

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 104,
RAVENWOOD, HELD ON THURSDAY, JANUARY 4, 2007, AT 7:00 PM IN SUITE 202
- 1775 WEST 11TH AVENUE, VANCOUVER, BC**

Council in attendance: Ann Doyle, President
Lyn Goytain
Tony Kaul
Elizabeth Stokes
Diane Smallwood

J.P. Daem,
Strataco Management Ltd.

Absent with leave: Vera Brandt

CALL TO ORDER:

The meeting was called to order by Ms. Ann Doyle, Strata Council President, at 7:00 pm.

MINUTES OF THE MEETING OF DECEMBER 11, 2006:

The minutes of the meeting of December 11, 2006 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

Lower Level Recarpeting

The President tabled the one quotation which had been received from the previous managing agent, noting that the quotation appeared confusing and did not reflect the specifications as understood by Council. The Manager was requested to confirm the prices with AAA Carpeting for the installation of two square foot tile of commercial grade, with rubber cove baseboards, and the removal of the existing carpet and the cleaning of the subsurface to provide appropriate adhesion for the new material. Council noted that it was the Strata Corporation's expressed wish that the existing sub-flooring not be renewed due to the potential problem with asbestos, and that it had been agreed that tile would not be installed in front of the elevators.

Insuite Smoke Detectors

Council requested that management proceed with the inspection of the insuite smoke detectors, as they had not been inspected since 2005 and concern had been expressed that some of the detectors may need to be recalibrated or replaced.

Tree Pruning

Council confirmed that GPM Tree Service were to attend to the pruning of the trees to provide 6' of clearance from the building, sometime in January. Management were asked to follow up on the dates of service.

Fire Safety Plan

Council noted that Norburn Fire & Safety were in the process of completing the fire safety plan, which should be received in January.

Exterior Testing of Walls

Council confirmed that Kevin Adair was to complete the testing of the east lobby wall, and was also requested to check complaints of water leakage into two units to determine whether any repairs were required at this time.

Snow Removal

The Manager confirmed that staff would provide the necessary support to the onsite personnel to shovel the sidewalks and attend to any snow removal from common areas.

Roof Deck Maintenance and Window Caulking

The Manager indicated that staff would discuss with Kevin Adair any recommendations made as a result of his exterior inspections, and that management would be preparing a full site inspection report along with any recommendations for required exterior maintenance.

Fireplace Inspections

Management were asked to have the fireplace chimneys inspected and cleaned as required at the earliest possible time. It was also noted that a recommendation had been made that chimney caps be installed to the chimneys to avoid bird nesting and backdrafts.

PRESIDENT'S REPORT:

Annual General Meeting Agenda

The President advised that in accordance with the requirements of the Strata Property Act, the Strata Council was to set the agenda for the Annual General Meeting. The President tabled the proposed agenda. It was noted that no rules had been implemented during the course of the past year, and it was agreed that the Annual General Meeting would be held on February 19, 2007, in the lobby. It was then

MOVED AND SECONDED:

That the agenda as discussed by Council be approved as the agenda for the Annual General Meeting.

MOTION CARRIED UNANIMOUSLY

PROPERTY MANAGER'S REPORT:

1) Transition Management

Management Contract

The Manager confirmed that the management contract had been executed.

Introductory Letter to Owners

The Manager confirmed that an introductory letter had been sent to all owners.

The Council secretary provided management with copies of additional information normally distributed to new residents, for inclusion in the welcome packages for new owners and tenants.

File Transfer

The Manager advised that staff had not yet received the files from the previous managing agent, but had been assured that these would be received by week end. Upon receipt the files will be reviewed and a report submitted to Council on any matters requiring follow up. The Manager indicated that all contractors would be notified of the change in management, the administrative calendar would be established for Council's consideration, and a report would be given to Council at its next meeting of any pending items that had not yet been disclosed.

Bank Accounts

The Manager provided Council with information on the bank accounts for the operating and reserve funds, as required by the Strata Property Act and Real Estate Act.

Meeting Schedule

Management were requested to prepare a meeting schedule for the balance of the calendar year, for Monday meetings.

Minutes Distribution

It was agreed that owners be given the opportunity of obtaining the minutes of the Strata Council meetings via email, and that those who did not have access to email distribution be provided with hard copies of the minutes through management.

