

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, VIA ZOOM ON
WEDNESDAY, SEPTEMBER 3rd, 2025, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*

Jiu Zheng (July) Shen – *Vice-President*

Lukas Wilson – *Treasurer*

Shi Fen (Richard) Su – *Secretary*

Kate Bilkevitch – *Privacy Officer*

Jessica Tsang – *Member at Large*

Mary Cheung – *Member at Large*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – *Senior Strata Agent*

Yvonne Ng – *Strata Agent*

REGRETS:

None

GUESTS:

None

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:33 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Strata Agen presented the Building Manager Report dated from July 18th, 2025, to August 29th, 2025. Most of the report items do not require the Strata Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Proton was called to complete piping repairs unit 1009 Katsura water shut down main line leaking. July 23rd
2. Gurkha Building Services was called to perform the common area carpet cleaning. July 29th
3. Gurkha Building Services was called to perform the pool tile and grout cleaning. July 31st
4. Nikls One-Call was called to repair the pool railing banister. August 6th
5. Power West was called to perform the generator service and trip test. August 7th
6. Nikls one call was called to repair the elevator flashing in cab C. August 8th
7. Ridall pest control was called to install new stations for the 5th floor courtyard to remove a few rodents spotted. August 12th
8. Vancouver Fire was called to perform the annual fire testing and in-suite devices. August 18th
9. Richmond elevator was called to facilitate repairs on the 9133-Hemlock Drive Cab C due to a worn bearing. Repairs are still underway with no E.T.A. for completion. August 28th
10. Gurkha Building Services was called to perform the pool tile and grout cleaning. August 29th

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – July 30th, 2025:**

The Strata Agent presented the Meeting minutes for July 30th, 2025. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the July 30th, 2025, Strata Council Meeting as presented.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the period ending July 31, 2025, and noted a year-to-date operating deficit. The Treasurer explained that the deficit is primarily attributable to (i) collection of outstanding chargebacks related to water losses and (ii) overages from the expanded window cleaning scope approved earlier in the year. The Strata Agent was instructed to post a memo reminder Owners of in-suite water prevention measures. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the July 31st, 2025, financial statements as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of August 29th, 2025. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Lounge Kitchen Renovation Proposal Quote #2:**

DEFERRED

b) **Proton – Shower Cartridge Replacement Proposal – Update:**

The Strata Agent reported that units identified as not requiring shower cartridge replacements will be removed from the Proton's final invoice.

c) **Landscaping Services Correspondence:**

The Strata Agent reported that a Resident had followed up with concerns regarding noise from landscaping equipment. The regular maintenance service day is Monday, where the landscapers may use equipment to blow leaves and trim hedges in order to maintain the property.

d) **Power Pros Electrical – Vault Maintenance Proposal:**

The Strata Agent presented two quotes obtained from Power Pros Electrical. After discussion, and in consideration of budget constraints, the Strata Council decided to schedule the vault cleaning and maintenance as an overnight shutdown in June 2026. The Council also approved to proceed with the quote for obtaining the required Technical Safety BC permit.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT – CONT'D**

e) **Water Damage Claim – 6233 Katsura Street:**

The Strata Agent reported that emergency repairs for the recent water leak incidents affecting three (3) Strata Lots in 6233 Katsura Street is now complete. The source of the leak identified was a common pipe. The Strata Council noted that Strata is responsible for the final repairs to restore original fixtures and finishes, excluding flooring, which is considered an improvement/betterment and remains the responsibility of the owners of the three (3) affected units. The Agent was instructed to obtain a second bid for final repairs prior to authorizing the final repair work.

6. **CORRESPONDENCE**

a) **Letter Log:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

7. **NEW BUSINESS**

a) **Implementation of Moneris Machine:**

The Strata Agent reported that Katsura & Sequoia at Hamptons Park had been identified as one of the projects with the highest cash receipts from January to July 2025. To improve efficiency, it was recommended that a Moneris point-of-sale terminal be implemented in the onsite office for non-levy payments such as fobs, move fees, amenity bookings, and fines as a supplementary payment method. Cash and cheques will still be accepted. The Agent was instructed to confirm the handling of surcharges prior to approval. This item will be further discussed at the next Council Meeting.

b) **Maintenance of Boiler**

The Strata Agent provided an update on the boiler system. The Strata Council reviewed the contractor's recommendation to complete pump alignment work at a cost of approximately \$9,400 in order to stabilize operations, as Boiler 2 continued to trip after being restarted. The Council agreed to proceed with this work to restore functionality.

It was further noted that warranty coverage for the recently replaced heat exchangers remains under review by the manufacturer. The Council agreed to defer any additional large-scale work until the warranty determination is finalized, and directed the Agent to follow up with the contractor to confirm the status of the warranty claim. This item will be further discussed at the next Council Meeting.

c) **Water Damage Claim – 6233 Katsura Street:**

The Strata Agent provided an update regarding the water loss originating a Strata Lot in Katsura in June 2024, caused by a washing machine failure that impacted multiple units and common areas. The Strata Council reviewed the associated invoices and decided not to file a strata insurance claim in order to avoid premium and deductible increases.

7. **NEW BUSINESS – CONT'D**

c) **Water Damage Claim – 6233 Katsura Street – Cont'd:**

Instead, \$50,000 will be charged back to the responsible strata lot's owner, with the remaining balance of \$40,371.74 to be funded from the Contingency Reserve Fund (CRF).

d) **Telus – Lobby Event:**

The Strata Agent presented an invitation email from Telus, and the Strata Council approved the request to hold a marketing event in the lobby. The Agent was instructed to coordinate the date and timing of the event with the Building Manager.

8. **NEXT MEETING**

The next Meeting is a Strata Council Meeting to be held on Wednesday, October 15th, 2025, at 6:30p.m. via Zoom.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED**, **SECONDED**, and **CARRIED** to terminate the Meeting at 7:58 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4258. Owners who are not yet on the Pre-Authorized Debit (P.A.D.) Program should contact the same number to obtain a form. The P.A.D. Program is the required payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, VIA ZOOM ON
WEDNESDAY, JULY 30TH, 2025, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*

Jiu Zheng (July) Shen – *Vice-President*

Lukas Wilson – *Treasurer*

Shi Fen (Richard) Su – *Secretary*

Kate Bilkevitch – *Privacy Officer*

Jessica Tsang – *Member at Large*

Mary Cheung – *Member at Large*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent

Yvonne Ng – Strata Agent

GUESTS

Owner of Strata Lot 76 (6:33 p.m. – 6:50 p.m.)

Owner of Strata Lot 84 (6:50 p.m. – 7:04 p.m.)

REGRETS:

None

1. **GUEST PRESENTERS:**

a) **Request for Hearing – Strata Lot 76**

The Strata Council welcomed the Owner of Strata Lot 76 to the virtual meeting to discuss a recent water leak incident that affected their unit. The Owner showed the resultant damage, including damaged improved flooring, the removal of the vanity and drywall by the Strata’s emergency restoration company. The cause of the leak was from a common hot water riser. The Owner requested that the Strata Corporation should restore the unit back to its original condition. Following a brief Q&A session, the Council thanked the Owner for attending. She left the meeting at 6:50 p.m.

b) **Request for Hearing – Strata Lot 84**

The Strata Council welcomed the Owner of Strata Lot 84 to the virtual meeting to discuss a recent water leak incident that affected their unit. The Owner explained that the leak originated from a common pipe, and requested that the Strata should cover the cost of repairing the damaged floors and associated labor. After a brief Q&A session, the Council thanked the Owner for attending. He left the meeting at 7:04 p.m.

Following both hearings, the Agent was instructed to confirm the total loss assessment with Phoenix Restorations to determine whether the damages exceeded the Strata’s water damage deductible of \$50,000. If the damages are below the strata deductible, the repairs are the responsibility of the homeowner through their insurance policy.

2. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:33 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER'S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building's operations. Most of the report items do not require Council's attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Phoenix restoration was called to attend to a water leak in the Sequoia building which affected several units. June 16th
2. Nikls one call was called to paint the residential gate enclosure and piping due to damages from an over-Hight resident vehicle. June 17th
3. Navigator solutions was called to review a fault on the 2nd floor door closer in the Sequoia building. Graham is waiting for a response from the wholesaler for a replacement unit. June 18th
4. Nikls one call was called to repair all the uneven pavers throughout the property. June 18th
5. Nikls one call was called to replace an exterior fire exit light, install a new fire exit sign and adjust the barbeque automatic fan sensor. June 23rd
6. Proton was called to provide a quote for the main electrical vault cleaning. June 25th
7. Gurkha building services was called to perform the tile & grout cleaning for the swimming pool areas. June 27th
8. Valmart doors was called to repair the residential gate bottom safety strip and device due to a vehicle impact. June 30th
9. Proton mechanical was called to perform the townhouse cartridge replacements for both buildings. The project is ongoing until completed. July 7th
10. Premier landscaping was called to review a few areas of the garden to address some plant maintenance. July 8th
11. Proton mechanical was called to provide a quote for a faulty manifold affecting a unit in the Katsura building. July 9th
12. Burnaby irrigation was called to repair a few lobby planters and investigate a water pulling issue on the 5th floor courtyard affecting the west side garden area. July 11th
13. Key-scan annual remote audit was performed for both buildings to remove data base files for security reason. July 15th
14. Phoenix restoration was called to access a water leak from a joint on a hot water riser affecting the Katsura building. A few units were affected by the water leak and are being tended too. Water shut down is scheduled for July 23rd to replace the leaking hot water riser. July 17th

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – June 18th, 2025:**

The Strata Agent presented the Meeting minutes for June 18th, 2025. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the June 18th, 2025, Strata Council Meeting as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending June 30th, 2025. The Treasurer requested clarification regarding the Strata mortgage payouts and instructed the Strata Agent to clarify inquiries on the June statements. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the June 30th, 2025, financial statements as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of June 12th, 2025. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

None.

6. **CORRESPONDENCE**

a) **Letter Log:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

7. **NEW BUSINESS**

a) **Lounge Kitchen Renovation Quote #2 :**

Pending.

b) **Shower Cartridge Replacement Proposal:**

The Council noted that some units did not require shower cartridge replacements. The Council instructed the Strata Agent to ensure that the Strata is only billed for the work completed.

7. **NEW BUSINESS – CONT'D**

c) **Resolve Restoration - Rental Unit Upgrade Proposal & Agreement**

The Council reported that the washer/dryer combo installation was completed. A rental agreement was signed for August 16, 2025 with Rancho Management's rental division. Because the Strata's contractor was able to complete of the washer/dryer combo earlier than scheduled, the unit will be rented as of August 1, 2025.

d) **Park Avenue - Parkade Membrane Proposal:**

No update.

e) **BodyMind – Fitness Equipment Proposal:**

No update.

f) **Premier Landscaping Contract Renewal Proposal (Signed 1x 8% Increase)**

The Council reviewed and negotiated the renewal proposal from Premier and agreed to proceed with the proposed increase of a one time 8% increase over 2 years. The updated contract also includes an expanded scope of work, featuring annual top-ups of bark mulch for all ground-level and 5th-floor beds. The new agreement will commence on August 1, 2025. With no further discussion, the Council approved moving forward with the renewal as presented.

g) **Depreciation Report Proposal**

The Agent presented three quotes for the depreciation report proposal. The Council agreed to proceed with the lowest quote, provided by JRS Engineering.

h) **Landscaping Services Correspondence**

The Agent reported that a Resident raised concerns about the noise levels from the landscaping equipment. In response, the Council requested that the landscaping company be asked to use quieter equipment where possible. The Strata previously solicited a quote from another company who uses electrical equipment but the figures did not meet the Strata's budget requirements.

i) **Vault Maintenance Proposals**

The Agent solicited 3 competitive quotes for the mandatory vault maintenance. The Strata Agent will review the quotes with the Building Manager and make a recommendation to Council.

