

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 104, RAVENWOOD, HELD ON MONDAY, OCTOBER 22, 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  
Wayne Bonner  
Ann Doyle

Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave: 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 MEETING OF SEPTEMBER 11, 2007:**

The minutes of the meeting of September 11, 2007 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President requested clarification from the Strata Manager concerning correspondence received from an owner relating to the glass top for the table in the lobby which was broken. The Strata Manager advised Council that she was unable to obtain further information from the company suggested by the strata lot owner. Council asked the Strata Manager to communicate with the owner of the strata lot and request the owner obtain clarification from the company suggested, and report back to Council at the next meeting.

The President advised that the caretaker has taken leave for two weeks, and that a relative of the caretaker has been attending to the janitorial duties.

**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 August and September 2007 and had found them to be in order. It was

**MOVED AND SECONDED:**

That the financial statements for the months of August and September 2007 be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Treasurer's Report

The Treasurer's report is attached and forms part of these minutes.

Receivables Report

The Strata Manager advised that one strata lot was 30 days in arrears, and that no collections action was required at this time. A letter was sent to the owner requesting payment of the outstanding fees.

2008 Operating Budget Draft

Council received the first draft of the proposed 2008 operating budget, and carefully reviewed its inclusions line-by-line. After discussion it was

MOVED AND SECONDED:

That the proposed 2008 operating budget be tabled to the next Council meeting.

*MOTION CARRIED UNANIMOUSLY*

**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 Annual Calendar

Council reviewed the 2007 annual calendar and made several modifications.

Quotations

Carpet replacement and waterproofing repairs at strata lot 2: Council member Goytain absented herself during discussion of this matter.

Council reviewed the quotations received for waterproofing repairs and replacement of the carpet damaged by water ingress in the bedroom of strata lot 2. The Strata Manager advised Council that only one quotation had been received for waterproofing repairs involving the exterior wall, despite the fact that three contractors had been requested to bid. The other two contractors had declined to submit a proposal. The Strata Manager stressed that the repairs were time sensitive and that if the work is postponed in an attempt to obtain other quotations the damage to the strata lot may increase. After careful consideration it was

MOVED AND SECONDED:

That a quotation received from Archway Renovations in the total amount of \$6,837.00 be approved.

*MOTION CARRIED (Goytain did not vote)*

Council noted that the quotation called for waterproofing repairs to the exterior southeast corner of strata lot 2, as well as interior repairs.

Council reviewed the quotation from Beatty Floors for replacement of the carpet in the bedroom, which had been damaged as a result of water ingress from the exterior of the building. It was

MOVED AND SECONDED:

That a quotation received from Beatty Floors in the total amount of \$1,275.00 + GST be approved.

*MOTION CARRIED (Goytain did not vote)*

Fence painting: Council reviewed quotations received from two contractors for fence painting, and asked the Strata Manager to modify the details to specify that the replacement fencing is to consist of treated wood material and that an extra gate is to be installed at the BC Hydro meter in order to provide privacy and security at the adjacent strata lot.

Eng's Washing Machine

The Strata Manager advised that new laundry equipment had been installed and that there will be no cost to the Strata Corporation for the months of October, November and December 2007.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new owner; concerns with tree pruning; request for permission to extend approval to rent strata lot; concerns with tree pruning; caretaker absence.

Arising from the correspondence the following was duly resolved:

Strata lot 14 – request for extension of approval to rent strata lot: Council reviewed the request received from the owner seeking an extension of approval to rent the strata lot based on medical hardship, as the owner must travel to take care of an ill relative. The rental will be necessary for several months while the owner is away. After discussion it was

MOVED AND SECONDED:

That the request be approved subject to the rental period not exceeding one year, the tenant complying with all Strata Corporation bylaws, and the completion of a Form K – Notice of Tenant's Responsibilities.

*MOTION CARRIED UNANIMOUSLY*



**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 a quotation received from Davey Tree Service for removal of six cherry trees and grinding of the stumps at the front of the building. Council requested further clarification on the number of replacement trees to be planted, the cost, and the species.

**5) Completed Items**

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: notices distributed regarding balcony and patio damage, storage of items, and bicycle hooks.

**6) In Progress**

The Strata Manager reported that the following remained in progress: waterproofing repairs at strata lot 2; annual fire inspection; completion of fire safety plan.

**OTHER BUSINESS:**

Bicycle Hooks

The Strata Manager reported that five owners had requested that bicycle hooks be installed in their parking stalls. Owners are reminded that the installation of bicycle hooks will be covered by the Strata Corporation. Anyone interested in having a bicycle hook installed on the wall of their parking stall is asked to contact Strataco Management Ltd.

Emergency Contact

The Council noted that only four strata lot owners have provided emergency contact information.

Storage in Aisles of Locker Room

Council requested the Strata Manager to arrange for the removal of all items stored in the aisles of the locker room, as they pose a trip hazard and are stored in contravention of the Strata Corporation's bylaws.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:20 pm, until Tuesday, December 4, 2007, at 7:00 pm in unit 202 – 1775 West 11<sup>th</sup> Avenue, Vancouver, BC.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**



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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 104,  
RAVENWOOD, HELD ON TUESDAY, DECEMBER 4, 2007, AT 7:00 PM IN UNIT 202  
- 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  
Wayne Bonner  
Ann Doyle  
Tony Kaul

Vivian Cornescu,  
Strataco Management Ltd.

