

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 104, RAVENWOOD, HELD ON MONDAY, APRIL 16, 2007, AT 7:00 PM IN UNIT 102 - 1775 WEST 11<sup>TH</sup> AVENUE, VANCOUVER, BC**

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Council in attendance:

Elizabeth Stokes, President  
Diane Smallwood, Vice-President  
Lyn Goytain, Treasurer/Secretary  
Ann Doyle  
Tony Kaul  
Wayne Bonner  
Diana Cernescu

Vivian Cornescu,  
Strataco Management Ltd.

**CALL TO ORDER:**

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

**MINUTES OF THE MEETINGS OF JANUARY 22 AND FEBRUARY 19, 2007:**

The minutes of the meetings of January 22 and February 19, 2007 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

Ms. Goytain noted that in the January 4, 2007 minutes, on page 1, under Tree Pruning, the contractor is JPM Tree Services, and that on page 1, under Fire Safety Plan, the company's name is National Fire Safety. Ms. Stokes pointed out that as per the January 22, 2007 minutes, the matter of the responsibility for payment for cleaning of the fireplaces had been presented to the owners at the Annual General Meeting held on February 19, 2007, and that all owners had agreed that it is the individual owner's responsibility to pay for fireplace cleaning.

**PRESIDENT'S REPORT:**

Transfer of Funds

The President advised that the Council has signed the authorization to The Royal Bank concerning one account, confirming that Strataco Management Ltd. has been retained to manage Ravenwood. The Manager noted that there is an account at Scotiabank for which the Strata Council members have signing authority, and that Council should review this account (which pertains to the reserve contributions) and decide if they wish to transfer signing authorization to Strataco Management Ltd.

2007 Priorities

The President presented for Council's information the list of priorities for the 2007 fiscal year. Council will deal with these items as necessary.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statement

Strata Council Treasurer, advised that she had reviewed the financial statements for the months of December 2006 and January and February 2007. It was decided that the Strata Manager would meet with the Treasurer and President on April 24, 2007, to review the financial statements and answer any queries related thereto.

Receivables Report

The Manager advised Council that two strata lots were 90 days in arrears, and one strata lot was 30 days in arrears.

***Owners are cautioned that if their accounts are seriously in arrears the Strata Corporation may, pursuant to the provisions of the Strata Property Act, register a lien against the strata lot. All costs to register the lien (\$450.00) will be added to the balance in the account.***

2007 Operating Budget and Strata Fees Notice

The Manager advised Council that the 2007 operating budget and strata fees notice had been distributed to all owners.

Capital Plan

The Manager advised that staff were in the process of completing the capital plan to denote the non-annual expenses which should be considered by the owners of Ravenwood in future. The capital plan will be presented at the next meeting for Council's review.

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.

Transition Management

The Manager advised Council that staff had completed a review of the files received from the previous management company, that letters had been sent to all contractors and suppliers for the Strata Corporation advising of the change in management, and that the parking, storage and common area key lists had been updated.

***All non-resident owners are requested to provide their mailing address to management, in order that any minutes, correspondence or notices may be directed to them. Please also consider leaving a contact phone number with management for use in case of an emergency.***

2007 Meeting Schedule

Council reviewed the proposed meeting schedule for the remainder of 2007, calling for regular Council meetings on June 25, September 10, October 22 and December 3, 2006. It was

MOVED AND SECONDED:

That the proposed meeting schedule be accepted.

MOTION CARRIED UNANIMOUSLY

2007 Annual Calendar

The Manager provided a copy of the annual calendar outlining the scheduled activities for the year with respect to general maintenance of the buildings and grounds, and contract renewal dates. Council was pleased to see the information contained within the annual calendar.

Vancouver Fire Department

Council reviewed correspondence sent to the Vancouver fire department advising of the current members of the Strata Council, for use in case of emergency.

Dickens Chimney Service

The Manager presented for Council's information a fireplace inspection report received from Dickens Chimney Service. In reviewing the report it was noted that the rain caps were missing on eight fireplaces, and the damper pin was missing on five fireplaces. It was

MOVED AND SECONDED:

To approve the quotation from Dickens Chimney Service for the installation of eight rain caps at a cost of \$240.00 + GST per fireplace.

*MOTION CARRIED UNANIMOUSLY*

It was further

MOVED AND SECONDED:

To approve the installation of pest screens on the rain caps, for all nine fireplaces, in the amount of \$34.00 + GST per fireplace.

*MOTION CARRIED UNANIMOUSLY*

Council noted that the damper pins were missing on the fireplaces at strata lots 2, 9, 14, 24 and 25. It was

MOVED AND SECONDED:

That the installation of damper pins, for a cost of \$74.00 + GST, be approved and that the charge be assessed against the accounts of the above-noted strata lots.

