

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR 134**  
held Tuesday, February 24, 2009 @ 7:00 PM within the lobby.

Present:

303	Dawn Nathan	Council President
104	Nancy Fiddes	Council Vice-President & Treasurer
101	Lisa Urakabe	Council Secretary

Raymond Jang	R. JANG & Associates Ltd.
Rebecca Mu	R. JANG & Associates Ltd.

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The meeting was called to order at 7:03 PM.

**1. Approval of Prior Council Meeting Minutes**

As there was no discussion it was moved, seconded (Dawn, Nancy) and **CARRIED UNANIMOUSLY** to approve the minutes of the Strata Council meeting held August 7, 2008.

**2. Financial Review**

Financial statements are provided to the Strata Council Treasurer on a monthly basis.  
The package include:

- Balance Sheet
- Income Statement
- Arrears
- Bank statement
- Bank reconciliation

The financial statements as at January 31, 2009 were presented to the Strata Council at this meeting and reviewed briefly. Key figures as at this date include:

Bank – Operating Fund	\$ 6,616.92
Bank – Contingency Reserve Fund	\$30,272.96

Operating Fund	\$ 1,625.70
Contingency Reserve Fund	\$36,188.96

Remarks made include:

- The Operating Fund owes \$5,916 to the Contingency Reserve Fund as a result of a loan in the prior year
- The Operating Fund balance is comprised solely of 2008-09

- The collection process was reviewed for Council. Owners with an arrears balance are mailed a statement each month. Subsequent to this mailing, telephone calls are made as a courtesy follow up.
- A number of strata lots have “carry forward” balance from the previous management company
- The strata fee balance for the period ending August 31, 2008 did not match the budgeted amount and may explain the “carry forward” balances. The Strata Manager will contact Carriage Management to solicit an explanation
- The Operating Statement presented to Council was split into three periods:
  - March – August (under Carriage Management)
  - Sept – Jan (under R. JANG & Associates)
  - Feb (projected)
- The projected year-end balance is for a \$3,700 deficit (approx)
- Most of the projected deficit pre-dates the current management
- An itemized listing of repairs incurred since September 2008 was provided to Council

3. **Old Business** – none

4. **Correspondence received** - none

5. **New Business**

*East fence* – Council has noticed that this fence is continuing to lean and presents a potential hazard to residents. The Strata Manager will contact the neighbor to request that this fence (apparently owned by the neighboring property) be attended to

*Sewer line cleaning* – Council has been made aware of some first floor toilets experiencing difficulty flushing. This may be a symptom of a blockage within the vertical stacks and/or horizontal sanitary lines in the garage. Milani Drainage & Plumbing has been retained to submit a proposal.

*Garage storage* – Items are continuing to be stored in the garage.

*Council was advised that inspectors from Vancouver Fire and Rescue Services conduct random inspections and if the garage is used for general storage the VFRS can and do issue violation notices.*

*If the notice is not complied with fines of several thousand dollars may result and/or legal action can be taken by the City of Vancouver.*

*2009-10 Proposed Budget –*

Council was presented with a draft budget for 2009-10. The budgeting process is as follows:

- Strata Manager prepared draft budget for discussion with Council
- Council reviews proposed budget figures taking into objectives of the strata corporation
- Council agrees on a proposed budget to present to owners at the Annual General Meeting
- Owners may agree to amend the proposed budget at the AGM
- Owners vote on a budget at the Annual General Meeting

It was impressed upon Council that “strata fees” are not independent of expenses, rather they are a result of expenses which should reflect the objectives and desires of the ownership. Following a discussion with Council, it was agreed to present a budget reflecting the following:

- 15.0% increase in strata fees
- 3.7% **decrease** in actual operating expenses

The discrepancy between these two increases is attributed to the following:

- Increase in Contingency Reserve Fund allotment from \$1,200.00 to \$5,243.86 (10% of budget)
- \$1,800 of the 2008-09 budget was funded from the previous year’s surplus.

Council also discussed briefly the increased allotment to the Contingency Reserve Fund. While there is no legal requirement to allot any amount to the CRF in 2009-10, the balance of the CRF would generally be considered “low” given the age and condition of the property. The current balance of \$36,000 computes to just under \$2,600 per strata lot.

Council was advised that the strata corporation’s insurance policy expires March 31, 2009. The premium in 2008-09 is \$6,930. The Strata Manager informed Council that a master insurance policy is available to clients of R. JANG & Associates Ltd. Based on the same limits in the current policy, the premium should be approximately \$5,000, which is the figure reflected in the proposed budget.

Note however that the premium may increase if the “reconstruction” cost increases.

There being no further business, the meeting was adjourned at 8:20 PM. The next scheduled meeting is the Annual General Meeting on Tuesday, March 24, 2009. An official notice will be mailed to owners.

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## REMINDERS

### **Council Correspondence:**

The Strata Council welcomes comments and questions from all owners.

Owners are invited to correspond with Council by writing to the Strata Manager. Please remember that all correspondence received by the strata manager's office becomes a public document.

An owner requesting to be heard by Council should allow up to one month for a Council meeting to be convened.

### **Strata Meeting Minutes:**

Strata meeting minutes are official documents which are typically required when you decide to sell your strata unit. Should you require additional copies at that time a fee is charged as allowed for under the Strata Property Act.

### **After Hours Emergencies:**

In the event of an "after hours common area emergency" all owners and residents are reminded to call the strata manager's office @ (604) 738-1010. Please select the "repairs and maintenance menu" and follow the instructions to leave your message which will then be paged to our "on call" staff.

Please turn off any "call block" features you may have on your telephone line to allow our staff to return your page; and please refrain from using your telephone until your page is returned.

*Thank you for your co-operation.*