determine any warranties for parts or labour.
- Investigation of plumbing repair costs inside an Owner's suite has been determined to be the Owner's responsibility. Sean to contact the Owner for payment.
- Wheelchair access on third floor completed at a cost of \$390. Grip strips to be added for extra traction.

## PROJECTS

- Council members signed authorization for \$8,000 to be taken from the Contingency Reserve Fund to pay the invoice for the new domestic boiler.
- Basement level carpet: Quotes were proved from 2 companies who came to the site and another rough estimate over the phone. All were in the range of \$2800-\$3300. Once Council knows we have sufficient money it will be taken to Owners to authorize the expenditure. Council is also looking at options to reduce the cost.
- Electrical Load Survey was delayed due to staff shortages. It will be done this month.
- Fire Safety Plan: Has been submitted to the Fire Department for approval and rejected. Revisions will be made and it will be resubmitted.
- Kevin Adair made some repairs to the flashing on the roof and removed a lot of dirt and debris from the roof. Regular roof cleaning to be included in the next budget. He also investigated the noisy vent fans on the roof and determined that there was nothing he could do to quiet them. A vent specialist will be contacted to look at them. Seapoint will contact Xpert Mechanical regarding the vent fans in the garage to get their opinion on having the fans on at all times as recommended by another contractor.
- Carpet cleaning of common areas was completed May 29, 2006 at a cost of \$500.
- Bike Storage: To determine if any of the bikes have been left by previous Owners we need to identify the bikes by suite. An envelope of small tie-on tags has been placed in the bike storage area, please use one to label your bike. So far only a couple of bikes have not been labelled. Based on the information gathered there appears to be no need for additional bike storage at the moment.
- Very few responses have been received from the Questionnaire included in the April minutes. The results will be tallied and reported at the next Council meeting.
- Repairs to the east wall inside the lobby will be done when the contractor is available. Dampness has been noted on the wall just below the window and some staining on the carpet will also be checked.

## NEW BUSINESS

- A problem has occurred with a skunk coming under the fence of a ground floor unit. A handyman to be contacted to block access and fill the burrow it has been living in.
- Water pressure on an outside faucet was found to be low. The plumbing company was called to check it out and a tap was adjusted.
- The gardener requested the purchase of a new hose for the garden - approved. Council is very happy with the condition of the lawn and gardens.
- A Council member expressed concern over the placement of the large rhododendron removed from the area beside the lobby. It was replanted in the garden on the west side of the building but now blocks the lilac bush and required moving other small shrubs. Council members to investigate further and consider options to improve the situation.
- An inspection done on the main boiler resulted in the inspector issuing an order to replace the safety release valve. Seapoint to forward the report to Xpert Mechanical. Cost is estimated at \$875 + GST. Council approved the repair.

- Window cleaning of inaccessible windows is being scheduled. A notice will be posted reminding Owners to remove any window screens for that day. For anyone who does not know how, or is unable to remove their screens there will be a list of volunteers to help with the task. Washing the screens can be done in the tub/shower. Council considered having cleaners clean screens also and decided that it was not a priority, expense-wise.
- Owners are reminded that large items are not to be left outside the dumpster; Northwest Waste will not pick them up. Owners are responsible for disposal of unwanted items, please do not leave them for the Caretaker to take care of. If a disposal company has to be called the Owner will be responsible for the cost. There are charity shops that will take usable items and may pick up. If you are unsure of how to dispose of something contact the Caretaker for information.

Please do not leave recyclables in the garage area when the carts are in the alley for pick-up on Friday morning. The carts are usually back in the garage by Saturday morning. Please see the attached sheet for a reminder of recycling information.

#### **NEXT MEETING**

- Monday, August 14, 2006 at 7:00 pm, Suite 104.

MEETING ADJOURNED: 9:00 pm

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: AUGUST 14, 2006  
LOCATION: 104 - 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 June 12, 2006.

**FINANCIAL REPORT**

The Property Manager and Council reviewed the Financial Statements current to June 30, 2006. As of this statement we are on budget. MOVED, SECONDED and CARRIED to transfer the \$4500 assigned to the Contingency Reserve Fund to the CRF account. This includes \$4179.70 to clear the CRF deficit of 2005 and \$320.30 for the 2006 CRF budget.

The boiler project came in \$740.81 over budget due to the amount of time passed between receiving the quote and starting the work. This amount was assigned to our plumbing & mechanical budget.