**CALL TO ORDER:**

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

**MINUTES OF THE MEETING OF OCTOBER 22, 2007:**

The minutes of the meeting of October 22, 2007 were approved subject to the following corrections:

- ⇒ On page 2, under Receivables Report, the minutes are to reflect that a letter had been sent to an owner requesting payment of the outstanding fees.
- ⇒ On page 3, under Fence Replacement, delete the word "replacement" and add the word "painting".

**BUSINESS ARISING FROM THE MINUTES:**

Business arising from the minutes will be dealt at a later date, as the Strata Manager was not feeling well at the meeting

**PRESIDENT'S REPORT:**

The President advised Council was waiting for updates regarding building items in progress (carpet, bicycle hooks, elevator phone).

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Strata Council Treasurer advised that she had reviewed the financial statement for the month of October 2007 and had found it to be in order. Please find the Treasurer's report attached to these minutes. It was

**MOVED AND SECONDED:**

That the financial statement for the month of October 2007 be adopted as presented.

**MOTION CARRIED UNANIMOUSLY**

Receivables Report

The Strata Manager reviewed the status of accounts receivable, noting that one strata lot was 90 days in arrears. Council was advised that each month a letter requesting payment of the outstanding fees had been sent to the registered address of the strata lot. It was then

MOVED AND SECONDED:

That the President and Treasurer be authorized to sign the lien documentation and that a lien be registered against the delinquent strata lot if all outstanding fees are not paid by December 31, 2007, and that all costs relating to lien registration (\$450.00) be assessed against the account of the strata lot.

*MOTION CARRIED UNANIMOUSLY*

2008 Operating Budget Draft

Council received the second draft of the proposed 2008 operating budget, after which it was

MOVED AND SECONDED:

That the proposed 2008 operating budget be tabled until the next Council meeting.

*MOTION CARRIED UNANIMOUSLY*

**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.

2008 Meeting Schedule

Council reviewed the proposed 2008 meeting schedule, after which it was

MOVED AND SECONDED:

To approve the 2008 meeting schedule, calling for regular Strata Council meetings to be held on January 14, April 14, June 30, September 15, October 20 and November 24, and the Annual General Meeting to be held on February 11, 2008.

*MOTION CARRIED UNANIMOUSLY*

2008 Annual Calendar

Council reviewed the 2008 annual calendar and made several modifications, pertaining to carpet cleaning to be scheduled in the month of May, cleaning of the sump pumps and catch basins to be scheduled in the month of July, and inspection of the roof, chimneys and fireplaces to be scheduled in the month of August 2008.

Ace Fire Prevention

Council reviewed the annual fire inspection report. All tests passed, no problems noted, routine maintenance performed.

Patio Repairs at Strata Lot 2

The Strata Manager advised Council that the patio repairs at strata lot 2 were in progress, and that the contractor had discovered another source of leakage, which will be repaired in the near future. The Strata Manager presented for Council's review a brief report from the contractor on the condition of the stucco, the condition of the exterior building where the balconies join the stucco, painting of the exterior of the

building, windows, and waterproofing the foundation wall. The contractor has recommended temporary repairs and the painting and caulking of the stucco be scheduled in the near future. It has been further recommended that an investigation be conducted to address these issues. The Strata Manager advised Council that the contractor had been authorized to proceed with the necessary repairs in order to stop the water penetration at the patio at strata lot 2.

#### Refurbishment of Perimeter Fences

Council reviewed a quotation received for painting as well as replacement of the perimeter fences. This information was obtained for budget purposes only and discussion was tabled to the next Council meeting.

#### Basement Carpet

Beatty Carpets has not provided an update, the Strata Manager will follow up.

#### Mold in Storage Area

The Strata Manager reported that a contractor will be engaged and notice to residents posted.

### 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 approval to rent strata lot due to medical hardship approved; lobby table glass; concerns pertaining to cherry trees; credit on account.



**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

#### Palaina Gardening

Council noted that correspondence had been sent to the landscape contractor confirming that their contract for 2008 landscape maintenance had been approved.

#### Quotations

Council reviewed for budget purposes quotations pertaining to removal of the cherry trees, and tabled further discussion to the next Council meeting.

### 5) Mechanical

Council noted that the hot water boiler permit had been received from BC Safety Authority.

### 6) Insurance

Council reviewed correspondence sent to various insurance brokers requesting proposals for renewal of the Strata Corporation's insurance policy in 2008.

**OTHER BUSINESS:**

Bylaw Review

Council member Smallwood advised that the draft of the bylaws had been completed and the Bylaw Committee was in the process of proofreading the draft.

Caretaker Annual Review

Council reviewed the performance of the caretaker, and after discussion it was

MOVED AND SECONDED:

That a 2.5% increase be approved, and a \$300.00 Christmas bonus be provided to the caretaker.

*MOTION CARRIED UNANIMOUSLY*

Snow Removal

Council asked the Strata Manager to make the necessary arrangements for a contractor to proceed with snow removal on weekends.

**ADJOURNMENT:**

The meeting adjourned at 8:40 pm, until Monday, January 14, 2008.

**STRATACO MANAGEMENT LTD.**

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