Registered Address

The Manager indicated that in accordance with the requirements of the Strata Property Act, the Strata Corporation was required to have an address registered in the Land Title Office. It was

MOVED AND SECONDED:

That the registered address for the Strata Corporation be the address of the management company, and said address be recorded at the Land Title Office.

MOTION CARRIED UNANIMOUSLY

2) Finance Report

Funds Transfer

The Manager advised that this remained in progress and would be completed subsequent to the transfer of the administrative records.

2007 Operating Budget Draft

The Manager tabled the draft of the proposed 2007 operating budget, along with the amendments and suggestions made by the Strata Council Treasurer. There was general agreement on the proposed budget for 2007, which called for a 3.6% increase in strata fees, based on the projected expenditures to year end and the anticipated expenditures for 2007. The Strata Council also noted two options to be offered to owners, namely the expense for the recarpeting of the lower level, as well as an expense to ensure that roof deck and window maintenance is undertaken to extend the life of these building components and to ensure that the Strata Corporation is able to proceed with adequate preventative maintenance to avoid any potential structural damage to the building, which would result in a much greater cost to the owners.

The Manager noted that while staff were confident the budget proposal should meet the Strata Corporation's anticipated expenses, it was subject to further review once the records of the Corporation have been received and the current and proposed expenditures can be analyzed in further detail. The Manager suggested that management would submit a revised budget draft incorporating the addition of the recarpeting and preventative maintenance program, along with the cost schedules for consideration by the owners, and that any further adjustments that may be required to the budget would then also be made so that these can be given final review by Council at a special Council meeting to be held on January 22, 2007, as the AGM notice had to be mailed to owners no later than January 29, 2007.

After lengthy discussion of the proposed budget and the current expenditures, it was

MOVED AND SECONDED:

That the budget prepared by management and the Treasurer be approved in principle, and staff be requested to bring forward a final draft of the budget for consideration by Council at a special meeting on January 22, 2007, for recommendation to the Annual General Meeting of the owners on February 19, 2007.

MOTION CARRIED UNANIMOUSLY

3) Insurance

The Manager confirmed that staff had cancelled the renewal with BFL Insurance and had bound the Strata Corporation through Coastal Insurance, at a significant savings. The Manager indicated that the insurance premium renewal quotation from BFL had been \$9,400.00, and that the renewal cost of the insurance with Coastal Insurance was \$6,628.00. The Manager reviewed the general provisions of the insurance policy, noting that the policy provided through Strataco was more comprehensive and included a number of improved coverages for the benefit of the owners. Mr. Daem indicated that the revised premium had been incorporated into the 2007 budget draft. It was

MOVED AND SECONDED:

That Council concur with staff's actions and ratify the insurance policy with Coastal Insurance, effective January 1, 2007, in accordance with the Manager's report.

MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS:

Noise Complaint

Council reviewed the various items of correspondence related to a noise complaint emanating from strata lot 19. A lengthy discussion ensued on the source of the complaint, and management were requested to communicate with the parties affected by the complaints of undue noise, as well as the responsible strata lot, with a view to resolving the matter amicably and without the requirement of any further sanctions by the Strata Corporation.

Communication with Management and Council

All owners are asked to communicate any concerns, problems or suggestions through management, in writing, so that these can be addressed by Council at the next meeting.

Complaint of Water Leakage

The Manager confirmed that management were investigating two complaints of water leakage, and that the appropriate action would either be taken or recommended to Council at the next meeting.

Underground Parking Storage

Staff were requested to review the concerns expressed to the previous managing agent with regards to storage in the underground. The President confirmed that under the city bylaws, no storage of any kind is permitted in the underground, and staff were asked to send a notice to owners outlining the city requirements and requesting the offending parties to dispose of any storage currently maintained in the underground parking.

Petty Cash

Management were requested to forward petty cash summary forms to the Treasurer.