The Property Manager is working with a bookkeeper to provide Council with monthly statements. Due to time constraints the Treasurer's report was not completed for this meeting.

**PROJECTS**

- Eltec Elevators continues to ask for payment for additional invoices. They still have not provided the requested copy of the maintenance contract. The invoices approved for payment by Council have been paid.
- Richmond Elevator scheduled to start work approved by Council at the last meeting. Sean to ask for a definite date so we can provide advance notice of elevator shut-down to Owners.
- Basement level carpet: when investigating cost of removal of old flooring the possibility of asbestos tiles under the carpet was brought up. This requires testing before certain options could go ahead; Sean to arrange testing. The results may affect the cost of certain options.
- Electrical Load Survey has been completed. The report showed no problem with the electrical supply to the building. Any Owners experiencing electrical problems will need to deal with upgrading the electrical panel in their suite by contracting with a licensed electrician.
- Fire Safety Plan: The contractor who was working on this project has resigned the assignment. No monies have been paid to this contractor. Property Manager to contact Vancouver Fire for a quote to take over the Fire Safety Plan project.



- The vent specialist is scheduled to look at the noisy roof fans this month. Xpert Mechanical is scheduled to look at the garage fans this month.
- A total of seven Owners responded to the Questionnaire included in the April minutes. The report on the results are attached to these minutes.
- The contractor has been unavailable to start repairs to the east wall inside the lobby but the work should be started this month.
- Repairs/adjustments have been ordered for eavestroughs on two ground floor units. Work expected to be completed this month.
- The skunks appear to have moved from the burrow by a ground floor unit. The handyman will be directed to fill in the hole and block the bottom of the fence.
- Window cleaning was completed and under budget.
- Work ordered on the main boiler was completed. The inspector will return to inspect the repair.
- The large rhododendron was removed from the garden on the west side of the building as it was dying. The gardener has cleaned up the area. Possible problems have been noted with the magnolia at the east side of the lobby - Sean to ask the gardener check. Sean also to contact the arborist regarding timing of pruning of large trees.
- Council received an update on the maintenance & repair work done by Kevin Adair this year.

#### **NEW BUSINESS**

- Dryer vents are due for cleaning. Sean to have the work scheduled for August. Owners will be notified when suite access will be required.
- Some complaints had been received regarding smoke from barbecues. Problems have been worked out by moving barbecues. When barbecuing try to be considerate of your neighbours.
- Moves in the last few months have resulted in minor damage to the elevator. Please remember to ask for the curtains when moving large items or renovation supplies in the elevator to minimize damage.
- A letter was received regarding stains on the north exterior wall. The wall is to be cleaned.
- Sean informed Council that Seapoint Property Services would no longer be doing strata property management after the end of 2006. A committee was formed to search for a new property management company. Sean offered to give the Council members any information he could to help the search.
- Issues brought up by Council members:
  - door handle on fire door on second floor - handyman to fix
  - small tree interfering with west side door - Lyn offered to remove it
  - boiler room door has often been left open by person(s) unknown. Lock to be changed so only Caretaker and Council have keys.
  - Laundry machines are old, not very efficient. Sean to inquire if we can have them replaced with newer, more power efficient machines on our current lease.
  - Shelving proposed for laundry room. Quote to be obtained.

#### **CORRESPONDENCE**

- A letter was received from an Owner regarding dryer vents and exterior wall cleaning. Sean to call Owner in response (see New Business).

#### **NEXT MEETING**

- Monday, September 25 14, 2006 at 7:00 pm, Suite 202.

MEETING ADJOURNED: 8:50 pm

## QUESTIONNAIRE RESULTS

<u>Item mentioned</u>	<u>No. of votes</u>
Roofing.....	2
Flashing .....	1
Boiler .....	2
Elevator .....	1
Exterior painting .....	2
Aluminum wiring connectors.....	1
Basement recarpeting .....	2
Owner's notice board - main floor .....	1
Gardening suggestions .....	1
Required fix-ups, general .....	2
Receipt of Adair report.....	1
Upholding non-rental bylaw.....	1
Revisit pet bylaw (cats/dogs).....	1
Fencing (long-term) .....	1

One Owner provided a copy of a recent home Inspection Report conducted prior to purchasing a suite. Thank you.

Council was disappointed that only seven people responded to the Questionnaire.