

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

Council in attendance: Elizabeth Stokes, President
Diane Smallwood, Vice-President
Lyn Goytain, Treasurer/Secretary
Ann Doyle

Absent: Tony Kaul
Wayne Bonner (input provided prior to meeting)

CALL TO ORDER:

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

PURPOSE OF THE MEETING:

This Special meeting was called to respond to a request for extension of hardship rental exemption.

RENTAL RESTRICTION LEGISLATION NOTES:

The Strata Property Act permits an owner to apply to the Strata Corporation for an exemption from rental restrictions on the grounds of hardship. The Strata Property Act further clearly states that the Strata Corporation must not unreasonably refuse to grant an exemption (Sections 141 thru 146).

Legal opinions advise Councils that each case must be assessed on its own merits. Legal opinions also advise Councils that exemptions must be allowed as long as the hardship continues.

The application was received on June 1, 2007, and the Strata Property Act requires a response within two weeks. The owner was requested to provide more comprehensive information relating to the application and supporting documents for financial hardship. This was received on June 6, 2007.

In preparation of this meeting, Council members receive advice from our Strata Manager and reviewed CHOA newsletter articles on hardship exemptions written by lawyers and arbitrators in the past few years.

After much discussion and careful consideration, it was decided that hardship was proven and to grant the extension for a period of one (1) year, commencing July 1, 2007. As per the Strata Property Act, the owner will be required to supply the Strata Manager and Strata Council the completed Form K, Notice of Tenant's Responsibilities, within two weeks of the beginning of tenancy.

ADJOURNMENT:

The meeting adjourned at 7:35 pm.

RAVENWOOD STRATA COUNCIL



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.

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 104, RAVENWOOD, HELD ON MONDAY, JUNE 25, 2007, AT 7:00 PM IN UNIT 204 - 1775 WEST 11TH AVENUE, VANCOUVER, BC

Council in attendance:

Elizabeth Stokes
Diane Smallwood
Lyn Goytain
Ann Doyle
Tony Kaul
Wayne Bonner

Vivian Cornescu,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President at 7:05 pm.

MINUTES OF THE MEETING OF APRIL 16, 2007:

The minutes of the meeting of April 16, 2007 were adopted subject to the deletion of the reference to "Mrs." on page 1, and its replacement with "Ms.", and on page 5 under Other Business, Building Condition Report, to delete reference to strata lots 2, 8 and 9 and replace it with strata lots 2, 9 and 10.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

A lot has been accomplished since our last meeting, most is covered by the Agenda.

We have lost one Council member. Diana Cernescu sold her unit and resigned from Council (and the Bylaw Committee). Wayne has graciously volunteered to be part of the Bylaw Committee.

Several notes from owners were put under my door, they were forwarded to Vivian for acknowledgement and action as appropriate. Strata bills and correspondence received by Seapoint were forwarded to Ann or myself, and subsequently forwarded to Vivian for decision. Strataco has been requested to install a box for correspondence.

Council's main unscheduled activity was related to a request for an extension of a hardship exemption. Our management company helped us to understand our obligations and timelines mandated by the Strata Property Act. Council also reviewed CHOA articles for additional background, advice to Councils, and legal opinions regarding hardship exemptions. Legislated timeframes required Council to reply to the owner prior to our next meeting. I thank Council members for their thoughtful consideration and due diligence in handling this request in a timely manner.

MDR was scheduled to caulk windows. Diane provided notices for ground floor owners requesting they provide access to their yards during the dates in question.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statement

The Strata Council Treasurer advised that she had reviewed the financial statements for the months of December 2006 to May 2007, and indicated that there were several questions related to the statement for the month of May 2007, which had been forwarded to the management company for review and related answers. It was then

MOVED AND SECONDED:

That the financial statements for the months of December 2006 and January to May 2007 be approved.

MOTION CARRIED UNANIMOUSLY

Treasurer's Report

Some adjustments are required to correct the May 31, 2007 statement, but we have a surplus of income over expenditures to the end of May. All transfers to the contingency fund have been made to date. Extra income earned to the end of May is \$55.00 on the sale of keys plus \$17.04 bank interest. Strataco has been instructed to complete the transfer of all our accounts from our previous bank, Scotiabank, to their bank, The Royal Bank of Canada. The transfers should be completed soon.

Receivables Report

The Manager advised Council that 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.

Capital Plan

The Manager advised that staff were in the process of completing the capital plan and the non-annual expenses which should be considered by the owners of Ravenwood in future. The capital plan is a key part of budget preparation for the next fiscal year, and will be forwarded to the Council for review prior to the Council meeting in September 2007, when Council will be presented with the first draft of the proposed operating budget.