*MOTION CARRIED UNANIMOUSLY*

In further review of the report Council noted that some minor repointing was needed at some fireplaces, and that cracks in the fireplace back wall were noted at one strata lot. Council asked the Manager to obtain further information and possibly a quotation for the necessary repairs.

Carpet Replacement

Council member Smallwood advised that two carpet samples received from Beatty Floors had been placed in the lobby and that the owners had provided feedback on the samples. It was reported that 17 owners were in favour of the speckled carpet tile, and 10 owners were in favour of the striped design. It was

MOVED AND SECONDED:

That the quotation received from Beatty Floors in the total amount of \$3,220.00 + GST, for replacement of the carpet tiles in the basement hallway, be approved.

*MOTION CARRIED UNANIMOUSLY*

Council member Bonner requested the Manager to ensure that a box of extra tiles is left on site for future tile replacement if necessary.

The Manager noted that if new carpet is installed on the basement level, Council should consider power washing the parkade. After discussion it was

MOVED AND SECONDED:

That a contractor be requested to power wash the underground parkade level at a cost not to exceed \$500.00 + GST.

*MOTION CARRIED UNANIMOUSLY*

Lobby Glass Table Replacement

Council reviewed a quotation for replacement of the glass lobby table which had been broken by the residents of one strata lot. It was

MOVED AND SECONDED:

To replace the table at a cost not to exceed \$250.00 (lowest quotation) and that the cost be assessed against the strata lot whose resident was responsible for the breakage.

*MOTION CARRIED UNANIMOUSLY*

3) Correspondence

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: election and re-election to Council; various items; dispute; vehicle storage insurance received; strata fees payment; request to provide copy of valid vehicle storage insurance; broken glass on lobby table; owner requested to remove tires from parking stall (x 2); concerns with barbecue odours; strata fees payment; bylaw amendments.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.**

4) Landscaping

Council reviewed the 2007 landscape maintenance proposal received from Palaina Gardening, after which it was

MOVED AND SECONDED:

That Palaina Gardening be retained to carry out the 2007 landscape maintenance program.

*MOTION CARRIED UNANIMOUSLY*

Council noted that the planted beds on Burrard are in need of new plants, perennials and shrubs, and that the landscaper had recommended drought tolerant shrubs. After discussion it was

*MOVED AND SECONDED:*

That new perennials and shrubs be planted in the area, to a value of up to \$500.00.

*MOTION CARRIED UNANIMOUSLY*

5) **Mechanical**

Council signed the elevator maintenance contract with Richmond Elevator.

6) **Completed Items**

The Manager reported that the following had been completed since the last meeting of the Strata Council: hosted Annual General Meeting; notices distributed to owners regarding fireplace inspection, inspection of balconies, removal of items from patios; water test at strata lots 2, 8, 9 and lobby; preventative maintenance at roof; repaired light post at front of building; repaired heat at strata lot 2 and in the building; removed graffiti; replaced two hose bibs at rear of building; inspected windows and decks; caulked windows at strata lots 9 and 10; core investigation at east wall lobby; replaced glass on lobby table.

7) **In Progress**

The Manager reported that the following remained in progress: building condition report; fire safety plan.

**OTHER BUSINESS:**

Building Condition Report

The Manager advised Council that the report from Markic Development and Restoration pertaining to the condition of the decks, windows and roofs had just been received and will be copied and forwarded to all Council members. The Manager noted that the contractor had water tested the ground floor enclosed balconies at strata lots 2, 9 and 10, and found that water seeped under the wall and traveled to a low point further down the wall. The contractor had recommended that the areas be caulked in order to stop any water ingress. This had been done at two strata lots (2 and 9) on a trial basis. The Manager further advised that in reviewing the bylaws it was noted that the enclosed balconies are considered an improvement to the strata lot; consequently, it is the responsibility of the owner to maintain the area and to attend to the correction of any insuite damage repairs due to water ingress from the enclosed balconies.

**Newspapers**

***Residents are asked not to take newspapers belonging to someone else from the lobby.***

Laundry Equipment

Council asked the Manager to obtain quotations for replacement of the current laundry machines with more energy efficient machines.

Bylaw Committee

It was

MOVED AND SECONDED:

That Council members Smallwood, Goytain and Cernescu be appointed as members of the Bylaw Committee, which will be reviewing the Strata Corporation's bylaws.

*MOTION CARRIED UNANIMOUSLY*

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:20 pm, until Monday, June 25, 2007, at 7:00 pm in unit 204 – 1775 West 11<sup>th</sup> Avenue, Vancouver, BC.

**STRATACO MANAGEMENT LTD.**

**8553 Commerce Court**

**Burnaby, BC**

**V5A 4N4**

**Tel: 604-294-4141**

**Fax: 604-294-8956**



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