8. **NEXT MEETING**

The next Meeting is a Strata Council Meeting to be held on Wednesday, September 3rd, 2025 at 6:30p.m. via Zoom.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:55 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
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Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

RANCHO'S INTERNET SITE

Owners can register for myRanchoStrata, wherein each Owner has an individual log-in to view minutes, notices, and other strata-related documents online for the strata at which they own a unit. As such, if you have not registered yet for your individual log-in, please go to www.ranchovan.com and click "myRanchoStrata Portal," followed by "Sign Up Here". Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com or by calling us at: (604) 684-4508.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD IN THE
5TH FLOOR LOUNGE ROOM ON WEDNESDAY, JUNE 18TH, 2025, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau
Lukas Wilson
Kate Bilkevitch
Jessica Tsang
Mary Cheung

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent

REGRETS:

Jiu Zheng (July) Shen
Shi Fen (Richard) Su

GUESTS:

Mr. Gary Cross – Hytec Water Management (6:33 p.m. – 7:50 p.m.)
Mr. Maj Puritis – Proton Commercial Works (6:33 p.m. – 7:50 p.m.)

1. **GUEST PRESENTERS**

a) **Proton Commercial Works and Hytec Water Management:**

The Strata Council welcomed Mr. Gary Cross from Hytec Water Management and Mr. Maj Puritis from Proton Commercial Works to the Strata Council Meeting to discuss the ongoing boiler and hot water issues. Mr. Gary Cross explained to the Strata Council that Metro Vancouver has changed their treatment of the City’s water supply to increase the pH level, which may affect Hytec’s water treatment make-up. Hytec recommended flushing the closed loop building system to clean out all of the calcium build up in the plumbing equipment. The Strata Council agreed with their recommendation requested to schedule this remediation plan as soon as possible.

After a brief Q&A session, Mr. Gary Cross and Mr. Maj Puritis were thanked and excused from the remainder of the Meeting at 7:50 p.m.

2. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:33 p.m. by the Senior Strata Agent.

ELECTION OF COUNCIL OFFICER POSITIONS

The Strata Agent informed Council that the first order of business after the Annual General Meeting (AGM) is the election of Strata Council Officers positions. It was then **MOVED, SECONDED,** and **CARRIED** to elect the following Owners to the following positions:

*Kam Lau – President
Lukas Wilson – Treasurer
Kate Bilkevitch – Privacy Officer
Mary Cheung – Member at Large*

*Jiu Zheng (July) Shen– Vice-President
Shi Fen (Richard) Su – Secretary
Jessica Tsang – Member at Large*

3. **BUILDING MANAGER'S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building's operations. Most of the report items do not require Council's attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Gurkha Building Services came to perform the tile and grout cleaning sanitization April 25th
2. Great West Pools was called to install a new spa filter dial valve and shut off. April 29th
3. Champion Window Cleaning was called to begin the 5th floor and ground floor orbital power washing. May 6th
4. Cobra Logic Security was called to perform the annual elevator battery testing and communication systems testing. May 7th
5. Proton Mechanical was called to perform the annual strip and clean for all four boilers as part of the preventative maintenance. May 14th & 15th
6. Richmond Elevator was called to review several elevator failures after replays were replaced as part of regular maintenance. May 20th
7. Proton Mechanical was called to review boiler B2 down out of service. May 20th
8. AGM meeting held in the lounge room setup tables and chairs as required. May 21st
9. Champion window cleaning was called to review and complete three window deficiencies noted. Champion recommended an acid wash for next years' service to address the window etching concerns. May 28th
10. Gurkha Building Services was called to perform the common area carpet cleaning in both buildings. May 29th
11. Gurkha Building Services came to perform the tile and grout cleaning sanitization. May 30th
12. Phoenix Restoration was called to attend to a water leak in the Sequoia building affecting several units. June 2nd
13. R&M Mechanical was called to address plumbing failures due to a water leak in the Sequoia building affecting the source unit. June 2nd
14. McRay's was called to perform the annual catch basin cleaning. June 3rd
15. Nikls One call was called to begin the paver leveling for the 5th floor courtyard & ground floor areas as per the approved quote. June 3rd
16. Ridall Pest Control was called to install several bait station and tunnel traps on the 5th floor courtyard area to prevent rodent infestations. June 6th
17. Nikls One call was called to replace a damaged fire exit sign in the Sequoia building and a damaged exterior courtyard light. June 12th
18. Setup of the seasonal common area BBQ was completed for Resident enjoyment. June 12th

19. Phoenix Restorations was called to perform restoration work in several units affected by the water leak. June 12th
20. Proton Mechanical & Cool maintenance was called to review the Katsura boiler room to assess if a temporary rental boiler system can be completed in the meantime to address the lack of hot water issue until the appropriate parts for repairs arrive. June 12th
21. Premier Landscaping came to perform a site review and to introduce a new supervisor. June 13th

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – April 23rd, 2025:**

The Strata Agent presented the Meeting minutes for April 23rd, 2025. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the April 23rd, 2025, Strata Council Meeting as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending March 31st and April 30th, 2025. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the March 31st and April 30th, 2025, financial statements as presented. The Treasurer deferred the approval of the financial statements for the period ending May 31st, 2025, to the next Strata Council Meeting. It was noted that the approved 2025/2026 budget will be reflected in the June statements.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of June 12th, 2025. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

None.

7. **CORRESPONDENCE**

a) **Letter Log:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

b) **Strata Lot 166 Window Coverings Bylaw Infraction:**

This item is now resolved.

8. **NEW BUSINESS**

a) **Lounge Kitchen Renovation Quote:**

This item has been deferred to the next meeting.

b) **Shower Cartridge Replacement Proposal:**

A notice has been posted advising Owners of the work schedule.

c) **Resolve Restoration Rental Unit Upgrade Proposal:**

This item is in progress.

d) **Park Avenue Parkade Membrane Proposal:**

The Strata Council is soliciting an alternate quote to be reviewed at the next Strata Council meeting for targeted repairs only. The Council intends to summarize the quotes and present it to Ownership at a Special General Meeting (SGM).

e) **Valmart Dual Gate Proposal:**

The Building Manager informed the Council that after a second assessment with Valmart Doors and Navigator Solutions, it was deemed unsafe to install the dual gate due to the size of the existing opening. The installation of a dual gate would leave minimal width clearance for vehicles entering and exiting the parkade, therefore the Strata will not be proceeding with this item.

f) **BodyMind Fitness Equipment Proposal:**

The Strata Council is soliciting an alternate proposal to replace only the existing equipment. This item will be discussed further at a future Council Meeting. The Council may include this item at a Special General Meeting (SGM).

g) **Electrical Planning Report Proposals:**

The Strata Agent presented competitive proposals from RDH Building Science and Motus for the mandatory electrical planning report, which is due on or before December 31, 2026, as per the Strata Property Act. After discussion the Council approved the proposal from Motus.

h) **CIK Telecomm Marketing Material:**

The Strata Agent presented a request from CIK Telecomm to post marketing material for their internet services. After discussion, Council did not approve their request.

i) **Pet Signage:**

The Strata Council discussed installing signage to pick up after your pet around various common areas. After discussion, Council approved to purchase and install signage

j) **Depreciation Report Review:**

The Strata Council instructed the Strata Agent to solicit depreciation report update proposals. This item will be discussed at a future council meeting.

k) **Mortgage Payouts:**

The Strata Council instructed the Strata Agent to confirm whether Rancho received confirmation of the mortgage payouts.

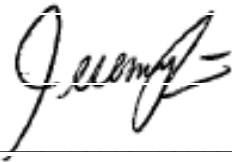
9. **NEXT MEETING**

The next Meeting is Wednesday, July 30th, 2025.

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 9:17 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

RANCHO'S INTERNET SITE

Owners can register for myRanchoStrata, wherein each Owner has an individual log-in to view minutes, notices, and other strata-related documents online for the strata at which they own a unit. As such, if you have not registered yet for your individual log-in, please go to www.ranchovan.com and click "myRanchoStrata Portal," followed by "Sign Up Here". Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com or by calling us at: (604) 684-4508.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD ON THE
5TH FLOOR LOUNGE ON WEDNESDAY, APRIL 23RD, 2025, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – President
Lukas Wilson – Treasurer
Jiu Zheng (July) Shen – Privacy Officer
Shi Fen (Richard) Su – Secretary
Jessica Tsang – Member-at-Large
Mary Cheung – Member-at-Large

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent

REGRETS:

Alim Sunderji – Vice-President

GUESTS:

Nick Kehayas – Building Manager
Owners of Strata Lot 204 (6:30 p.m. – 6:37 p.m.)
Tenant of Strata Lot 166 (6:44 – 6:50 p.m.)

1. GUEST PRESENTERS

a) **Owners Of Strata Lot 204 – Request for Hearing:**

The Strata Council welcomed the Owners of Strata Lot 204 to the Strata Council Meeting to discuss several bylaw infractions including smoking, pet off-leash, littering, and an unauthorized pet in the health club. The Owner provided an explanation regarding the bylaw infractions, and requested leniency from the Strata. After a brief Q&A session, the Owners were thanked and excused from the remainder of the Meeting at 6:37 p.m.

After discussion, the Strata Council instructed the Strata Agent to issue the decision letters as discussed during the Meeting.

b) **Tenant of Strata Lot 166 – Request for Hearing:**

The Strata Council welcomed the Tenant and her translator to the Strata Council Meeting to discuss a bylaw infraction for altering the appearance of exterior common property (windows). The Strata explained to the Tenant and their translator that the appearance of the exterior facing side of the window must be in the color white, otherwise it is subject to a bylaw infraction. After a brief Q&A session, the Tenant and their translator thanked the Strata Council and they were excused from the remainder of the Meeting at 6:50 p.m.

After discussion, the Strata Council instructed the Strata Agent to issue the decision letter accordingly.