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.

Rental Information Sheet

Council reviewed the rental information sheet updated as of May 2007, noting that there were two strata lots rented at that time.

City of Vancouver

The Manager advised Council that correspondence had been sent to the City of Vancouver requesting the installation of a "no parking" sign at the back lane, to replace the existing sign which indicates no parking on Tuesdays and Thursdays. Council noted that vehicles parked in this area are a safety hazard and make it difficult for the residents of Ravenwood to access the driveway and to turn left onto Burrard Street.

Vancouver Fire Department

The Manager advised that correspondence had been sent concerning the provision of a Fire Safety Plan for each floor of the building, and a regulation for the installation of bicycle racks in each parking stall. Council asked the Manager to obtain a quotation for the installation of a bicycle rack in the parking stalls.

Arpel Security

The Manager advised that a list of Strata Council members had been forwarded to Arpel Security for information in the event of an emergency.

Richmond Elevator

The Manager noted that the elevator maintenance contract signed by the Strata Council had been forwarded to Richmond Elevator.

Xpert Mechanical

Council reviewed correspondence sent to Xpert Mechanical requesting they provide a copy of the preventative mechanical maintenance contract, which has not been received by staff.

MDR

The Manager presented for Council's information the building inspection report prepared by Markic Development and Restoration. The inspection was done on the roofs, balconies, windows, ground floor enclosed balconies and lobby windows. Preventative maintenance was done on the roof. The Manager advised Council that the contractor is in the process of caulking the windows, and had conducted a water test on the lobby windows, at which time evidence of water ingress into the lobby had been observed. Council reviewed a quotation from the contractor for replacement of the windows in the lobby with proper detailing and minor interior repairs, in the amount of \$1,650.00 + GST per window. After deliberation and review of the budget Council noted that funds were available for exterior repairs and general maintenance. It was then

MOVED AND SECONDED:

That the quotation received from Markic Development and Restoration for replacement of the lobby windows be accepted.

MOTION CARRIED UNANIMOUSLY

Dickens Chimney Service

The Manager advised Council that the contractor had completed the installation of the rain caps at eight fireplaces, and had installed damper pins. A report had been received from the contractor pursuant to the work done. Council reviewed the report and requested the Manager obtain clarification from the contractor on the report and recommendations.

Eng's Laundry

Council reviewed the contract with Eng's for laundry equipment and again asked the Manager to request quotations for replacement of the equipment with more efficient commercial equipment.

3) Correspondence

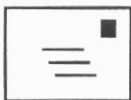
The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to one new owner; request for extension of exemption to rent due to hardship approved; condition of fence at strata lot; water ingress at strata lot from enclosed patio; broken table glass; various items; request for permission to install satellite dish; letter sent based on erroneous information; bicycle storage; resident requested to remove tires from parking stall.

Arising from the correspondence, the following was duly resolved:

Broken table glass: Council reviewed correspondence received from an owner pertaining to replacement of the broken lobby table glass. Council asked the Manager to follow up on the information provided by the owner and report back at the next Council meeting.

Request for various items: Council reviewed correspondence received from one owner pertaining to an ant problem in the strata lot, a request for permission to replace a bedroom window, and a request to install a bike rack in the parking stall. Council asked the Manager to request a pest control contractor to attend to the ant infestation, and agreed that the owner would not be allowed to replace the bedroom window as this would involve more repairs to the building exterior. It was suggested that the owner investigate other ways of "baby proofing" the room and obtain advice from specialized suppliers.

Request for permission to install satellite dish: Council reviewed a request from an owner for permission to install a satellite dish, and after consideration permission was denied at this time; however, Council agreed that the item would be reviewed by the Bylaw Committee.



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) Completed Items

The Manager reported that the following had been completed since the last meeting of the Strata Council: building condition report; installed carpet at basement hallway; power washed parkade; repaired plumbing leak at one strata lot.

5) In Progress

The Manager reported that the following remained in progress: repairs to chimney; completion of Fire Safety Plan.

OTHER BUSINESS:

Bylaw Committee

The Bylaw Committee advised Council that they had met and discussed revisions to the Strata Corporation's bylaws. Once the proposed bylaws draft is ready it will be forwarded to Council for review.