Meeting with Resident Staff

Management were requested to join the President in a meeting with the onsite staff, so as to establish the proper lines of communication with the site personnel.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:05 pm, until Monday, January 22, 2007, at 7:00 pm in suite 109 – 1775 West 11th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

8553 Commerce Court

Burnaby, BC

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Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 104, RAVENWOOD, HELD ON MONDAY, JANUARY 22, 2007, AT 7:00 PM IN UNIT 109 - 1775 WEST 11TH AVENUE, VANCOUVER, BC

Council in attendance: Ann Doyle, President
Elizabeth Stokes, Treasurer
Tony Kaul
Diane Smallwood
Lyn Goytain

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Vera Brandt

CALL TO ORDER:

The meeting was called to order by Ms. Ann Doyle, Strata Council President, at 7:05 pm.

MINUTES OF THE MEETING OF JANUARY 4, 2007:

The minutes of the meeting of January 4, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

The Manager advised that the minutes distributed to the owners after the Strata Council meeting were stamped with a "Draft For Discussion". These are a draft of the minutes until the next Strata Council meeting when Council approves the minutes as distributed. The Manager stated that after the minutes of the Strata Council meeting are approved by Council at the following Council meeting, there will be no other sets of minutes distributed again to the owners; therefore, owners are requested to retain already distributed set of minutes for their files.

PRESIDENT'S REPORT:

Management Contract

The President advised that a revised management contract had been reviewed and Council should review the contract before signing.

Various Items

Council reviewed a draft of correspondence to be sent to two strata lot owners pertaining to the activities of children.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statement

The Manager advised that the financial statement for the month of December 2006 has not yet been received from the previous management company.

2007 Operating Budget Draft #2

Council reviewed draft #2 of the 2007 operating budget. After careful review of the budget line by line, it was

MOVED AND SECONDED:

That the proposed 2007 operating budget calling for a fee increase of 5.7% be presented to the ownership for ratification at the Annual General Meeting to be held on February 19, 2007.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports

The Manager advised that the site inspection reports were on file, and that any matters requiring attention were being dealt with by staff or referred to Council for further direction.

Quotations

Carpet replacement: The Manager advised that quotations for the carpet replacement in the parkade hallway had been requested from three contractors, and they have not yet been received.

Dickens Chimney Service: Council reviewed a quotation from the contractor pertaining to the inspection and cleaning of fireplaces. It was

MOVED AND SECONDED:

That Dickens Chimney Service be awarded the contract to inspect and clean, if necessary, all of the fireplaces and chimneys, and all costs associated with the cleaning of the fireplaces be assessed against the account of that strata lot.

MOTION CARRIED UNANIMOUSLY

Transition of Management

The Manager advised that an updated owners list had been received and that management is in the process of reviewing the files.

3) Correspondence

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: reports of noise emanating from strata lot; uninsured motor vehicle; broken table glass; various suggestions; maintenance fee; request to amend pet bylaw.

Arising from the correspondence, the following was duly resolved:

Request to amend pet bylaws: Council reviewed correspondence received from an owner requesting Council to present a motion to the Annual General Meeting to amend the pet bylaws to allow dogs. After consideration, Council noted that the proposed pet bylaw presented by the owner is incomplete, and asked the Manager to review the entire Strata Corporation bylaws and the suggestion made by the owner be considered at that time.

4) **Insurance**

2007 Insurance Certificate

The Manager provided for Council's information a copy of the certificate of insurance for the 2007 policy. A copy of the certificate is attached to the minutes for the information of the owners. Please note in particular the water loss deductible.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

The Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

5) **Completed Items**

The Manager reported that the following had been completed since the last meeting of the Strata Council: distributed notices regarding receiving minutes by e-mail and storage in underground parking; replenished ice melt supplies; building site tour; welcome package amendments to include Council information; registered address filed at Land Title Office.

6) **In Progress**

The Manager reported that the following remained in progress: replacement of broken table glass in lobby; electrical repairs to light post at front of building; completion of fire safety plan; water ingress at strata lots units 2 and 9 and lobby; insurance certificate to be sent to owners.

OTHER BUSINESS:

Storage in Parking Stalls

Owners are reminded that storage in underground parking stalls is not permitted as per the Strata Corporation bylaws. Council asked the Manager to install hooks on the wall in the garbage room so that owners can store their shopping carts instead of using their parking stalls.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:10 pm, until the Annual General Meeting to be held on Monday, February 19, 2007, at 7:00 pm in the lobby, 1775 West 11th Avenue, Vancouver, BC.

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