2. CALL TO ORDER

There being a quorum present, the Meeting was officially called to order at 6:30 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER'S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building's operations. Most of the report items do not require Council's attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Valmart Doors was called to repair the residential gate guide wires. Feb 25th
2. WangLo lighting was called to supply several led lighting replacements for the common areas. Feb 25th
3. Nikls One call was called to replace a damaged roller blind in the gym. Feb 25th
4. Gurkha building services was called to perform the tile and grout cleaning sanitization. Feb 28th
5. Radius security was called to perform the annual ULC fire monitoring testing. March 3rd
6. Global Gas detection was called to replace a few Co2 controller for the parkade. March 6th
7. Pacific West was called to review all the cross connections for the townhouse. March 6th
8. Nikls One call was called to replace several upper lobby lights, elevator lights and common area lights. March 7th
9. Aquarius property services was called to review several common area paver issues. March 7th
10. Atlas Anchors was called to perform the annual roof top anchor inspections. March 11th
11. Premier Landscaping was called to review several areas of the landscaping and garden. March 11th
12. Proton Mechanical was called to review the cross connections for the townhouse. March 12th
13. Nikls one call was called to repair a few patio pavers issues. March 12th
14. Champion was called to perform the annual dryer vent cleaning. March 12th
15. Proton Mechanical was called to repair the flow switches for the boilers. March 13th
16. Proton Mechanical was called to replace the flow meter valve servicing the pool area. March 13th
17. Phoenix Restoration was called to install the new lobby wall laminate and tile baseboards. March 13th
18. Burnaby Irrigation was called to perform the annual spring start up and emergency irrigation repairs. March 17th
19. Radius security was called to replace both silent night auto dialers with new updated models. March 19th

3. **BUILDING MANAGER'S REPORT – CONT'D**

20. Nikls One call was called to replace four lobby window heater thermostats. March 20th
21. Proton Mechanical was called to shut down the water to replace four hot water tank valves. March 24th
22. Gurkha building services was called to perform the common area carpet cleaning. March 24th
23. Gurkha building services was called to perform the tile and grout cleaning sanitization. March 25th
24. Radius Security was called to trouble shoot a bell disconnection trouble on the Katsura fire panel. March 26th
25. Global gas detection was called to test the Co2 sensors in the parkade servicing the exhaust fans. March 31st
26. Great West pools was called to replace the sand filter servicing the swimming pool. April 2nd
27. Proton Mechanical was called to replace two exhaust fan bearing servicing the parkade. April 4th
28. Pacific West was called to replace the element for the re-heat tank servicing the Sequoia building low zone. April 4th
29. No Monkey Biz was called to perform the annual parkade power washing April 7th
30. Proton Mechanical was called to repair two hot water manifolds and water shut down. April 11th
31. Valmart Doors was called to service both parkade gates and replace a damaged control wire. April 11th
32. Life Fitness was called to review the new proposed gym equipment, power management, placing and quotation. April 11th
33. Nikls One call was called to review the paver project for the 5th floor courtyard and ground areas. April 11th
34. Champion was called to perform the window and balcony glass cleaning. April 11th

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

- a) **Strata Council Meeting – March 5th, 2025:**
The Strata Agent presented the Meeting minutes for March 5th, 2025. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the March 5th, 2025, Strata Council Meeting as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending February 28th and March 31st, 2025. The Treasurer noted that there was an error in the February 28th, 2025, financial statements and instructed the Strata Agent to review it with the financial accountant. The March 31st year end financial statements presented a small operating deficit. There being no further questions, it was **MOVED, SECONDED, and CARRIED** to approve the March 31st, 2025, financial statements as presented. The Strata Agent will request the financial accountant to correct the February 28th, 2025, financial statements.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of April 11th, 2025. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Strata Bylaws & Rules:**

The Strata Council reviewed a revised draft bylaw package reviewed by Strata's legal counsel. Council has incorporated their comments into the revised package and will be proposing it to Ownership at the 2025 Annual General Meeting (AGM) for approval.

7. **CORRESPONDENCE**

a) **Letter Log:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

b) **Security Camera Install:**

The Strata Council discussed an unauthorized security camera install on common property. After discussion, Council instructed the Strata Agent to respond to the Owner and inform them that the camera must be removed from common property, and the common property must be restored to its original condition. The Owner is allowed to install a camera inside the unit facing limited common property.

8. **NEW BUSINESS**

a) **Lounge Kitchen Renovation Proposal:**

This item is deferred to be reviewed in the 2025/2026 fiscal period.

b) **Bartlett Tree Proposal:**

The Strata Council reviewed the Bartlett Tree pruning proposal. After discussion, Council **TABLED** the review to be reviewed in the 2026/2027 fiscal period.

8. **NEW BUSINESS – CONT'D**

c) **Shower Cartridge Replacement Proposal:**

The Strata Agent presented a townhouse shower cartridge replacement proposal from Pacific West and Proton Commercial Works. After discussion, Council approved of the proposal from Proton and instructed the Strata Agent to include a $\frac{3}{4}$ vote resolution to be presented to ownership at the 2025 Annual General Meeting (AGM).

d) **Proton Recirculation Line Install Proposal:**

This item has been **TABLED**.

e) **Resolve Restoration Rental Unit Upgrade Proposal:**

The Strata Agent presented the proposal from Resolve Restoration to upgrade the rental suite to install a washer-dryer unit. After discussion, Council approved of the proposal to modify the existing kitchen counter, install a new dishwasher, and washer-dryer unit, and propose it as a $\frac{3}{4}$ vote resolution to the Owners at the 2025 Annual General Meeting (AGM).

f) **Park Avenue Parkade Membrane Proposal:**

The Strata Agent presented a proposal from Park Avenue to replace the existing membrane on the suspended parkade slabs and repair the base/foundation concrete slab. After discussion, Council approved to present the proposal to Owners at the 2025 Annual General Meeting (AGM) as a $\frac{3}{4}$ vote resolution.

g) **Valmart Gate & Access Control Proposal:**

The Strata Agent presented a proposal from Valmart Doors and Navigator Solutions to modify the existing main garage gate to a dual gate, one for entry and one for exit. After discussion, Council approved to present the proposal to Owners at the 2025 Annual General Meeting (AGM) as a $\frac{3}{4}$ vote resolution.

h) **BodyMind Fitness Equipment Proposal:**

The Strata Agent presented a proposal to replace all the gym equipment with new equipment. A layout was also presented including warranty options and a purchase or lease agreement. After discussion, Council approved to present the purchase proposal to Owners at the 2025 Annual General Meeting (AGM) as a $\frac{3}{4}$ vote resolution.

i) **Nikkls – Paver Proposal:**

The Strata Agent presented a proposal to repair several pavers on common property as they are a tripping hazard. After discussion, Council approved to present the proposal to Owners at the 2025 Annual General Meeting (AGM) as a $\frac{3}{4}$ vote resolution.

j) **2025 Draft AGM Package & Proposed Operating Budget:**

The Strata Agent presented the 2025 Annual General Meeting package along with $\frac{3}{4}$ Vote Resolutions. After an in-depth discussion, the Strata Council instructed the Strata Agent to make the necessary changes and circulate via email for final review. The 2025 Annual General Meeting (AGM) is scheduled for **Wednesday, May 21st, 2025**, at 5:30 p.m. (registration at 5:15 p.m.) in the 5th floor amenity room.

The Treasurer presented the proposed 2025/2026 operating budget and was discussed in detail including all the operating line items. A final draft will be circulated via email for review before mail out.

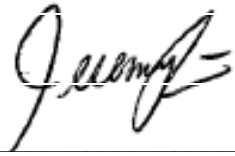
9. **NEXT MEETING**

The next Meeting is the **2025 Annual General Meeting (AGM)** to be held on **Wednesday, May 21st, 2025, at 5:30 p.m. in the 5th floor amenity room.**

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 9:03 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (i.e. hardwood floors installed by the Developers are covered by the Strata's insurance policy, but hardwood floors installed by an Owner after the time of purchase are not covered by the Strata's insurance policy). As per the Act, Owners are required to have insurance for their contents, improvements and betterments, liability, and insurance deductible, including water damage. Owners should consult an insurance agent to ensure that they have proper coverage.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, MARCH 5TH, 2025, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – President
Lukas Wilson – Treasurer
Jiu Zheng (July) Shen – Privacy Officer
Jessica Tsang – Member-at-Large
Mary Cheung – Member-at-Large

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji – Vice-President
Shi Fen (Richard) Su – Secretary

GUESTS:

Nick Kehayas – Building Manager
Owner of Strata Lot 143 (6:33 p.m. – 6:42 p.m.)

1. **GUEST PRESENTER – OWNER OF STRATA LOT 143:**

The Strata Council welcomed the Owner of Strata Lot 143 to the virtual Strata Council Meeting to discuss a bylaw infraction for failing to remove holiday decorations before January 31st as per the bylaws. The Owner provided an explanation and following a brief Q&A session, the Owner was thanked and excused from the remainder of the Meeting.

After discussion, the Strata Council instructed the Strata Agent to issue the decision letter as agreed upon during the Meeting, including details of past infractions and respectful communication with the Strata.

2. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:33 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Phoenix Restoration was called to match the Katsura lobby wall panels with a new supplier. Jan 7th
2. Restoration maintenance was called to provide a quote for the lounge kitchen renovation as requested. Jan 7th

3. **BUILDING MANAGER'S REPORT – CONT'D**

3. Silver Creek Custom Woodcraft was called to measure and provide a quotation for the lobby wall panel repairs for the Katsura lobby. Jan 7th
4. Proton Mechanical was called to trouble shoot boiler B1 in the Katsura building due to lockout failure. Jan 8th
5. Aquarius Property services was called to provide a quote for the lounge kitchen renovations. Jan 9th
6. Cabinets are us was called to provide a quote for the lounge kitchen renovations. Jan 14th
7. Vancouver Coastal health was called to perform the testing for the swimming pool & spa as required. A full 100% drainage of the swimming pool was performed as per the requirements. Jan 20th
8. Lions Gate Painting was called to touch up several common areas as part of the preventative maintenance. Jan 22nd
9. Park Avenue was called to review the parkade membrane project and line painting. They will provide a quote to the strata council for their review. Jan 22nd
10. Nikls one call was called to replace one shower cartridge and two shower hand held faucets for the health club washrooms. Jan 24th
11. Resolve Restoration was called to provide a quote for the 102-9133 Hemlock Drive strata unit for the installation of a washer/dryer unit. A quote will be provided for the strata council review. Jan 27th
12. Nikls one call was called to repair a few lobby lights and provide a few new transformer replacements. Jan 28th
13. Molly Maids was called to clean unit in the Katsura building after water leak repaired were completed. Jan 29th
14. Gurkha building maintenance was called to perform the common area carpet cleaning. Jan 29th & 30th
15. Gurkha building maintenance was called to perform the tile & grout cleaning sanitization for the pool, spa, steam room, sauna room & washroom areas. Jan 31st
16. Power West was called to perform the annual generator & load bank testing. Feb 6th
17. Novus communications was called to repair the Tv signal for the lounge room. Feb 10th
18. Wang Lo was called to order and supply several LED common area lightings. Feb 11th
19. Proton Mechanical was called to install a new re-heat tank servicing the low-rise units for the Katsura building. They also installed new circulating pumps for both buildings. Feb 12th
20. North side Pete refueling was called to top up the generator. Feb 14th

3. **BUILDING MANAGER'S REPORT – CONT'D**

21. Nikls One call was called to replace one of the roller blinds in the gym room. The blind has been ordered and will be installed when it arrives. Feb 18th

22. Pacific West mechanical was called to review the low-rise heating system for both building. Mechanical plans were provided and will be reviewed for reference purposes. Pacific West will provide a proposal and quote for the required repairs. Feb 19th

JANUARY	COMPLETED
Exercise Equipment Maintenance	January 15 th , 2025
Elevator Inspection	January 21 st , 2025
Carpet Cleaning	January 30 th , 2025
Tile & Grout Cleaning	January 31 st , 2025

FEBRUARY	COMPLETED
Generator Maintenance	February 6 th , 2025
Guest Suite Inspection	February 7 th , 2025

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – January 25th, 2025:**

The Strata Agent presented the Meeting minutes for January 15th, 2025. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the January 15th, 2025, Strata Council Meeting minutes as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending December 31st, 2024, and January 31st, 2025. There being no questions, it was **MOVED**, **SECONDED** and **CARRIED** to approve the December 31st, 2024 and January 31st, 2025, financial statements as presented. It was noted that the Strata Agent is waiting on competitive quotes for the 2025 insurance renewal. The Treasurer will be providing instructions to Rancho's accounting department on reinvesting certain GIC's before the next Meeting.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of February 24th, 2025. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

c) **Strata Suite Mortgages:**

The Strata Council closed out the mortgage of one of the Strata owned units. The Strata Council received a payout statement for the second mortgage and will coordinate with Rancho's accounting department to process the payout via bank draft.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Strata Bylaws & Rules:**

The Strata Council reviewed the draft bylaw prepared by the Strata's legal counsel. Council will provide their comments and return the draft to legal counsel for further review. This item is in progress.

