

MINUTES OF A STRATA COUNCIL MEETING  
SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Thursday, February 11, 2010

LOCATION: Unit 408, 1428 West 6<sup>th</sup> Avenue, Vancouver, B.C.

Important, please translate  
S'il vous plait Traduire  
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翻訳してください  
번역하십시오  
အဘိဃသနာ  
xin vui lòng phiên dịch  
تفضلوا بالترجمة  
अनुवाद कृपया  
Proszę Przetłumacz  
Просьба перевести

Present: Christopher Lee  
Jocelyn Chang  
Valerie York  
Stephen Tredwell  
Don Kennett

Regrets: Jennifer Torrance  
Sandy Crawford

**Property**

**Management:** Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:05 p.m.

**1. ADMINISTRATIVE AND FINANCIAL ITEMS**

**Approval of Minutes:** It was **MOVED** and **SECONDED** to adopt the minutes of the December 14, 2009 council meeting minutes with the following amendment:

In the second part of the minutes the section "Business Arising" should be called "New Business".

**MOTION CARRIED**

**Arrears:** Arrears were reviewed and the amounts were noted. It was especially noted that an owner with a large outstanding amount of arrears has paid to the strata the entire outstanding amount including all fines and legal fees after the strata hired a lawyer who was instructed to initiate sale of the unit.

**Financial Statements:** It was **MOVED** and **SECONDED** to accept the November and December 2009 financial statements as presented.

**MOTION CARRIED**

**NOTICE TO OWNERS**

Council would like to note that units not providing access for this inspection will be in violation of the Strata Bylaws and are subject to being charged \$50.00 fines for this infraction. It was also noted that missing this inspection may also impact these strata lots' homeowners insurance.

**2. BUSINESS ARISING**

**Security:** Discussion centered on building security and it was noted that a lock at the stairwell door leading to the courtyard was replaced and a strike plate has been installed to the courtyard exit gym door. In light of these repairs CMN was directed to arrange for the inspection of all hardware and locks of the exterior doors of the property.

**NOTICE TO ALL RESIDENTS**

Owners are reminded not to leave anything valuable in their vehicles and to wait for the garage gates to close behind your vehicle when exiting and entering the property in order to prevent strangers from gaining entry to the building.

If someone is trying to follow you into the property, please ask them to use their own key fob. Simply waiving the key fob near the reader is not enough, the system must acknowledge it with an audible system and release the mag locks. If the person doesn't have a key fob, they must call the unit they are visiting and request the owner of that unit to buzz them in.

**Cameras Installation:** Council discussed installation of security cameras at the property in order to further improve security of the building. This matter was tabled.

**Emergency Access Keys Lockbox:** Discussion took place regarding installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. It was noted that while Action Lock completed their part of the installation and the insert and key cap have been delivered to the Vancouver Fire Department, the Fire Department is yet to visit the property to obtain the keys for inclusion and install the insert. CMN was directed to send a letter to the Fire Department (FD) requesting action on this matter and advising that if there is an emergency where damage to the entrance is done due to FD not having keys for access the costs will be billed back to the FD.

**CRF Study Inspections:** It was noted that as a follow up on the CRF study, Halsall has been scheduled to examine common property on the 18<sup>th</sup> of February and will also be inspecting selected individual units as a part of this project.

Additionally Council discussed the associated expenses related to this study. It was noted that as part of the annual general meeting (AGM) held in June 2009, the owners approved a ¾ vote resolution for \$10,000.00 to be expensed from the contingency reserve fund (CRF) in regard to this study. In turn the Strata Council reviewed three quotes from different engineering firms and compared available options presented by the firms. It appeared that the most comprehensive proposal that would be adequate for the property was presented by Halsall and Associates. The Strata also took into consideration that the neighbouring property, Verona, has also undertaken a similar study and have chosen to go ahead with Halsall and Associates as the engineering firm of choice. In light of this information and considering the best long term value that would be in the best interest of all owners, the decision was made to award the contract to Halsall at a cost of \$13,200.00 where \$10,000.00 will be funded from the CRF as per decision of the last AGM and the remaining amount will be expensed from the operating budget of the Strata.

