

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: SEPTEMBER 25, 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
Diane Smallwood	#204	Secretary
Liz Stokes	#109	
Vera Brandt	#108	

Sean Mackenrot, Seapoint Property Services

Absent: Tony Kaul, Kim Noll

**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 August 14, 2006.

**FINANCIAL REPORT**

The Property Manager and Council reviewed the Financial Statements current to August 31, 2006. All amounts outstanding from the previous statement have been collected. Council members signed a letter prepared by Seapoint authorizing the transfer of \$4500 from the operating account to the Contingency Reserve Fund account.

**PROJECTS**

- Sean to follow up with Richmond Elevator to ensure the scheduled work on the elevator has been completed.
- Basement level carpet: results of testing show there is asbestos in the top layer of linoleum under the carpet. Council considered options for replacing the flooring in the basement lobby:  
① totally remove all layers of flooring or ② remove and replace just the carpet. A quote to remove the linoleum was received from a contractor licensed for asbestos removal: \$1250 for the elevator lobby area, or \$3740 for the whole floor area (plus GST). Air monitoring is included in the \$3740 but would be \$400 extra in the \$1250 quote. This quote does not include the cost of replacing the flooring. Council has decided to recommend removing the old carpet only and replacing it with carpet tiles. Council will present the recommendation to the Owners at the AGM for approval of the expenditure.
- Council received the report from the electrician on the Electrical Load Survey which was recently completed. Sean to ask for a summary of the report in layman's terms for future reference.
- Fire Safety Plan is in progress with a new company.
- Xpert Mechanical checked the garage fans and determined that they are fine in their current set-up. Fans on the roof will be checked this month.
- A quote was received for recommendations about repair of the lobby wall which included various moisture tests. Sean to ask Kevin Adair for further information on these recommendations.
- Repairs/adjustments to the eavestroughs on two ground floor units is complete. Cost \$195.04.

- Dryer vent cleaning was completed. Cost \$587.24.
- Various projects completed by handyman Ted Bakapanos including repair of fence to limit skunk access around unit 109 and installing shelves in the laundry room. Total invoice of \$492.90. Shelves in the laundry room are now available for Owner's wishing to leave their laundry supplies in the room as well as for the Caretaker's cleaning supplies.
- The invoice for the inspection of the boiler was received and the permit fee for the new year paid.
- Sean to follow up on proposal from Eng's regarding upgrading the laundry facilities.
- The recycling contractor has suggested that we may want to move all the recycling containers back into the garage and provide them with a garage opener so the crew can bring them up on collection day. This was recommended due to concerns about arson. The garage opener is only given to the crew on collection day. Council understands that the company is appropriately insured. Council has approved this move if the the company's procedures include not leaving the garage door open if unattended.
- Once again Owners are reminded to remove items stored in their parking spaces. The garage is not to be used for storage. Owners in violation will receive a letter from the Property Manager.
- Property Management search: Vera brought information regarding two companies. Council will meet on October 16 to discuss the search when all have had time to read the materials. Council Members to continue to collect information and distribute to Council for review.

#### **NEW BUSINESS**

- A question was brought up in the last month regarding insurance coverage and barbeques. Inquiries with the insurer indicate there is no insurance problem with barbeques under current bylaws.
- Council has approved the cost for a meeting with Kevin Adair for a review of his report and our capital plan. Council members to meet October 16 and prepare questions in advance. Meeting with Kevin Adair to be scheduled at a later date.
- Concerns have been raised regarding the safety of some Owners not hearing the smoke alarm or fire alarm. One company suggests strobe lights installed in-suite where appropriate and gave a rough estimate of \$125 per suite. Council instructed Sean to obtain another quote for smoke alarms. No solution for the fire alarm has been found.

#### **CORRESPONDENCE**

- A letter was received from an Owner regarding the fence, rotting posts, an outdoor faucet and a gate. The fence is an issue for our capital plan, the handyman will be directed to look at the other issues. Sean will contact the owner directly in response.
- A letter was received from an Owner requesting permission to rent the suite for a period of time under the Bylaw 32 hardship exemption. The Owner had also talked to a Council Member and gave more information than was included in the letter. After some discussion Council approved the exemption on the following conditions: the Owner re-submit the letter with more information including a clear statement about the hardship; the approval is for a period of one year, re-application is required if an extension is desired; and a local contact must be given for suite management. A Council Member will follow up with the Owner about the new letter.