Landscaping

Council reviewed a report from the landscape contractor, JPM Tree Maintenance, pertaining to a tree maintenance plan. The contractor advised that the cherry trees and the blood red maple tree need structure and weight balance, and that the best time to do this work is in the month of September, before the trees lose their foliage. Council reviewed the budget and noted that funds are still available for tree maintenance, and agreed to request JPM Tree Maintenance to undertake the pruning of the cherry trees and blood red maple in Fall 2007. Council asked the Manager to request another contractor, Al's Tree Service, to provide a report on the condition of the trees, and in particular the condition of the root systems of the cherry trees, which are overgrowing the areas and whose roots may damage the membrane of the parkade.

It was noted that the landscape contractor had purchased perennials and installed them, and that this is included in the landscape contract.

Owners are reminded to turn off the water to the washing machines in between use, to avoid floods.

Strata Council Mailbox

Council asked the Manager to arrange to have a contractor install a box in which owners may leave correspondence.

Owners are requested not to leave any correspondence at a Council member's door. All correspondence must be forwarded to Strataco Management Ltd., by mail or fax, or be left in the Strata Council mailbox once installed. Please do not leave any cash or cheques in the mailbox.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:20 pm, until Tuesday, September 11, 2007, at 7:00 pm in unit 109 – 1775 West 11th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

**8553 Commerce Court
Burnaby, BC
V5A 4N4**

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.

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

Council in attendance: Elizabeth Stokes, President
Diane Smallwood, Vice-President
Lyn Goytain, Treasurer/Secretary
Wayne Bonner

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Ann Doyle
Tony Kaul

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Elizabeth Stokes, at 7:00 pm.

MINUTES OF THE MEETINGS OF JUNE 11 AND 25, 2007:

The minutes of the meetings of June 11 and 25, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

The President clarified an entry on page 5 in the minutes of June 25, 2007, under Landscaping, and noted that All Round Tree Services had provided a report pertaining to a tree maintenance plan, and not JPM Tree Maintenance. JPM Tree Maintenance provided a report on the condition of the trees in 2006.

PRESIDENT'S REPORT:

The President reported on various items and projects being undertaken over the past few months since the last Council meeting, and in particular exterior window caulking, replacement of the lobby windows, installation of caps and damper pins on chimneys, a quotation for the installation of hooks in the parking stalls for bicycles, basement carpet installation, the installation of a suggestion box, and the capital plan. The President noted that several of these items had been included on the meeting agenda and would be discussed during the Council meeting.

Capital Plan

The Strata Manager presented the capital plan cash flow analysis and reserve study analysis, identifying projects that should be included in next year's budget. Council requested the Strata Manager to obtain quotations for the replacement of the fences around the complex for budgetary purposes. Council suggested that funds should be allocated in the budget for the next fiscal year to obtain a building envelope report. Council noted that there is no evidence of any water ingress into the building; however, as the building is 33 years old some maintenance should be performed in order to prolong the life of various components. This matter will be presented to the owners at the next Annual General Meeting for discussion and approval.

Bike Hooks in Parkade

Council reviewed the quotation received for the installation of 32 hooks on the walls of 32 parking stalls, to be used to store bicycles. The existing bicycle storage area is becoming too small for the number of bicycles, and the bicycles are starting to encroach upon the parking stalls in the area. Council requested the Strata Manager send a notice to all owners, asking that they advise management if they would like a bicycle hook installed in their parking stall, and to provide their parking stall number.

Window cleaning

The President noted that window cleaning had been scheduled for October on the 2007 annual calendar. After discussion Council decided that the window cleaning would not be done as it is too late in the year. The Strata Manager was requested to ensure that window cleaning is scheduled for Spring 2008, and that the annual calendar be amended accordingly.

Drainage

Council requested the Strata Manager to direct notices to all owners requesting they ensure that the balcony drains are kept clear of any leaves and debris throughout the rainy season, in order to prevent the plugging of downspouts and subsequent flooding. Owners on the main floor should regularly inspect the patio drainage and keep the area free of any debris and leaves. If water is ponding on the balconies, please contact the management company in order that the situation may be addressed before any flooding occurs.

Balcony Maintenance

A Council member suggested that a contractor should be requested to caulk the flashings on the balconies at the earliest possible time in order to prevent any water ingress. This should be a regular maintenance item and should be scheduled every few years.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Council Treasurer advised that she had reviewed the financial statements for the months of June and July 2007, raised several queries pertaining to invoices, and requested that several adjustments be made to the July 2007 statement. It was then

MOVED AND SECONDED:

That the financial statements for the months of June and July 2007 be adopted subject to the adjustments requested by the Treasurer.