**Dryer Vents Cleaning:** Council further discussed the dryer vents cleaning noting that it would be in the best interest of the strata to have all ducts serviced at the same time. CMN was directed to arrange for this service to commence in March of 2010. Council decided that funds for this project will be expensed from the repairs and maintenance account, noting that the dryer vents cleaning will be added as a new line item in the draft budget for the next fiscal year.

**Overflow Leak Insurance Claim:** Following up on the discussion from a previous meeting where CMN was directed to write a letter to the owner requesting clarification on the type of underlay installed and any additional scope of work related to the repair in the unit that took place above the simple replacement, it was noted that no correspondence has been received from the owner and CMN was directed to send another letter in this regard.

**Caretaker's Contract:** The Strata Council reviewed the second draft of the contract with the Caretaker. This matter was tabled and will be further discussed at the next meeting.

**NOTICE TO OWNERS  
HOSE BIBBS SHOULD NOT BE USED IN THE WINTER  
EVEN THOUGH THIS IS A VERY WARM WINTER THE POTENTIAL  
FOR FREEZING TEMPERATURES IS STILL HERE**

Please be reminded that any hoses attached to your hose bibbs should be disconnected and hoses drained. If your unit has a shut off valve for exterior pipes, please turn it off.

Owners are responsible for the disconnection of their hose bibbs. Should any damage occur, all costs will be charged back to the owner of the unit. Please refrain from using exterior hose bibs in the winter in order to avoid potential costly mishaps.

**Front Door Mag Lock:** Following up on the decision at the previous meeting to monitor the front door's magnetic lock equipment, it was noted that the caretaker attended to the minor adjustments to the lock and the repairs are holding. This matter will be monitored and necessary repairs will be done on an as needed basis.

**Ceiling Leak Town House:** Council discussed an issue of a townhouse unit where a ceiling leak was investigated by Bosa who appointed Peter Ross for inspection of the roofing membrane. It was noted that the owner has been in communication with Peter Ross and the inspection is pending this contractor's availability.

**Yearly Fire Inspection:** Council was informed that yearly fire inspection has been partially completed. The report provided by Fire Pro in this regard was only recently received and despite questions from CMN no answers yet have been provided on the reasons why the town houses have not been inspected. The report outlined necessary repairs to the common property of the strata and CMN was directed to arrange for the repairs to commence as per report. The matter of the not inspected town houses will be further discussed at the next meeting.

### **3. NEW BUSINESS**

**Dispute of Charges:** Council reviewed correspondence from an owner who paid a bylaw fine in protest of the charges. Council acknowledged receipt of payment and protest of the charges and are under the opinion that the fine was levied in accordance with the Strata bylaws.

**COUNCIL RULE - Owner's Guest Registration:** Council discussed information presented by the owner advising that their friends will be staying in the unit for a limited duration of time. Council decided to establish the following RULE: all guests where the owners of the units are not residing at the property at the time of the visits of their respective guests must contact CMN and register the guests with the Strata. A form in this regard must be completed and is available from the office of Colliers or from the caretaker.

**Rental Request #1 and Request from Exemption of Moving Charges:** Council reviewed and approved a rental request from an owner noting that this unit is exempt from the rental restriction bylaw and the Strata is in receipt of the form K and one year lease agreement as per bylaw requirements. Council also considered the owner's request for exemption from the moving fee charges as the unit is being rented out as fully furnished. Council decided that no such exemption would be given as it would be not in the best interest of the owners of the Strata.

**Rental Request #2:** Council reviewed and approved a rental request from an owner noting that this unit is exempt from the rental restriction bylaw and the Strata is in receipt of the form K and one year lease agreement as per bylaw requirements.