#### **NEXT MEETING**

- Monday, November 6, 2006 at 7:00 pm, Suite 109.

MEETING ADJOURNED: 9:40 pm. Sean left at 9:00 pm before further discussion of Property Management search.

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: NOVEMBER 6, 2006  
LOCATION: 109 - 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
Diane Smallwood	#204	Secretary
Liz Stokes	#109	
Vera Brandt	#108	

Sean Mackenrot, Seapoint Property Services

Absent: Tony Kaul

**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 September 25, 2006 with the following amendments:

- asbestos in the basement flooring is safe if not disturbed;
- meetings regarding Property Manager search and Kevin Adair's report are informal and will not be minuted;
- item regarding strobe light warning for smoke detector: fire alarm refers to building wide alarm as opposed to smoke detector which is in-suite.

**FINANCIAL REPORT**

The Property Manager and Council reviewed the Financial Statements current to September 30, 2006. Expenses are within budget.

**PROJECTS**

- Sean received confirmation from Richmond Elevator that scheduled work on the elevator has been completed.
- Basement level carpet: Council will present 3 quotes at the AGM and make a recommendation.
- Council received a summary of the report on the Electrical Load Survey.
- Strata plans were located and sent to the company working on the Fire Safety Plan. Regularly scheduled fire safety equipment inspection was completed; some equipment replaced, cost \$1075. Sean to contact company to check in-suite smoke detectors and get quote on strobe alarms.
- Vent fans on the roof were checked and found to be in good working order with the exception of loose filter cover (causing rattling noise) and one missing filter cover. Replacements have been ordered.
- Council discussed recommendation by Kevin Adair for core test of the east lobby wall to determine source of a problem. Cost estimate approximately \$750. Approved, Sean to arrange for work to be done.

- An Owner reported a problem with a dryer vent which had been cleaned the month previously. Vent company to be recalled to check possible vent back flow problem.
- A quote for \$1653 was received from handyman Ted Bakapanos for replacing sections of the fence between 106 & 107. Fencing issue tabled for future discussion. Council to review as part of Capital Plan with Kevin Adair.
- Capital Plan: Meeting with Kevin Adair tentatively scheduled for November 20.
- Proposal from Eng's regarding upgrading the laundry facilities covered residential quality machines only. These are not considered appropriate for our use. Sean to ask for commercial quality quotes.
- The recycling contractor is having trouble accessing the alley due to cars parked in the alley. Caretaker has contacted the city regarding this problem.
- Cleaning of a portion of the north exterior wall was completed by the Caretaker.
- Sean to contact JPM Tree Services regarding pruning trees back to 6' from building as recommended by Kevin Adair.
- Property Management search: Interviews with two companies were completed and one more was scheduled for November 7.

#### **NEW BUSINESS**

- Owners are reminded that oversize items are not to be left by the garbage dumpster. Please dispose of the items at the city facility on S.E. Kent or arrange for pick up by a disposal company.
- A new timer was installed for the exterior light. Cost \$226.
- The garage door maintenance contract (twice a year maintenance) was approved for \$356 +GST (parts extra).
- Sean to get quotes for a roof maintenance program and a yearly balcony inspection.
- Council Member Kim Noll resigned as treasurer by letter due to her move away from Vancouver. Liz Stokes has volunteered to take over the position for the remainder of the term. Sean to prepare a letter for the bank notifying them of the change in signatories.
- Sean has contacted Kevin Adair to deal with a water leak problem (possible membrane break) in a ground floor suite.
- Council authorized purchase of paint for Caretaker's suite to a maximum of \$100.

#### **CORRESPONDENCE**

- Two Owners were sent letters regarding items improperly stored in the garage.
- A letter was sent to the Owner who requested a hardship rental exemption approving the request for a period of one year.

#### **NEXT MEETING**

- Monday, December 11, 2006 at 7:00 pm, Suite 204.

MEETING ADJOURNED: 9:20 pm. Sean left at 9:00 pm before further discussion of Property Management search.

STRATA COUNCIL MEETING  
STRATA PLAN VR. 104 - THE RAVENWOOD  
DATE: DECEMBER 11, 2006  
LOCATION: 204 - 1775 W. 11TH AVE.  
CALL TO ORDER: 7:02 PM

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**COUNCIL IN ATTENDANCE**

Ann Doyle	#202	President
Lyn Goytain	#102	Vice President
Diane Smallwood	#204	Secretary
Liz Stokes	#109	Treasurer

Sean Mackenrot, Seapoint Property Services

Regrets: Tony Kaul, Vera Brandt

**CALL TO ORDER**

The Council President called the meeting to order at 7:02 pm.