7. **NEW BUSINESS**

a) **Parkade Gate – Split Gate Proposal:**

The Strata Council has requested a quote from Valmart Doors to install a split style gate, one for entry and one for exiting. This item will be discussed at the next Meeting.

b) **Lounge Kitchen Renovation Proposal:**

The Strata Council was presented with a quote from Silver Creek Custom Woodcraft for the lounge kitchen renovation. After discussion, Council decided to **TABLE** the proposal. Repairs and maintenance to the amenities will be re-evaluated in the next fiscal period.

c) **Premier Landscaping – Shrub Replacement Quote:**

The Strata Council was presented with a quote from Premier Landscaping to replace the dead shrubs at the front entrance of the Sequoia Building. After discussion, Council approved the quote.

d) **Window Cleaning and Common Area Power Washing:**

The Strata Agent will solicit quotes for the window cleaning and common area power washing to be presented at the next Council Meeting.

e) **Patio Pavers Leveling:**

The Strata Council discussed the issue of uneven patio pavers, which require leveling due to tree root growth. The Strata Agent will obtain quotes for the necessary repairs, and Council plans to address the issue during the spring or summer when weather conditions are more favorable.

f) **Townhouse Hot Water Issue:**

The Strata Council was informed that Pacific West will be onsite to inspect the townhouse units for potential hot and cold water cross-connections, following reports of fluctuations in hot water. Once the issue is confirmed, a quote will be provided for cartridge replacement in the affected units.

g) **Pool Hygiene and Etiquette Reminder:**

The Strata Council discussed incidents of residents spitting in the common drinking fountain. Council reminds all Residents no spitting is allowed in the health club as it poses health risks, and affects water quality and maintenance. Residents are expected to follow proper hygiene and pool etiquette to ensure a safe and enjoyable environment for everyone. The Strata Agent was then instructed to post a reminder memo.

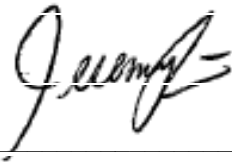
8. **NEXT MEETING**

The next Meeting is a **Strata Council Meeting to be held on Wednesday, April 23, 2025, at 6:30 p.m. in the Lounge.**

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:06 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

COMMUNICATION WITH STRATA COUNCIL

The Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write to the Strata Council, via Rancho Management Services, at 8th Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, or via email to your Strata Agent, on any Strata Corporation matter. Correspondence received will be presented to and reviewed by the Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, JANUARY 15TH, 2025, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – President
Lukas Wilson – Treasurer
Jiu Zheng (July) Shen – Privacy Officer
Jessica Tsang – Member-at-Large

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji – Vice-President
Shi Fen (Richard) Su – Secretary
Mary Cheung – Member-at-Large

GUESTS:

Nick Kehayas – Building Manager

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:34 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Proton was called to Auger the men’s health club toilet due to a blockage. Nov 8th
2. Proton mechanical was called to repair boiler B1 servicing the Katsura building due to high limit trip. Nov 18th
3. Proton mechanical was called to provide a quotation for the re-circulating booster heater servicing the Katsura low rise units. Nov 18th
4. Nikls One call was called to replace the digital timer for the hot tub & install a new stainless steel cover plate for the storage locker area. Nov 19th
5. Proton Mechanical was called to replace the piolet light assemble for the MUA servicing the swimming pool mechanical room. Nov 20th
6. Nikls One call was called to repair the parkade fencing on the ground floor due to a vehicle accident. Nov 25th

2. **BUILDING MANAGER'S REPORT – CONT'D**

7. Gurkha Building Maintenance was called to perform the common area carpet cleaning. Nov 27th & 28th
8. Great West pools was called to replace the hot tub filter valve and the flow vales for both chlorinator towers. Nov 28th
9. Gurkha Building Maintenance was called to perform the pool tile & grout cleaning. Nov 29th
10. Pacific West mechanical was called to provide a quotation for the re-circulating booster heater servicing the Katsura low rise units. Dec 3rd
11. Valmart Doors was called to repair the residential gate due to the main support bolts breaking off for the control arm chain. Dec 5th
12. Phoenix Restoration was called to replace the Katsura lobby wall panels. The panels have been sent back on two occasions due to the color matching not being accurate. The panels are now in production with a different vendor. Dec 13th
13. Gurkha Building Maintenance was called to perform the pool tile & grout cleaning. Dec 23rd
14. Proton mechanical was called to replace the access panels servicing the steam room. Dec 30th
15. Proton mechanical was called to replace pilot assemble and cleaning for the MUA servicing the pool area. Dec 31st
16. Phoenix Restoration was called for a water leak in the Sequoia building affecting units 1801 & 1702. Repairs for the water leak have been arranged for Jan 6th. A final scope of repaired will be presented for review once the leak has been addressed.
Jan 2nd
17. Proton mechanical was called to replace a faulty threshed valve on the hot tub boiler which caused a water leak into the 3rd floor parkade area. Jan 6th

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

- a) **Strata Council Meeting – November 20th, 2024:**
The Strata Agent presented the Meeting minutes for November 20th, 2024. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the November 20th, 2024, Strata Council Meeting minutes as presented.

4. **FINANCIAL REPORT**

- a) **Financial Statements:**
The Strata Treasurer reviewed the financial statements for the periods ending October 31st and November 30th, 2024. There being no further questions, the October 31st and November 30th, 2024, financials were approved as presented.
- b) **Arrears and Detailed Arrears List:**
The Strata Agent presented the arrears and detailed arrears list as of January 6th, 2025. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

4. **FINANCIAL REPORT – CONT'D**

b) **Arrears and Detailed Arrears List – cont'd:**

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

c) **Guest Suite Mortgages:**

The Strata Council has submitted authorization letters to CIBC in request for the mortgage documents of the two guest suites in preparation to make a decision on whether to payout the outstanding mortgages. After discussion, Council agreed that due to the difficulty of dealing with CIBC and the potential interest savings, the Strata would payout and close the outstanding mortgages. The contingency funds were previously approved at the 2024 Annual General meeting (AGM). The Strata Agent will coordinate with the financial accountant to process the payout and mortgage closures.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Strata Bylaws & Rules:**

The Strata Council held a meeting with the Strata's legal counsel in December 2024 to discuss the Strata Bylaws and Rules and proposed amendments. Strata's legal counsel is reviewing the bylaws and consolidating them so any redundancies will be removed. A draft copy will be circulated to Council by the end of the week.

6. **NEW BUSINESS**

a) **BodyMind Interactive - Fitness proposal:**

The Strata Agent presented a proposal from BodyMind Interactive with three (3) options for the gym equipment replacement. After discussion, Council approved option #2 with approximate cost of \$130,000 and is currently reviewing options to fund the expense. This item will be proposed at the 2025 Annual General Meeting (AGM).

b) **Parkade Membrane Renewal:**

The Strata Council discussed the membrane renewal in parkade P2 & P3. The Strata Agent is soliciting competitive quotes to be presented at a future Meeting. This item will be proposed at the 2025 Annual General Meeting (AGM).

c) **Pet Signage:**

The Strata Agent presented correspondence from a Resident requesting to the Strata to install signage in the common areas to not let pets leave waste around the property. The Council reviewed and considered the request. No further action required.

d) **CabinetsRus – Lounge Room Repair:**

The Strata Agent presented a quote from CabinetsRus to reface the cabinet doors and drawers in the lounge room. After discussion, Council decided to **TABLE** the proposal. Repairs and maintenance to the amenities will be re-evaluated in the next fiscal period.

e) **Guest Suite Rental:**

The Strata Council discussed the rental of the guest suite that is still currently vacant. After discussion, Council instructed the Strata Agent to solicit a quote to install a ductless washer/dryer combo in the guest kitchen island.

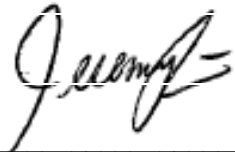
7. **NEXT MEETING**

The next Meeting is a **Strata Council Meeting to be held on Wednesday, March 5, 2025, at 6:30 p.m. via Zoom.**

8. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:57 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

MYRANCHOSTRATA VERIFICATION

Your online security is important to us, which is why we at Rancho are taking extra steps to prevent any unauthorized activity from your myRanchoStrata account. If you are a registered user, you will or have already received a letter in the mail with your verification code. Please ensure to enter your verification code in 2 weeks from the date of the letter to maintain your online security.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, NOVEMBER 20TH, 2024, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – President
Lukas Wilson – Treasurer
Shi Fen (Richard) Su – Secretary
Jiu Zheng (July) Shen – Privacy Officer
Jessica Tsang – Member-at-Large
Mary Cheung – Member-at-Large

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji – Vice-President

GUESTS:

Nick Kehayas – Building Manager

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:34 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Nikls One Call was called to adjust and repair the sequoia vestibule door closed and operator. Oct 22nd
2. Nikls One Call was called to install a new digital timer for the ceiling pool lights and adjust the timers. Oct 22nd
3. Leisure Baths was called to replace the faulty water flow switch servicing the steam room. Oct 22nd
4. Gurkha Maintenance was called to perform the tile and grout cleaning for the swimming pool area. Oct 29th
5. Nikls One Call was called to replace two common area door handles including the gym entrance handle. Oct 29th
6. Phoenix Restoration was called to re-drywall the Katsura lobby wall due to a water leak. Oct 29th

2. **BUILDING MANAGER'S REPORT – CONT'D**

7. Proton Mechanical was called to repair the condensating line in the sequoia building servicing the boiler system. Oct 29th

8. Navigator Solutions was called to repair a faulty wave to open common door in the Sequoia building. Oct 30th

9. Lions Gate Painting was called to repair a common area ceiling in the Katsura building due to a water leak. Oct 30th

10. Valmart Doors was called to replace the back-up batteries and the safety guide wires servicing the residential gate. Nov 1st

11. Proton Mechanical was called to replace the faulty toiler valve and gasket assemble serving the health club men's washroom. Nov 4th

12. Proton Mechanical was called to replace the safety switch for the venter motor servicing the Katsura mechanical room. Nov 5th

13. Nikls One Call was called to replace three exhaust fans in the storage lockers rooms. Nov 6th

SEPTEMBER	COMPLETED
BBQ Area Winterized & Closed	September 18 th , 2024
Elevator Inspection	September 23 rd , 2024
Carpet Cleaning	September 26 th , 2024
Tile Cleaning	September 27 th , 2024

OCTOBER	COMPLETED
Exercise Equipment Maintenance	October 2 nd , 2024
Winterize Parkade Dry Sprinkler System	October 2 nd , 2024
Mechanical Maintenance	October 3 rd , 2024
Tile Cleaning	October 29 th , 2024
Elevator Inspection	October 29 th , 2024

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – September 25th, 2024:**

The Strata Agent presented the Meeting minutes for September 25th, 2024. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the September 25th, 2024, Strata Council Meeting minutes as presented. There was no quorum at the October 30th, 2024 Meeting.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the period ending July 31st, August 31st, September 30th, and October 31st, 2024. The Strata Agent was instructed to provide information on the existing mortgages and rate renewals (fixed vs variable). There being no further questions, the July 31st, August 31st, September 30th, and October 31st, 2024, financials were approved as presented.