**Rental Request #3 and Approval of Flooring Installation:** Council reviewed and approved a rental request from an owner noting that this unit is exempt from the rental restriction bylaw and the Strata is in receipt of the form K and one year lease agreement as per bylaw requirements. Council also reviewed and approved flooring installation noting that the owner has provide soundproofing material specifications and will be signing a waiver of liability. Council requested and received indemnification of this installation from the owner.

**Landscaping Contract:** Council discussed and approved landscaping contract renewal with Paraspace Landscaping for the 2010 season. CMN was directed to inform Paraspace in this regard and forward a signed copy of the approved proposal to the contractor.

**Request from Bylaw Exempt Due to Hardship:** Council reviewed a request from an owner who stated that they are seeking an exemption from the pet restriction bylaw due to being unable to find tenants for their units without multiple pets. The owner suggested that with the separate entrance to their townhouse there will be minimal impact on the property and requested exemption from the regulations stating hardship conditions. Council decided not to grant the exemption noting that under their opinion this matter does not constitute hardship and also noted that even with the separate entrance to the townhouse the pets would still have access to the common property of the Strata and will have a potential impact on the living conditions of other owners of the property.

**Request from Novus to hold Commercial Events:** Council discussed a proposal from Novus Communications to host an information session in the lobby of the property regarding their cable TV and internet services. Council decided that this type of activity may be considered by the owners as unsolicited commercial advertising in their homes and decided that no such sessions will be held in house to respect privacy of the owners.

**Flooring Upgrade:** Council reviewed and approved a request from an owner to upgrade flooring in the unit and install tiles and hardwood. It was noted that a written request outlining the type of sound proofing underlay and a signed waiver of liability have accompanied the application. CMN was directed to inform the owner in writing on the approval of the application.

**COUNCIL RULE - Renovations Approval Process:** Council discussed general renovations taking place on the property and it was decided to establish the following Rule: CMN must be informed in writing on any renovations that are expected to take place. It was noted that this procedure would be in the best interest of the owners and would help the owners to make sure that any of their undertaking would be in compliance with the Strata's regulations, will help to avoid potential noise infractions and inform the residents on this matter avoiding concerns such as why there is construction personnel going through the property. Proper planning for transportation of construction materials must be done with the caretaker and elevator padding must be installed prior any deliveries taking place.

**Temporary Amendment to COUNCIL RULE – Visitors Parking:** Council discussed visitors parking and it was decided to establish the following Rule: Parking in the visitors stall is permitted only for a maximum of three days only. This Rule is in effect immediately and is active until March 31<sup>st</sup> 2010, after this date the maximum parking will be permitted for a maximum of five days.

#### **4. NEXT MEETING**

The next meeting is tentatively scheduled for Wednesday, March 17, 2010 at 7:00 p.m. in the Strata's meeting room.

#### **5. ADJOURNMENT**

There being no further business to discuss the meeting was adjourned at 9:40 p.m.

**FOR EMERGENCIES ONLY, PLEASE CONTACT COLLIERS' SERVICE CENTRE AT  
#604-661-0800 AFTER BUSINESS HOURS**

MINUTES OF A STRATA COUNCIL MEETING  
SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Wednesday, March 17, 2010

LOCATION: Unit 408, 1428 West 6<sup>th</sup> Avenue, Vancouver, B.C.

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**Present:** Christopher Lee  
Sandy Crawford  
Stephen Tredwell  
Don Kennett

**Regrets:** Valerie York  
Jennifer Torrance  
Jocelyn Chang

**Property**

**Management:** Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

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Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:00 p.m.

**1. ADMINISTRATIVE AND FINANCIAL ITEMS**

**Approval of Minutes:** It was **MOVED** and **SECONDED** to adopt the minutes of the February 11, 2010 council meeting minutes with the following amendments;

- "Notice to Owners" box after the Financial Statements section was left in error and is removed
- "New Business" section, Rental Requests 1, 2 and 3 should read "has met the rental restriction bylaw criteria" instead of "is exempt from rental restriction bylaw".