**PREVIOUS MINUTES**

MOVED, SECONDED and CARRIED, to approve the meeting minutes of November 6, 2006.

**FINANCIAL REPORT**

The Property Manager and Council reviewed the Financial Statements current to October 31, 2006. Council determined there is a possibility of going over budget this year due to unexpected expenses, including repairs to the elevator and garage door, plumbing repairs and membrane breaks.

**NEW PROPERTY MANAGEMENT**

Council has found a new Property Management company to replace Seapoint Property Services. Strataco Management Ltd. will manage Strata VR 104 beginning Jan. 1, 2007. Sean will start transferring the records to allow our new Property Manager, J.P. Daem, to familiarize himself with our building and start setting us up in their systems for Jan. 1. Council researched and interviewed several candidates before choosing Strataco.

Council appreciates Sean Mackenrot and Seapoint Property Services for all of their work over the last two years and their friendly, practical approach to strata management.

**PROJECTS**

- Basement level carpet: AAA Carpet updated their quote. All other quotes will be updated and based on the same specifications before the AGM.
- Fire Safety Plan is in the works at National Fire & Safety but will not be completed until the new year due to high work load. Sean to contact our fire safety company to check in-suite smoke detectors.
- Vent fans on the roof: filter covers ordered last month have not yet been installed. The contractor is being contacted for timeline.
- Problem with dryer vent in one unit has been repaired.
- Capital Plan: Council members met with Kevin Adair on Nov. 20, 2006, received much information which will be passed along to Strataco for the Capital Plan.
- East lobby wall repair: instructions have been given to Kevin Adair to go ahead with core testing.
- Invoice was received for the repairs to the elevator piston, cost \$1250 +GST.
- Information on roof and deck maintenance will be referred to Strataco.

- A further quote for new laundry machines was received from Eng's. Decision was deferred until Council has an opportunity to discuss with Strataco.
- JPM Tree Services will come in January to prune trees.
- Copy of the letter giving necessary information regarding hardship rental was given to Sean for the records.
- A letter was delivered to the bank notifying them of the removal of Kim Noll from the authorized signatories.
- The garage door maintenance contract was signed and a copy will be forwarded to Strataco.

#### **NEW BUSINESS**

- A repair of the garage entry door (replacing the motor) was completed in November. Photo safety sensor was also installed to bring the system up to current safety standards. Total estimate \$2200 + GST.
- Repairs to the broken membrane in the patio area of Suite 110 were commenced and will be completed soon. Quote for repairs \$4150 + GST. Additional quotes were sought but the other contractors would not be able to start the work until January. As the problem involved moisture ingress into the suite it was decided to get the work started as soon as possible.
- Moisture has been found in the Electrical Room and in one storage locker. These areas will be checked for possible membrane breaks.
- We are experiencing problems with recycling pick-ups. The Caretaker has called the contractor regularly and the problem persists. Sean to write a letter to the city to notify them.
- Sean to inquire with gardener regarding snow removal if needed in the future. Thank you to Owners who volunteered to shovel on the weekend during the last snowfall.
- Insurance renewal due January 1. Council to discuss with Strataco.
- Chimney cleaning was last done Oct. 2005. Sean to arrange for inspection of chimneys and cleaning if necessary. Sean to investigate chimney caps.
- Landscaping contract for 2007 was presented, \$3233 including GST. MOVED, SECONDED and CARRIED to renew the contract with Palaina Gardening. Council is very happy with this contractor.

#### **CORRESPONDENCE**

- A letter was received from the Owners of Suite 110 regarding damage done to plants during repairs to the patio area. The plants will be replaced in the early spring. Sean has replied in writing.
- Sean was directed to send a letter to an Owner regarding items improperly stored in the garage.

#### **NEXT MEETING**

- To be determined after consulting with J.P. Daem at Strataco.

MEETING ADJOURNED: 9:10 pm. Sean left at 8:30 pm before further discussion of Property Management transition details and contract.

NOTE: Council forgot to consider a Christmas bonus for the Caretaker during the meeting but has authorized a \$200 bonus.

### **2007 MAINTENANCE FEES**

Owners will soon receive a letter from Strataco regarding payment of maintenance fees for 2007. Fees will remain the same as 2006 at least until the AGM.