4. **FINANCIAL REPORT – CONT'D**

b) **Emergency Expenditures:**

The Strata Council approved to expense the following emergency repair invoices to the Contingency Reserve Fund (CRF).

1. Proton INV5689 (Pool Boiler) - \$16,949.54
2. Proton INV5842 (Spa Boiler) - \$16,375.09
3. Resolve Restoration INV10381 (Boiler Room Membrane) - \$15,523.20
4. Val Mart Doors INV16491 (Operator) - \$8,737.58
5. **Total: \$57,585.41**

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of November 8th, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

There was no business arising from the previous meeting.

6. **NEW BUSINESS**

a) **Strata Computer:**

The Strata Council was advised that the Strata computer for the Building Manager is still running on Windows 7 operating system and is no longer receiving security updates. After discussion, Council approved to upgrade the Strata computer to the latest Windows operating system with NexGen. The Building Manager upgraded the computer's power supply at a minimal cost.

b) **Novus Preferred Program:**

This item was **TABLED**.

c) **Rancho Rental Management Agreement:**

The Strata Council terminated the rental agency agreement with Casa Rentals. The Strata Council approved a discounted rental agency agreement with Rancho Management Services.

d) **Strata Bylaws Review:**

The Strata Council is continuing to review and update the Strata bylaws to be in accordance with the Strata Property Act. The Strata Agent was instructed to schedule a follow up Meeting with legal counsel to discuss the proposed changes to the bylaws.

e) **Building Manger Holiday & Anniversary Bonus:**

The Strata Council discussed the holiday and 20th anniversary bonus for the Building Manager. After discussion, Council approved of the bonuses and instructed the Strata Agent to issue accordingly

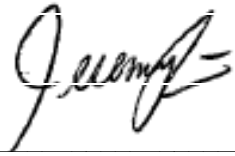
7. **NEXT MEETING**

The next Meeting is a **Strata Council Meeting to be held on Wednesday, January 15th, 2024, at 6:30 p.m. via Zoom.**

8. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:37 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

HOLIDAY GREETINGS

At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!

Please note that during the Christmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24-hour emergency number.

RANCHO'S CHRISTMAS HOURS

WEDNESDAY, DECEMBER 25, 2024	CLOSED
THURSDAY, DECEMBER 26, 2024	CLOSED
FRIDAY, DECEMBER 27, 2024	CLOSED
WEDNESDAY, JANUARY 1, 2025	CLOSED

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, SEPTEMBER 25TH, 2024, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – President
Lukas Wilson – Treasurer
Shi Fen (Richard) Su – Secretary
Jessica Tsang – Member-at-Large
Mary Cheung – Member-at-Large

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji – Vice-President
Jiu Zheng (July) Shen – Privacy Officer

GUESTS:

Nick Kehayas – Building Manager

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:31 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Nikls one call was called to repair several common area doors that needed to be adjusted to close smoothly. August 12th
2. Proton Mechanical was called to replace the heater coil servicing the Sequoia lobby air handling system. August 12th
3. Power West was called to perform the load test and service on the back-up generator. August 12th
4. Nikls one call was called to repair two loose wall panels in the Katsura lobby. August 19th
5. Nikls one call was called to install the new fire place for the lounge room. August 21st
6. Premier landscaping was called to review several areas of the garden areas. August 22nd
7. Molly maids was called to clean unit 102 strata unit after tenants move out. August 23rd

2. **BUILDING MANAGER'S REPORT – CONT'D**

8. Radius Security was called to perform the annual fire testing and equipment servicing. August 27th

9. Richmond Elevator was called to assist Radius Security with the testing of the emergency equipment inside the hoist ways. August 27th

10. Several contractors were called to begin repairs in the strata rental unit 102 Sequoia. August 29th

11. Burnaby Irrigation was called to repair a broken irrigation line on the south side on the building. August 29th

12. Gurkha building maintenance was called to perform the tile and grout cleaning for the swimming pool area. August 30th

13. Radius Security was called to perform the fire pump test and service. September 3rd

14. Illusions glass was called to repair the Sequoia lobby doors and replace the bearing assembles. September 5th

15. Nikls one call was called to replace the hose reel, hose and fitting servicing the exterior patio for the pool area. September 9th

16. Ridall Pest was called to install a new mouse trap in the Katsura garbage room to remove the rodent issue. September 9th

17. Nikls one call was called to repair several courtyard walkway lightings. September 13th

AUGUST	COMPLETED
Emergency Generator Maintenance	August 12 th , 2024
Elevator Inspection	August 22 nd , 2024
Annual Fire Alarm Inspection	August 29 th , 2024
Tile Cleaning	August 30 th , 2024

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – August 21st, 2024:**

The Strata Agent presented the Meeting minutes for August 21st, 2024. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the August 21st, 2024, Strata Council Meeting minutes as presented.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the period ending July 31st and August 30th, 2024. The Strata Treasurer and the Strata Agent have scheduled a meeting with the financial accountant to discuss the statements in detail. The July 31st and August 30th, 2024, financial statements were **TABLED** to the next Council Meeting for approval.

4. **FINANCIAL REPORT – CONT'D**

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of September 13th, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Water Damage Claim:**

The Strata Council was presented with final repair quotes from Phoenix Restorations and Resolve Restoration for a water leak originating from a 12th floor unit in 6233 Katsura St. After discussion, Council approved the quote from Resolve Restoration. The Strata Council agreed to chargeback the \$50,000 deductible to the responsible unit and pay the balance out of the Contingency Reserve Fund (CRF) to avoid filing an insurance claim.

6. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

b) **Vehicle Vandalism:**

The Strata Council was presented with correspondence from an Owner who reported that their vehicle window was vandalized. After investigation by the Building Manager, it was concluded that there was no definitive cause of the incident. The Strata Council is reviewing the area to see whether an improvement can be made to prevent future incidents.

7. **NEW BUSINESS**

a) **Guest Suite Renovation:**

The Strata Council discussed the ongoing renovations of the guest suite. It was noted that renovation is nearing completion and instructed the Strata Agent to contact the rental management company to start marketing the unit for rental. The Strata Agent was also instructed to obtain a management quote from Rancho's rental division.

b) **Request for Access – BC Elections:**

The Strata Council was presented with correspondence from a campaign manager requesting access to the building to canvass voters and distribute candidate information during the campaign period. After discussion, Council approved the request. A memo will be posted with detailed information.

7. **NEW BUSINESS – CONT'D**

c) **Outstanding Chargeback:**

The Strata Council discussed an outstanding chargeback for a specific unit. After discussion, Council instructed the Strata Agent to contact the Owner to set up a discounted payment plan.

d) **Automatic Door Operators:**

The Strata Council discussed installation of automatic door operators for the 5th floor amenities. After discussion, Council instructed the Strata Agent to solicit quotes to be presented at a future Meeting.

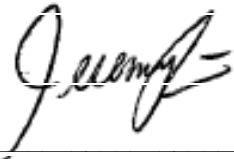
8. **NEXT MEETING**

The next Meeting is a **Strata Council Meeting to be held on Wednesday, October 30th, 2024, at 6:30 p.m. in the 5th Floor Amenity Room.**

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:18 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4260. Owners who are not yet on the Pre-Authorized Debit (P.A.D.) Program should contact the same number to obtain a form. The P.A.D. Program is the required payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, AUGUST 21ST, 2024, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – President
Alim Sunderji – Vice-President
Lukas Wilson – Treasurer
Shi Fen (Richard) Su – Secretary (*left at 6:52 p.m.*)
Jiu Zheng (July) Shen – Privacy Officer
Jessica Tsang – Member-at-Large
Mary Cheung – Member-at-Large

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

None

GUESTS:

Nick Kehayas – Building Manager
Owner of Strata Lot 64 (*6:34 p.m. to 6:44 p.m.*)

1. **GUEST PRESENTER**

The Strata Council welcomed the Owner of Strata Lot 64 to the virtual Strata Council Meeting to request waiving a bylaw fine for a noise complaint. The Owner informed Council that this was their first infraction and was not aware that excessive noise was emanating from their unit. After a brief Q & A session, Council thanked the Owner for attending the Meeting and he left at 6:44 p.m.

The Strata Council then instructed the Strata Agent to issue a decision letter discussed at the Meeting.

2. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:42 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Valmart door was called to perform a service for both parking gates. July 23rd

2. Gurkha Building maintenance was called to clean all the common area carpeting in both buildings. July 24th

3. **BUILDING MANAGER'S REPORT – CONT'D**

3. Nikls One call was called to install new pool deck light timers and remove damaged fixture covers. July 24th
4. City of Richmond was called to review the main cold-water line into the building in preparation for the new water meter. July 24th
5. Vancouver Fire was called to review a heat trace fault servicing the health club mechanical room. July 24th
6. Premier landscaping was called to perform a site review of several areas that required attention including a few irrigation issues. July 25th
7. Design Roofing was called to perform the approval maintenance repair items for the Katsura building. July 26th
8. Gurkha building maintenance was called to perform the tile and grout cleaning and sanitization for the pool, spa, steam room, sauna room, and main hallways. July 26th
9. Rydall Pest control was called to review the rodent tunnels, bait stations and fly light strips in the garbage rooms. July 26th
10. Navigator Solution was called to repair a few waves to open receivers in both building. Some receivers will need to be replaced and have been ordered. July 26th
11. Illusion Glass was called to repair the Katsura lobby door plates and supporting door pivots. July 26th
12. Navigator Solutions was called to replace a faulty door closer in the sequoia building under warranty due to a faulty board. July 29th
13. ACR Restorations was called to perform a site visit to review the parkade membrane and line painting. A quote will be presented to the strata council for their review. July 30th
14. Design Roofing was called to perform the approval maintenance repair items for the Sequoia building. July 30th
15. Molly maids was called to perform the deep cleaning and sanitization of the Katsura guest unit. July 30th
16. Nikls One call was called to remove the venetian blinds from the 102-9133 Hemlock drive strata unit to clean and repair. July 31st
17. Proton Mechanical was called to repair a leaking faucet in the health club servicing the woman's washroom. July 31st
18. Nikls One call was called to repair several common area door hinges and door closers in both buildings including the health club. August 2nd
19. Premier landscaping was called to perform the approved landscaping upgrades for the gym and lounge garden areas. August 2nd
20. Valmart doors was called to replace the visitor parking gate operator and control assemble as per the approved quote. August 6th

3. **BUILDING MANAGER'S REPORT – CONT'D**

21. Proton Mechanical was called to replace the pool & spa boilers with new units servicing the pool mechanical room. August 6th

22. Lionsgate Painting was called to remove the existing floor paint and repaint the walls and flooring of both garbage rooms in both building. The work is currently ongoing. August 6th

23. Nikls One call was called to replace a door closer arm for the pool and sauna room doors in the health club. The also adjusted some remaining common area doors in both building that required attention. August 12th

24. Proton Mechanical was called to replace the heating coil in the air conditioning unit servicing the Sequoia lobby as per the approved quote. August 12th

25. Power West was called to perform the generator testing, maintenance and load test as part of the preventative maintenance. August 12th

26. Illusions glass was called to replace the patio door glass and make repaired to the door latching system for the 102-9133 Hemlock Drive strata unit. August 12th

JULY	COMPLETED
Exercise Equipment Maintenance	July 9 th , 2024
Painting	July 15 th , 2024
Mechanical Maintenance	July 19 th , 2024
Elevator Inspection	July 23 rd , 2024
Tile Cleaning	July 25 th , 2024
Roofing Maintenance	July 26 th , 2024
Carpet Cleaning	July 26 th , 2024

AUGUST	COMPLETED
Elevator Generator Maintenance	August 12 th , 2024

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – July 24th, 2024:**

The Strata Agent presented the Meeting minutes for July 24th, 2024. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the July 24th, 2024, Strata Council Meeting minutes as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the period ending June 30th, 2024. The Strata Agent was instructed to schedule a Meeting with the financial accountant to review discrepancies in the statements. The June 30, 2024, financial statements were **TABLED** to the next Council Meeting for review and approval.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of August 13th, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month.