**MOTION CARRIED**

**Arrears:** Arrears were reviewed and the amounts were noted.

**Financial Statements:** It was **MOVED** and **SECONDED** to accept the January 2010 financial statement as presented.

**MOTION CARRIED**

**Draft Budget:** Council discussed a draft budget prepared by CMN for the Strata's next fiscal year and it was noted that the implementation of the proposed HST will have an across the board impact on all the strata expenses for the property. It was decided to further review this budget and finalize it at the next Council meeting.

**Invoice CRF Study:** Council reviewed a progress invoice related to the contingency reserve study noting that 60% of the project has been completed. It was **MOVED** and **SECONDED** to expense \$8,316.00 from the contingency reserve fund and pay the invoice received from Halsall.

**MOTION CARRIED**

**2. BUSINESS ARISING**

**Security:** Discussion centered on building security and it was noted that a lock at the stairwell door leading to the courtyard was replaced and also a strike plate has been installed to the courtyard exit gym door. Monitoring of the front entrance door continues and there have been no malfunctions.

**NOTICE TO ALL RESIDENTS**

Owners are reminded to wait for the garage gates to close behind your vehicle when exiting and entering the property in order to prevent strangers from gaining entry to the building.

If someone is trying to follow you into the property, please ask them to use their own key fob. Simply waiving the key fob near the reader is not enough, the system must acknowledge it with an audible system and release the mag locks. If the person doesn't have a key fob, they must call the unit they are visiting and request the owner of that unit to buzz them in.

**Keys and Fobs Inventory:** Council discussed scheduling an inventory of keys and fobs, noting that this event is tentatively planned for the second week of April. Notices in this regard will be posted on the property advising all residents. Council would like to note that this inventory is very important in order to maintain an acceptable level of security for the property.

**Emergency Access Keys Lockbox:** Discussion took place regarding installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. It was noted that while Action Lock completed their part of the installation and the insert and key cap have been delivered to the Vancouver Fire Department, the Fire Department has yet to visit the property to obtain the keys for inclusion and install the insert. CMN sent a letter to the Fire Department (FD) requesting action on this matter and advised that if there is an emergency where damage to the entrance is done due to FD not having keys for access the costs will be billed back to the FD.

**Dryer Vents Cleaning:** Council further discussed dryer vent cleaning noting that notices have been posted at the property ahead of time and the project is scheduled to begin March 18, 2010. Results of the cleaning and inspection will be discussed at the next Council meeting.

**Overflow Leak Insurance Claim:** Following up on the discussion from a previous meeting where CMN was directed to write a letter to the owner requesting clarification on the type of underlay installed and any additional scope of work related to the repair in the unit that took place above the simple replacement, it was noted that correspondence has been received from the owner advising that hardwood flooring in the unit has been installed by the remediation contractor appointed by the insurance adjuster and is in line with the specifications of similar flooring installed by the developer at the time of original construction.

**Caretaker's Contract:** The Strata Council reviewed the third draft of the contract with the Caretaker. This matter was tabled and will be further discussed at the next meeting.

**Ceiling Leak Town House:** In the absence of the Council member directly overseeing this project, this matter was tabled and will be discussed at the next meeting..

**Yearly Fire Inspection:** Discussion centered regarding the fire inspection of the Town Houses and secondary inspection of the units of the tower that did not provide access at the first inspection date. It was noted that Fire Pro explained the issue of the Town Houses noting that inspection was put on hold due to a malfunction in the main fire control panel. The panel has now been repaired and the new date of the inspection has been scheduled Saturday, March 27, 2010. It was also noted that inspection of the missed units in the tower will be done on the same date. Notices advising the residents have been posted on site.

**3. NEW BUSINESS**

**COUNCIL RULE - Owner's Guests Registration:** Council discussed a rule implementation noting that at the previous meeting no formal vote was taken and after discussion, it was **MOVED** and **SECONDED** to establish the following **RULE**:

“All guests where the owners of the units are not residing at the property at the time of the visits of their respective guests must contact CMN and registered the guests with the Strata a form in this regard must be completed and is available from the office of Colliers or from the caretaker.”

