

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 104, RAVENWOOD, HELD ON MONDAY, JANUARY 14, 2008 AT 7:00 PM IN UNIT 109 – 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 DECEMBER 4, 2007:**

The minutes of the meeting of December 4, 2007 were approved subject to the following corrections:

⇒ On page 1, under Business Arising From the Minutes, delete the wordings “There was no business arising from the minutes” and include “Business arising from the minutes will be dealt at a later date, as the Strata Manager was not feeling well at the meeting”.

**BUSINESS ARISING FROM THE MINUTES:**

Carpet Replacement

The Strata Manager advised Council that the contractor, Beatty Floors, has confirmed that the carpet had arrived, and that they will be scheduling the replacement in the basement hallway in the next couple of weeks.

Bicycle Hooks

The Strata Manager advised that the initial contractor had declined to install the bicycle hooks on the walls in the individual parking stalls. The Strata Manager advised that another contractor had provided an estimation of \$100.00 per bicycle hook for the supply and installation of the same. Council asked the Strata Manager to obtain additional quotations, and the matter was tabled at this time.

Mould Appearance and Storage Locker

The Strata Manager advised Council that ServiceMaster had attended to the site to clean the mould on the exterior of the individual storage locker doors. The owners are requested to inspect the interior of their storage lockers, and to advise the Strata Manager if there is any evidence of mould in the storage locker's interior. The owners are also requested to inspect their personal belongings, and to wash any clothes stored in the lockers to ensure complete mould elimination.

**PRESIDENT'S REPORT:**

Annual General Meeting Agenda Draft

The Strata Manager tabled for Council's review the proposed agenda for the Annual General Meeting to be held on Monday, February 18, 2008, noting that pursuant to the Strata Property Act, Council sets the agenda for the meeting. Council reviewed the agenda, after which it was

MOVED AND SECONDED:

To approve the proposed agenda for the Annual General Meeting to be held on February 18, 2008.

*MOTION CARRIED UNANIMOUSLY*

Various Items

The Strata Manager presented the President's report, which is attached to and forms part of these minutes.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statement

The Strata Council Treasurer advised that she had reviewed the financial statement for the month of November 2007 and had found it to be in order. It was

MOVED AND SECONDED:

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

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager reviewed the status of accounts receivable, noting that four strata lots were 90 days in arrears, and several strata lots have overpaid their account for the month of January 2008.

2008 Operating Budget Draft

Council received the third draft of the proposed 2008 operating budget. After a careful consideration and review line by line of the budget, it was

MOVED AND SECONDED:

That the proposed 2008 operating budget, calling for no increase in strata fees, be presented to the owners for their ratification at the next Annual General Meeting.

*MOTION CARRIED UNANIMOUSLY*

Council reviewed a report from a contractor that has recommended that an investigation be conducted to address several issues, such as painting of the exterior of the building, replacement of the windows, waterproofing of the foundation wall. After deliberation and consideration of the Council, it was

MOVED AND SECONDED:

That the sum of up to \$9,000.00 be included in the 2008 operating budget for the building condition survey, and that the amount be transferred from the reserves.

*MOTION CARRIED UNANIMOUSLY*

Collections

The Strata Manager advised Council that correspondence has been sent to an owner pertaining to the invoice chargeback for plumbing repairs.

Treasurer's Report

Ms. Lyn Goytain, Strata Council Treasurer, presented her report, which is attached to and forms part of these minutes.

**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.

Rental Information Sheet

Council reviewed a rental information sheet, noting that there are no strata lots rented at this time.

2008 Annual Calendar

Council reviewed and made several modifications to the 2008 administration annual calendar for the Strata Corporation.

Eng's Washing Machine

Council reviewed the washing machine lease equipment.

Archway Renovation

Council reviewed a quotation received from the contractor for the replacement of the fences throughout the complex, which was tabled at this time. Council noted a report from the contractor pertaining to the condition of the exterior of the building where balconies join the stucco, painting of the exterior of the building windows and waterproofing of the foundation wall. The contractor is recommending that an investigation survey be conducted by a specialized engineering firm. Council will present the proposal for the owners' approval at the next Annual General Meeting.

Ace Fire Prevention

The Strata Manager advised Council that correspondence had been sent to the contractor requesting that they provide a quotation for compiling a fire safety plan for the Strata Corporation.

Pro King Maintenance

The Strata Manager advised that the 2008 snow removal contract for the weekends and holidays had been awarded to Pro King Maintenance.

**3) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: request to pay outstanding fees; request to provide prices for replacement of glass table tops; concerns regarding cherry tree removal; reports of water ponding on balcony.



**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 reviewed the 2008 landscape maintenance proposal in the amount of \$3,150.00 + GST for a period of March 1 to November 30, 2008. After a careful review, it was

MOVED AND SECONDED:

That the 2008 landscape maintenance be awarded to Palaina Gardening.

*MOTION CARRIED UNANIMOUSLY*

All Round Tree Services

Council reviewed a quotation received from the contractor pertaining to the tree maintenance in order to reduce and shape the trees. It was

MOVED AND SECONDED:

That the quotation for tree maintenance provided by All Round Tree Services in the total amount of \$1,200.00 + GST be approved.

*MOTION CARRIED UNANIMOUSLY*

**5) Insurance**

Suncorp Valuations

Council reviewed the property appraisal.

2008 Insurance Certificate

The Strata Manager provided for Council's information a copy of the certificate of insurance for the 2008 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 Strata 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.

**6) Completed Items**

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: repaired waterproofing at strata lot 5; posted notices regarding holiday season safety guidelines and mould on storage lockers.

**7) In Progress**

The Strata Manager reported that the following remained in progress: replacement of carpet in basement hallway; waterproofing repairs at strata lot 9; water leak in electrical room; removal of mould from storage lockers.

**OTHER BUSINESS:**

No Parking in Back Lane

Council asked the Strata Manager to direct correspondence to the City of Vancouver requesting them to install a "No Parking" sign at the back lane, as the residents have difficulty to enter or exit building due to the vehicles being parked in the fire lane.

Access to Limited Common Property

Council asked the Strata Manager to ensure that the owners are notified with a minimum of 48 hours of contractor's attendance to their yards or balconies.

Building Condition Survey

The Strata Manager presented a fee estimation for a building condition survey from an engineering firm. Council asked the Strata Manager to obtain additional quotations. The decision on this matter was tabled until the Annual General Meeting.

Garage Gate

Council asked the Strata Manager to clarify if the Strata Corporation has a contract with Overhead Door for the preventative maintenance of a garage door.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:50 pm, until the Annual General Meeting to be held on Monday, February 18, 2008 at 7:00 pm in the lobby.

**STRATACO MANAGEMENT LTD.**

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