5. **FINANCIAL REPORT – CONT'D**

b) **Arrears and Detailed Arrears List – cont'd:**

The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Parkade Membrane Repairs & Flooring Repainting:**

The Strata Council was informed that Applied Coatings Restoration completed a walkthrough of the parkade and has provided a quote for the traffic deck membrane renewals and related works on P3 and P2 suspended slabs. After discussion, Council agreed to present the expenditure at the next Annual General Meeting (AGM) for Owner's approval.

b) **Strata Bylaws Update:**

This item is in progress.

7. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

8. **NEW BUSINESS**

a) **Gym Equipment:**

The Strata Council discussed the equipment upgrades. This item was previously reviewed and will be revisited a few months prior to the next Annual General Meeting (AGM).

b) **Water Damage Incident:**

The Strata Council was informed that there was a water leak incident originating from a 12th floor unit in 6233 Katsura St. which affected several units and the common areas. The Strata Agent advised that the estimate of the costs for the emergency services and final repairs will exceed the Strata's water damage deductible of \$50,000 and discussed with Council the possible scenarios if an insurance claim will be made or not. The Strata Agent was then instructed to solicit an additional competitive quote for the final repairs for Council's consideration.

c) **Bylaws, Rules, and Forms all Publish on Rancho Site:**

The Strata Bylaws, Rules, Forms and other strata documents are available on Rancho's online portal. Owners may register at www.ranchovan.com to access the documents.

d) **Close Mortgages:**

The Strata Council discussed the closing of the mortgages for the guest suites. After discussion, the Strata Agent will schedule a meeting with the financial accountant to discuss the process for closing the mortgage.

8. **NEW BUSINESS – CONT'D**

e) **Bike Audit:**

The bike audit is scheduled in September. A notice will be posted with more information.

f) **Depreciation Report:**

The Strata has completed the depreciation report in May 2023. The report will need to be updated in year 2028.

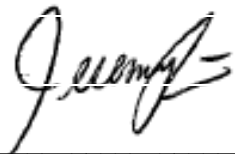
9. **NEXT MEETING**

The next Meeting is a **Strata Council Meeting to be held on Wednesday, September 25, 2024, at 6:30 p.m. via Zoom.**

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7: p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires (after calling 911), broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD IN THE 5TH FLOOR AMENITY ROOM & COURTYARD ON WEDNESDAY, JULY 24TH, 2024, AT 6:30 P.M.

IN ATTENDANCE:

Kam Lau – President
Lukas Wilson – Treasurer
Jiu Zheng (July) Shen – Privacy Officer
Jessica Tsang – Member-at-Large
Mary Cheung – Member-at-Large

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji – Vice-President
Shi Fen (Richard) Su – Secretary

GUESTS:

Nick Kehayas – Building Manager

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:33 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Proton Mechanical was called to replace a faulty faucet cartridge for the guest unit. June 7th
2. Nikls One call was called to review and provide a quote for the new fire place servicing the lounge room. June 10th
3. Ridall Pest control was called to setup new bait station and tunnels for the property and new service. June 11th
4. McRae’s was called to clean out all the storm catch basins as part of the annual service. June 11th
5. Illusions Glass was called to repair all the by-folding doors servicing the lounge room and swimming pool area. June 11th
6. Bartlett’s was called to stump grind the fallen tree that was removed in front of the Katsura lobby. June 17th

2. **BUILDING MANAGER'S REPORT – CONT'D**

7. Alter Patrol was called to review the security area on the ground floor and amenity to provide a quote to the strata council for their review. June 18th

8. Premier Landscaping was called to review the gym area and lounge area gardens and provide a quote to the strata council for their review. June 20th

9. NexGen Technologies was called to perform safety test and cleaning of the office computer. June 21st

10. Nikls One call was called to review the ground floor unit gates and provide a quote for the strata councils review. June 24th

11. Illusions Glass was called to repair the front lobby doors and closures for the Katsura building. June 26th

12. Gurkha Building maintenance was called to perform the pool tile and grout cleaning. June 28th

13. Molly Maids was called to perform the cleaning for the guest unit. June 28th

14. Nikls One call was called to replace the power switches for the pool & spa filters. July 2nd

15. Proton mechanical was called to repair the leaking faucet in the woman's washroom health club area. July 3rd

16. Proton mechanical was called to repair a water leak affecting a unit in the Katsura building. July 3rd

17. Platinum Star was called to remove several furniture items stored left on common areas. July 4th

18. Bartlett's was called to review all the tree pruning for the ground floor and 5th floor courtyard to present a quote to the strata council for their review. July 3rd

19. Design Roofing was called to review all the roof tops and provide a quote for the required repairs and maintenance to the strata council for their review. July 8th

20. The strata council met to review the 102-9133 Hemlock drive unit to review the repairs and items required for maintenance. These items will be further reviewed at the next council meeting. July 8th

21. Nikls One call was called to install the new roll down blinds for the lounge room. July 11th

JUNE	COMPLETED
Catch Basins Cleaning	June 11 th , 2024
Tile Cleaning	June 28 th , 2024
Elevator Inspection	June 18 th , 2024

JULY	COMPLETED
Roofing Maintenance	July 8, 2024
Exercise Equipment Maintenance	July 9 th , 2024
Mechanical Maintenance	July 19 th , 2024

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – June 12th, 2024:**

The Strata Agent presented the Meeting minutes for June 12th, 2024. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the June 12th, 2024, Strata Council Meeting minutes as presented.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending May 31st & June 30th, 2024. The Strata Agent was instructed to review the June statements to ensure that the 2024/2025 approved operating budget is properly reflected. After discussion, the financial statements for May 31st, 2024, were **MOVED, SECONDED and CARRIED**. The June 30, 2024, financial statements were **TABLED** to the next Council Meeting for review and approval.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of July 12th, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

c) **Year-End Financial Statements Audit & Tax Filing Quote:**

The Strata Council was presented with a quote from FWD CPA Inc. to audit the 2023/2024 year-end financial statements. After discussion, Council decided budget for an audit in the next fiscal period. The proposal for the tax filing was approved.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Strata Lot Information:**

The Strata Council was presented with a list of strata lot information for the purpose of reducing the administrative costs of printing and mailing General Meeting notices. After discussion, Council instructed the Strata Agent to double check the information provided in the list. Council agreed to inform the Owners at the 2025 Annual General Meeting (AGM) that only units not signed up for electronic notices will be mailed a hard copy.

b) **Unit 102-9133 – Suite Rental Preparation:**

The Strata Council was presented with quotes for painting, cleaning and other various repairs and upgrades to prepare the Strata suite for rental. After discussion, Council has agreed not to replace the blind as well as the repainting on the kitchen cabinets and also the repairs to the patio paver.

c) **Premier Landscaping – 5th Floor Garden Bed Upgrade Revised Quote:**

The Strata Council was presented with a revised quote for the 5th floor garden bed upgrade. After discussion, Council approved the quote.

d) **Nikls - Patio Gate Locks Quote:**

The Strata Council was presented with a quote from Nikls to install custom patio locks for the townhouse units. After discussion, Council **TABLED** the proposal because it would not prevent and act as a good deterrent from vagrants entering their property.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT – CONT'D**

e) **Swimming Pool Handrails:**

The Strata Council was informed that due to nature of the existing setup, it is not feasible to install side by side handrails for the swimming pool. Several options were considered but are not possible due to safety restrictions by CSA standards and protocols from Vancouver Coastal Health.

6. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

7. **NEW BUSINESS**

a) **Alltek – After-Hours Bike Patrol Services Quote:**

The Strata Council was presented with an after-hours bike patrol service quote from Alltek. After discussion, Council decided not to proceed with the bike patrol service as it was costly and not effective.

b) **Nikls – Lounge Room Fireplace Replacement Quote:**

The Strata Council was presented with a quote from Nikls to replace the gas fireplace in the lounge room. After discussion, Council instructed the Strata Agent and Building Manager to negotiate the price before a final decision is made over email.

c) **Bartlett – Tree Care Services Quote:**

The Strata Council was presented with a quote from Bartlett for tree care services. After discussion, Council **TABLED** the discussion. This item will be budgeted for in the next fiscal period.

d) **Proton Commercial Works – Hemlock Drive Lobby A/C Repair:**

The Strata Council was presented with a quote from Proton Commercial Works to repair the air conditioning unit in the Sequoia building lobby. After discussion, Council approved the quote.

e) **Refreshing Maintenance Service – Price Increase Proposal:**

The Strata Council was presented with a contract increase from Refreshing Maintenance Service for the building janitorial services. After discussion, Council approved the fee increase.

f) **Design Roofing – Preventative Maintenance Proposals:**

The Strata Council was presented with proposals from Design Roofing for the roof preventative maintenance and repairs for both buildings, Katsura and Sequoia. After discussion, Council approved the proposals for both buildings.

7. **NEW BUSINESS – CONT'D**

g) **Parcel Deliveries:**

The Strata Council discussed parcel deliveries and building security at length. After discussion, Council instructed the Strata Agent to post a general security reminder to all Residents. Residents are reminded to stop and wait for the garage gate and common doors to fully close. It is strongly encouraged for Residents to meet couriers at the lobby entrance. Do not buzz unauthorized persons into the building using the enterphone.

h) **Bylaw Enforcement:**

The Strata Council discussed on how to enforce the bylaws due to increased violations in the garbage room and amenities. A notice was posted to remind Residents of the building's bylaws and rules.

i) **Parkade Membrane Repairs & Flooring Repainting:**

The Strata Agent will schedule a walkthrough with Applied Coatings Restoration to review the parkade membrane which requires repairs and line repainting. A proposal will be discussed at a future Council Meeting.

j) **Strata Bylaw Update:**

The Strata Council is continuing to consolidate all the bylaws that were approved by Owners during previous Annual General Meeting (AGM). After consolidation, the package will be sent to a strata lawyer for further review.

k) **Katsura Guest Suite & Lounge TV:**

The Strata Agent and Building Manager will solicit quotes to replace the TVs in the lounge room and Katsura guest suite for Council's review. This item will be reviewed and approved over email.

l) **Parkade Gate Operator:**

The Strata Council was informed that the parkade gate operator is nearing end-of-life and requires replacement. A quote has been solicited and will be presented at the next Meeting for Council's review.

m) **AGM – EV Charging:**

The Strata Council discussed the EV charging infrastructure that was brought up by an Owner at the 2024 Annual General Meeting (AGM). After discussion, Council will not consider for this fiscal year due to budgetary constraints.

n) **AGM – Community Planters:**

The Strata Council discussed implementing community planters as it was raised by an Owner at the last Annual General Meeting (AGM). After discussion, Council agreed that without a bylaw to govern the community planters, no action would be taken at this time. The Council agreed no to pursue the matter.