**MOTION CARRIED**

**COUNCIL RULE - Renovations Approval Process:** Council discussed a rule implementation noting that at the previous meeting no formal vote was taken and after discussion, it was **MOVED** and **SECONDED** to establish the following **RULE**:

“CMN must be informed in writing on any renovations that are expected to take place.”

It was noted that this procedure would be in the best interest of the owners and would help the owners to make sure that any of their undertaking would be in compliance with the Strata’s regulations, will help to avoid potential noise infractions and inform the residents on this matter avoiding concerns such as why there is construction personnel going through the property. Proper planning for transportation of construction materials must be done with the caretaker and elevator padding must be installed prior any deliveries taking place.

**MOTION CARRIED**

**Waste Removal Contract:** Discussion centered regarding the garbage removal contract noting that CMN met with the current garbage removal contractor WSI who presented a different schedule that can potentially benefit the Strata. This matter will be reviewed and decision made in the next few weeks.

**Website Distribution of Documents:** Council discussed reactivation of the Strata’s website noting that the site has been largely available for access, however many of the documents have not yet been posted as the Strata Council is considering the policy of the documents distribution and site access.

**AGM Agenda:** Discussion centered regarding the upcoming Annual General Meeting (AGM) and Council decided to propose new bylaws for adoption at this year’s AGM.

- Renovations Bylaw specifying conditions that would protect current and future owners of the Strata from consequences of ill planned renovation
- Dryer Vent Cleaning bylaw where all dryer vents at the property cleaned at least once per year avoiding potential issues such as lint trapping either causing condensation wicking or creating a fire hazard.

The bylaws will be finalized at the next meeting and presented for adoption by the owners at the upcoming AGM.

#### **4. NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, April 13, 2010 at 7:00 p.m. in the Strata’s meeting room. The date for AGM meeting has been set for Wednesday, May 19, 2010.

#### **5. ADJOURNMENT**

There being no further business to discuss the meeting was adjourned at 9:50 p.m.

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#604-661-0800 AFTER BUSINESS HOURS***

**MINUTES OF A STRATA COUNCIL MEETING**

**SIENA OF PORTICA, STRATA PLAN BCS207**

**DATE: Tuesday, April 13, 2010**

**LOCATION: Meeting Room, 1428 West 6<sup>th</sup> Avenue, Vancouver, B.C.**

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Προσβα μεταφρασει

**Present:** Christopher Lee  
Sandy Crawford  
Stephen Tredwell  
Don Kennett  
Valerie York  
Jennifer Torrance  
Jocelyn Chang

**Guest Owner:** Barbara Rootman unit 101

**Property Management:** Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

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Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:00 p.m.

**Guest Business:**

The owner spoke in front of Council requesting remediation of the drainage pipe stating that at times the overspray from the deck above is substantial and if an extension to the drainage pipe (similar to the one installed at the blue section of the tower) is installed the measure should be adequate

**1. ADMINISTRATIVE AND FINANCIAL ITEMS**

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**Draft Budget:** Council discussed a draft budget prepared by CMN for the Strata's next fiscal year and it was noted that the implementation of the proposed HST will have an across the board impact on all the strata expenses for the property. It was decided to further review this budget and finalize it at the next Council meeting.

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- Renovations Bylaw specifying conditions that would protect current and future owners of the Strata from consequences of ill planned renovation
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The bylaws will be finalized at the next meeting and presented for adoption by the owners at the upcoming AGM.

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Submitted by:  
Colliers Macaulay Nicolls Inc.  
15<sup>th</sup> Floor, 200 Granville Square  
Vancouver, B.C. V6C 2R6  
Tel: (604) 681- 4111 / Fax: (604) 681- 2911  
[mikhail.ratchkovski@colliers.com](mailto:mikhail.ratchkovski@colliers.com)