MOTION CARRIED UNANIMOUSLY

Treasurer's Report

The Treasurer noted the following in regards to the July 2007 financial statement: all three accounts previously held by Scotiabank have now been transferred to our credit at The Royal Bank. The two smaller accounts of \$9,507.25 and \$4,506.04 are shown in the financial statement ending July 31, 2007. The larger deposit of \$50,873.49 will be reported in the August statement not yet received. There were further corrections requested to the July 31 financial statement, and these should be reflected in the August statement. We again have a healthy surplus at the end of July, but the exact amount cannot be determined yet until the corrections have been made to the previous statements.

Receivables Report

The Strata Manager advised that no strata lots were in arrears.

Transfer of Funds

The Strata Manager noted that as reported by the Treasurer, all three accounts had now been transferred to Royal Bank.

2) Staff Report

Site Inspection Reports

The Strata 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.

2007 Meeting Schedule

Council reviewed the meeting schedule for the balance of 2007, calling for regular Council meetings to be held on October 22 and December 3, 2007.

Replacement of Laundry Equipment

Council reviewed a quotation from Eng's for replacement of the existing laundry equipment with energy saving power duty laundry equipment. Council noted that the renewal fee would be \$58.00 per set per month plus GST and PST, a \$6.00 increase over the existing agreement. The proposal states that Eng's will provide the machines at no cost for three months of the new agreement, so that the length of the new agreement would be 63 months (3 bonus months plus 60 months at the regular monthly rate). After deliberation it was

MOVED AND SECONDED:

To approve the proposal from Eng's for the replacement of two sets of washers and dryers with heavy duty machines, at a monthly rate of \$58.00 per set.

MOTION CARRIED UNANIMOUSLY

Council asked the Strata Manager to request the contractor to install the machines on October 1, 2007, with the new monthly rate to come into effect January 1, 2008. Council further requested that the budget for laundry income and expenses be changed accordingly, and that the owners pay \$10.00 per month. Council noted that the washers to be installed will consume less water and have a faster spin speed.

Dickens Chimney

Council reviewed the report related to the repairs and installation of the caps at the fireplaces, and the installation of damper pins at several units.

BC Hydro

Council reviewed correspondence received from BC Hydro pertaining to energy efficient lighting, and asked the Strata Manager to request further clarification from BC Hydro concerning the Power Smart program. An appointment will be made with a representative from BC Hydro Power Smart to inspect the building and provide any recommendations.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: request for permission to extend rental

of strata lot approved; water ingress at strata lot; report of crack in stucco; vehicle storage insurance; broken glass table in lobby; appreciation for volunteering for Bylaw Committee; tree pruning concerns; various items; request for permission to install satellite dish denied; bicycle storage in parking stalls; accounts receivable.



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**

Al's Tree Service

Council reviewed a report on the condition of the cherry tree roots provided by Al's Tree Service, which is attached and forms part of these minutes.

All Round Tree Services

The Strata Manager stated that the pruning of the cherry trees, as recommended by All Round Tree Services (which had been requested by Palaina Gardening, the landscape contractor) had been completed. All Round Tree Services recommended the cherry trees be 30% structural pruned to ensure balance and weight, and that the cedars be trimmed and shaped all around.

Council reviewed the reports provided and requested the Manager obtain quotations (for budget purposes) for removing the cherry trees including the root system. Council requested that the contractors be asked to provide details on the replacement trees that will be planted, including the size they will grow to at maturity, and the trees recommended for this location. This subject will be presented to the owners for discussion and approval at the next Annual General Meeting.

5) **Mechanical**

The Strata Manager presented for Council's information the elevating devices operating permit, and noted that the BC Safety Authority had been advised of the change of mailing address for the Strata Corporation.

6) **Completed Items**

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: cleaned carpet; installed windows in lobby; caulked all windows; repaired chimneys.

7) **In Progress**

The Strata Manager reported that the following remained in progress: water ingress at strata lot 2; completion of fire safety plan.

The Strata Manager noted that the Fire Department had advised that they do not compile fire safety plans, and that research into the types of companies who do provide this type of service is required.

The Strata Manager advised that MDR had declined to provide a quotation for water ingress repairs at strata lot 2 at this time. Council asked the Manager to request other contractors to assess the situation and provide a quotation as soon as possible so that the repairs can be made in a timely fashion before the rainy season.

OTHER BUSINESS:

Bylaw Committee

Diane Smallwood advised Council that the Bylaw Committee had met five times (for approximately two hours each time) and compiled and revised the bylaws. At this time all the notes, comments and modifications are to be compiled, and after the draft is finalized it will be presented for Council's review. The President thanked the Bylaw Committee for their efforts and time spent on this important task.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:00 pm, until Monday, October 22, 2007, at 7:00 pm in unit 102 – 1775 West 11th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

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.

/dc