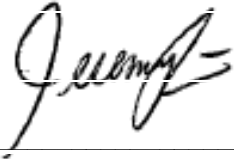
8. **NEXT MEETING**

The next Meeting is a **Strata Council Meeting to be held on Wednesday, August 21, 2024, at 6:30 p.m. via Zoom.**

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 8:55 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

EXTENDED ABSENCE

Owners/Residents who are going away for an extended period of time must make arrangements to have someone inspect their suite on a regular basis. The following are suggested steps to be taken when planning on leaving for thirty (30) days or more:

- Notify the Concierge Staff of your absence
- Leave an emergency contact phone number
- Turn off all water supply lines in your suite (Concierge Staff can provide you with assistance if required)
- It is advisable that you have your suite checked at least once a week.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD IN THE 5TH FLOOR AMENITY ROOM & COURTYARD ON WEDNESDAY, JUNE 12TH, 2024, AT 6:30 P.M.

IN ATTENDANCE:

Kam Lau
Lukas Wilson
Jessica Tsang
Mary Cheung
Shi Fen (Richard) Su
Jiu Zheng (July) Shen (*joined at 6:59 p.m.*)

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji

GUESTS:

Nick Kehayas – Building Manager

1. **ELECTION OF COUNCIL OFFICER POSITIONS**

The Strata Agent informed Council that the first order of business after the Annual General Meeting (AGM) is the election of Strata Council Officers positions. It was then **MOVED**, **SECONDED**, and **CARRIED** to elect the following Owners to the following positions:

*Kam Lau – President
Alim Sunderji – Vice-President
Lukas Wilson – Treasurer
Shi Fen (Richard) Su – Secretary
Jiu Zheng (July) Shen – Privacy Officer
Jessica Tsang – Member at Large
Mary Cheung – Member at Large*

2. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:30 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. No monkey biz was called to power wash all three levels of the parkade. April 11th

3. **BUILDING MANAGER'S REPORT – CONT'D**

2. Leisure Baths was called to repair the sensor and controller servicing the steam room. April 11th
3. City of Richmond was called to review the water meter installation for the main cold-water supply. April 11th
4. Proton Mechanical was called to perform the annual hydro flushing service. April 15th
5. Megan Bennett Design was called to review the guest unit 102-9133 to provide plans and renovation schematics. April 16th
6. Nikls One call was called to repair several areas of the lobby wall laminates and re-paint the mail box areas. April 23rd
7. Burnaby Irrigation was called to repair a low flow zone on the 5th floor courtyard area. April 25th
8. Gurkha Building services was called to perform the tile and grout cleaning for the pool area. April 26th
9. Proton Mechanical was called to repair a leaking hose bib servicing the Katsura garbage room and repair a leaking water storage tank servicing the Katsura mechanical room. May 1st
10. Megan Bennett Design & Resolve Restoration was called to review, measure and provide access to the guest unit 102 to provide plans and a scope of work for council's review. May 2nd
11. Nikls One call was called to replace two common area door handles servicing the 5th floor courtyard entrances. May 6th
12. Navigator solutions was called to install two new operators for the Sequoia building. May 6th
13. Pacific Rope works was called to perform the annual all glass cleaning. May 9th
14. Valmart Doors was called to perform servicing on both parkade gates. May 9th
15. Premier landscaping was called to review the installation of top soil for the 5th floor garden areas. May 9th
16. Nikls One call was called to provide a quote for council's review to install roller blinds in the lounge room. May 10th
17. Web Solutions was called to perform the elevator battery and emergency system maintenance. May 13th
18. Premier landscaping soil delivery to the 5th floor roof top. May 13th
19. Premier landscaping was called to install soil and transplant bushes for the 5th floor courtyard area. May 14th

3. **BUILDING MANAGER'S REPORT – CONT'D**

20. Nikls One call was called to install a new door closer servicing the main water entry room in Katsura. May 17th
21. Valmart doors was called to repair the damages from the residential gate after an owner drove into it. May 18th
22. Proton Mechanical was called to auger the health club vanity sink drains and toilets. May 22nd
23. Navigator solutions was called to install a new door closer servicing the Katsura ground floor vestibule. May 23rd
24. Nikls One call was called to replace the timer servicing the hot tub. May 27th
25. Proton was called to perform the condensing coil cleaning for all the condensers. May 27th
26. Proton was called to perform the make-up air piolet and burner assemble cleaning. May 28th
27. Proton was called to perform the annual cleaning and piolet assemble servicing for the pool and spa boilers. May 29th
28. AGM meeting for the lounge room to setup tables and chairs. May 29th
29. Nikls One call was called to install security brackets for the front lobby entrances to provide better ingress security. May 30th
30. Nikls One call was called to replace a light fixture ballast for the gym room and replace a fire exit sign on the 6th floor in the Katsura building. June 3rd
31. Nikls One call was called to repair an intake vent on the 5th floor servicing the intake fresh air vent for the storage lockers. June 3rd
32. Illusion Glass was called to repair and service all the by folding doors for the lounge room and pool areas. June 4rd
33. Nikls One call was called to repair a damaged fire exit sign on the 5th floor courtyard entrance for the Katsura building. June 5th
35. Proton Mechanical was called to replace the faulty louvers for the make-up air unit serving the pool area. June 6th
36. Proton Mechanical was called to replace a damaged faucet cartridge servicing the Katsura guest suite unit. June 7th

MAY	COMPLETED
Mechanical Maintenance	May 12 th , 2024
Garage Gate Maintenance	May 9 th , 2024
Lions Gate Painting	May 10 th , 2024
Webb Solutions	May 13 th , 2024
Power Washing	May 10 th , 2024

3. **BUILDING MANAGER'S REPORT – CONT'D**

Tile Cleaning	May 31 st , 2024
Carpet Cleaning	May 31 st , 2024
Elevator Inspection	May 16 th , 2024
Annual General Meeting	May 29 th , 2024

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – April 24th, 2024:**

The Strata Agent presented the Meeting minutes for April 24th, 2024. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the April 24th, 2024, Strata Council Meeting minutes as presented.

b) **2024 Annual General Meeting (AGM) – May 29th, 2024:**

The Strata Agent presented the draft 2024 Annual General Meeting (AGM) minutes to Council. Several revisions were completed over email. The Strata Agent will include a list of the individual unit's earthquake deductible in the strata fee notice as an addendum. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the 2024 Annual General Meeting minutes as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending April 30th, 2024. As of April 30th, 2024, there is an operating deficit of \$665.08 and the Contingency Reserve Fund (CRF) balance is \$374,101.55. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the financial statements for the periods ending April 30th, 2024, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of June 5th, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines. Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

There was no business arising from the previous meeting.

7. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

8. **NEW BUSINESS**

a) **Strata Council 101:**

The Strata Agent reviewed with Council the basic process of being a Strata Council Member, including but not limited to voting and approval of discussion items during Council Meetings, Strata Property Act limitations, operational budget spending and Committees. No further discussion required.

b) **Council Member Roles & Responsibilities**

The Strata Agent reviewed with Council the roles and responsibilities of each Council Member including their respective officer duties. No further discussion required.

c) **Management Company Role & Responsibilities:**

The Strata Agent discussed with Council the roles and responsibilities of the management company for the Strata. No further discussion required.

d) **Complete Documentation of Processes Proposal:**

The Strata Council will work with the Building Manager to create an operation manual for documentation for decision-making processes of Council.

e) **AGM Notices Distribution Requirements:**

The Strata Council discussed the requirements for distribution of Annual General Meeting (AGM) materials. To cut administrative costs for mailing the notices, Council will propose a bylaw to distribute notices electronically at the next Annual General Meeting (AGM).

f) **Report on Strata Lot Information:**

The Strata Council instructed the Strata Agent to prepare a list of strata lot information to be presented at the next Council Meeting.

g) **Council Meeting Schedule:**

The Strata Council Meetings will be held in-person at the 5th floor amenity room every quarter. The balance of the meetings will be held via zoom.

h) **Building Manager Coverage:**

The Strata Council discussed the coverage of the Building Manager during vacations. After discussion, Council agreed that the Building Manager from the sister building, BCS1691 “Magnolia & Sequoia at Hampton’s Park” will provide coverage. No further discussion required.

i) **Pool Dehumidifier Status Update:**

The Strata Agent informed Council that the dehumidification issue in the pool area has been resolved.

j) **Unit 102-9133 Suite Rental Preparation:**

The Strata Council discussed the rental preparation of Unit 102-9133. After discussion, Council instructed the Strata Agent to solicit quotes for maintenance and cleaning to prepare the suite for rental.

k) **Unit 102-9133 Suite Long Term Rental vs. Residential Guest Rental:**

The Strata Council discussed the rental terms of Unit 102-9133 guest suite. After discussion, Council approved increasing the cleaning fee to \$135.

8. **NEW BUSINESS – CONT'D**

- l) **Premier Landscaping – 5th Floor Garden Bed Upgrade Quote:**
The Strata Agent presented the 5th floor garden bed upgrade from Premier Landscaping to the Strata Council. After discussion, Council **TABLED** the quote.
- m) **Premier Landscaping – Azalea Replacement:**
The Strata Agent informed Council that the azalea has been replaced on the ground floor.
- n) **Patio Gate Locks:**
The Strata Agent informed Council that there have been propane tanks stolen from the ground floor units. After discussion, Council instructed the Strata Agent to solicit a quote to install patio gate locks which comply with the fire egress codes.
- o) **Innovative – Lounge Room Blind Installation Quote:**
The Strata Agent presented the lounge room blind installation quote from Innovative to the Strata Council. After discussion, Council approved the quote subject to the Strata Agent negotiating a discount.
- p) **Proton - Spa & Hot Tub Boiler Replacement Quote:**
The Strata agent presented the spa & hot tub boiler replacement quote from Proton to the Strata Council. After discussion, Council approved the quotes. This will be paid from the Contingency Reserve Fund (CRF) as an emergency expenditure up to \$35,000 including GST and will be ratified by the Owners at the 2025 Annual General Meeting (AGM).
- q) **AGM – EV Charging:**
This item was **TABLED** to the next Strata Council Meeting.
- r) **AGM – Community Planters:**
This item was **TABLED** to the next Strata Council Meeting.
- s) **Parkade Flooring Repainting:**
This item was **TABLED** to the next Strata Council Meeting.
- t) **Bylaw Update:**
This item was **TABLED** to the next Strata Council Meeting.
- u) **Proposed TV Update – 9133 Guest Suite & Lounge:**
This item was **TABLED** to the next Strata Council Meeting.
- v) **Proposed High-Level Bylaw Plan:**
This item was **TABLED** to the next Strata Council Meeting.
- w) **Swimming Pool Handrails:**
This item was **TABLED** to the next Strata Council Meeting.

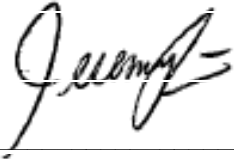
9. **NEXT MEETING**

The next Meeting is a **Strata Council Meeting to be held on Wednesday, July 24, 2024, at 6:30 p.m. via Zoom.**

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 9:40 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

RANCHO'S INTERNET SITE

Please be advised we have launched myRanchoStrata, wherein each Owner now has an individual log-in to view minutes, notices, and other strata-related documents online for the strata at which they own a unit. As such, if you have not registered yet for your individual log-in, please go to www.ranchovan.com and click on "Register Now for your new Log-in". Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com or by calling us at: (604) 684-4508.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD IN THE 5TH FLOOR AMENITY ROOM & COURTYARD ON WEDNESDAY, APRIL 24TH, 2024, AT 6:30 P.M.

IN ATTENDANCE:

Kam Lau – *President*

Alim Sunderji – *Vice-President*

Lukas Wilson – *Treasurer*

Jessica Tsang – *Member at Large*

Mary Cheung – *Member at Large*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent

Patrick Tan – Strata Agent

REGRETS:

Jiu Zheng (Judy) Shen – *Secretary*

Shi Fen (Richard) Su – *Privacy Officer*

GUESTS:

Nick Kehayas – Building Manager

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:35 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Pacific rope works was called to perform the annual dryer vent dust cleaning. March 4th
2. Resolve Restoration services was called to seal three mechanical rooms as part of preventative maintenance. March 6th
3. Vancouver Fire was called to perform the annual ULC inspections for both buildings. March 7th
4. Global Gas was called to perform the annual parkade operating sensor replay testes and repairs. March 7th
5. Nikls One call was called to repair several lighting ballasts and install new lighting. March 8th

2. **BUILDING MANAGER'S REPORT – CONT'D**

6. VCH was called to review the health club Covid-19 protocols and removal of the safety signages. March 18th
7. Platinum Star was called to remove several spring cleanings items from the property. March 19th
8. Proton Plumbing was called to perform a water shutdown to repair two sections of hot water risers due to piping faults. March 19th
9. Nikls One Call was called to replace a section of damaged drain line servicing the 1st floor parkade area. March 19th
10. Nikls One Call was called to replace the damaged washroom partition servicing the woman's health club washroom. March 20th
11. Home Depot was called to provide a new barbeque for the common area barbeque area. March 26th
12. Atlas Anchors was called to perform the annual anchor inspections and review for the property. March 27th
13. Nikls One call was called to replace the sauna lighting with new fixtures. March 27th
14. Gurkha building services was called to perform the common area carpet cleaning. March 27th & 28th
15. Vancouver fire was called to replace a faulty common area smoke detector. March 28th
16. Gurkha Building services was called to perform the tile and grout cleaning for the swimming pool area. March 28th
17. Premier Landscaping was called to perform the irrigation start up and required repairs. April 2nd
18. No Monkey Biz was called to perform the annual parkade power washing for the property. April 9th to 11th
19. Leisure Baths was called to repair the steam room jets servicing the health club steam room. April 10th
20. City of Richmond water department was called to review and examine the main water entry room to facilitate a water meter installation. April 10th

MARCH	COMPLETED
Roof Anchors Annual Inspection	March 27 th , 2024
Parkade Co ² Sensors	March 7 th , 2024
ULC Inspection & Certification	March 7 th , 2024
Dryer Vent Cleaning	March 15 th , 2024
Carpet Cleaning	March 28 th , 2024
Tile Cleaning	March 28 th , 2024
Mechanical Maintenance	March 26 th , 2024
Elevator Inspection	March 22 nd , 2024

2. **BUILDING MANAGER'S REPORT – CONT'D**

APRIL	COMPLETED
Irrigation System Maintenance	April 2 nd , 2024
Parkade Washing	April 11 th , 2024
Hydro Flushing	In Progress
Exercise Equipment Maintenance	April 2 nd , 2024
Tile Cleaning	In Progress
Elevator Inspection	In Progress
Irrigation System Maintenance	April 2 nd , 2024
Parkade Washing	April 11 th , 2024

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – March 13th, 2024:**

The Strata Agent presented the Meeting minutes for March 13th, 2024. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the March 13th, 2024, Strata Council Meeting minutes as presented.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending February 29th and March 31st, 2024. As of March 31st, 2024, there is an operating surplus of \$80,027.01 and the Contingency Reserve Fund (CRF) balance is \$394,898.72. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending February 29th and March 31st, 2024, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of April 15th, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

The Strata Council is continuing to review the Strata Bylaws and Rules. After discussion, Council unanimously agreed that the new bylaw template would be presented at the next Annual General Meeting (AGM) in 2025. A Townhall Meeting will be held prior to the General Meeting to go over the proposed changes.

b) **Paraspace – Landscaping Contract:**

The Strata Agent presented the landscape contract from Paraspace to the Strata Council. After discussion, Council instructed the Strata Agent to negotiate the renewal contract with Premier Landscaping for the 2024/2025 year.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT – CONT'D**

c) **Building Manager Salary:**

The Strata Council discussed the details of the Building Manager's salary. After discussion, Council approved the salary increase pending the approval of the 2024/2025 operating budget.

d) **Depreciation Report:**

The Strata Agent informed Council that there were amendments to the Strata Property Act regarding depreciation report. Effective July 1, 2024, the Strata Corporation may no longer hold a $\frac{3}{4}$ Vote Resolution to defer a depreciation report and update, and must obtain the report on a five-year cycle.

6. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

7. **NEW BUSINESS**

a) **Rancho Management Fee Amendment:**

The Strata Agent presented the Rancho Management Fee Amendment to the Strata Council. After discussion, Council approved the amendment.

b) **Draft 2024 Annual General Meeting (AGM) Package + Proposed Operating Budget:**

The Strata Agent presented the 2024 Annual General Meeting package along with $\frac{3}{4}$ Vote Resolutions. After an in-depth discussion, the Strata Council instructed the Strata Agent to make the necessary changes and circulate via email for final review. The 2024 Annual General Meeting (AGM) is scheduled for **Wednesday, May 29, 2024**, at 5:30 p.m. (registration at 5:00 p.m.) in the 5th floor amenity room.

The Treasurer presented the proposed 2024/2025 operating budget and was discussed in detail including all the operating line items. A final draft will be circulated via email for review before mail out.

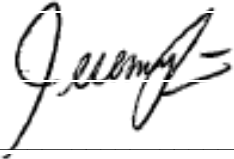
8. **NEXT MEETING**

The next Meeting is the **Annual General Meeting on Wednesday, May 29, 2024, at 5th Floor Amenity Room, registration starts at 5:00 p.m. and the meeting will start at 5:30 p.m.**

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED**, and **CARRIED** to terminate the Meeting at 9:00 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (i.e. hardwood floors installed by the Developers are covered by the Strata's insurance policy, but hardwood floors installed by an Owner after the time of purchase are not covered by the Strata's insurance policy). As per the Act, Owners are required to have insurance for their contents, improvements and betterments, liability, and insurance deductible, including water damage. Owners should consult an insurance agent to ensure that they have proper coverage.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, MARCH 13, 2024, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*

Lukas Wilson – *Treasurer*

Jiu Zheng (July) Shen – *Secretary*

Jessica Tsang – *Member at Large*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent

Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji – *Vice-President*

Shi Fen (Richard) Su – *Privacy Officer*

Mary Cheung – *Member at Large*

GUESTS:

Nick Kehayas – Building Manager (*left at 7:39 p.m.*)

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:31 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Nikls one call was called to repair a few damaged window frames and hinges in a few units. Jan 15th
2. CIK Telecom was called to install new fibre system in the main line room to provide additional services to all residents. Jan 22nd
3. Gurkha building services was called to perform the common area carpet cleaning. Jan 29th & 30th
4. Gurkha building services was called to perform the tile and grout cleaning for the swimming pool area. Jan 30th
5. Proton mechanical was called to install the new expansion tanks in both mechanical rooms. Feb 1st
6. Proton mechanical was called to perform a deep cleaning of both mechanical room’s floors in preparation of sealing. Feb 7th

2. **BUILDING MANAGER'S REPORT – CONT'D**

7. Nikls one call was called to replace the breaker and photocell servicing the 5th floor courtyard lighting. Feb 8th
8. Power West industries was called to perform the annual generator testing, loud testing and fuel polishing. Feb 16th
9. Gurkha building services was called to perform the tile and grout cleaning for the swimming pool area. Feb 28th
10. Proton mechanical was called to investigate a water leak between two units in the Katsura building. The leak was repaired and resolved. Feb 29th
11. Lionsgate panting was called to do some minor touch-ups and painting for the Katsura guest suite. Feb 29th
12. Pacific Rope works was called to perform the annual dryer vent duct cleaning. March 4th-15th

JANUARY	COMPLETED
Insurance Appraisal	January 9 th , 2024
Exercise Equipment Maintenance	January 5 th , 2024
Carpet Cleaning	January 30 th , 2024
Tile & Grout Cleaning	January 31 st , 2024
Elevator Inspection	January 22 nd , 2024
FEBRUARY	COMPLETED
Generator Fuel Polishing	February 16 th , 2024
Emergency Generator Maintenance	February 16 th , 2024
Tiles Cleaning	February 28 th , 2024
Katsura Guest Suite Inspection	February 2 nd , 2024
Elevator Inspection	February 20 th , 2024
MARCH	COMPLETED
Roof Anchors Annual Inspection	In Progress
Parkade Co ² Sensors	In Progress
ULC Inspection & Certification	In Progress
Dryer Vent Cleaning	March 4 th – 15 th , 2024
Hydro Fulshing	In Progress
Carpet Cleaning	In Progress
Tile Cleaning	In Progress
Mechanical Maintenance	In Progress
Elevator Inspection	In Progress

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – January 17th, 2024:**

The Strata Agent presented the Meeting minutes for January 17th, 2024. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the January 17th, 2024, Strata Council Meeting minutes as presented.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending December 31st, 2023, and January 31st, 2024. As of January 31st, 2024, there is an operating surplus of \$79,114.31 and the Contingency Reserve Fund (CRF) balance is \$317,559.73. The Treasurer informed Council that the preparation of the 2024/2025 budget has started. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the financial statements for the periods ending December 31st, 2023, and January 31st, 2024, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of March 1st, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

This item is in progress.

b) **2024-2025 Strata Insurance Renewal:**

The Strata Agent presented insurance renewal proposals from BFL and Hub International. The Strata Agent is negotiating pricing and will send final proposals to Council by the end of the week including 0% interest financing payment options.

c) **Building Manager Salary:**

The Strata Council discussed the details of the Building Manager's salary. After discussion, Council instructed the Strata Agent to obtain a detailed summary of the building managers income statement in 2023.

6. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

b) **A/C Installation Request:**

The Strata Agent presented the renovation documents for an A/C installation from an Owner to the Strata Council. After review and discussion, Council approved the request on the condition that the building envelope penetration is through the exterior window. Owners who would like to apply for AC Installs will be provided with an AC Guideline Manual.

7. **NEW BUSINESS**

a) **FortisBC Boiler Rebate Update:**

The Strata Agent informed Council that the rebates for the boiler have been submitted to FortisBC. Due to large volumes of rebate applications received by FortisBC, the Strata will receive the cheque rebate after a few months.

b) **Guest Suite Renovation:**

The Strata Agent presented an interior design quote for the guest suite upgrade from Megan Bennet Design. After discussion, Council approved the quote without the furnishings. A design and budget will be presented at the upcoming 2024 Annual General Meeting (AGM).

c) **Paraspace – Landscaping Contract:**

The Strata Agent presented the landscape maintenance proposal from Paraspace to the Strata Council. After discussion, Council approved the proposal, subject to negotiations.

d) **5th Floor Hedges:**

The Strata Agent presented a proposal from Paraspace for the treatment of taxus hedges on the 5th floor. After discussion, Council approved the proposal to commence immediately.

e) **Spring Newsletter:**

The Strata Agent presented a draft spring newsletter to the Strata Council. After discussion, Council instructed the Strata Agent to revise the newsletter accordingly before posting.

f) **Recycling Bin Collection:**

The Building Manager informed Council that the blue and green garbage bins are being contaminated with unacceptable items such as plastic bags. Residents are reminded to properly sort their garbage in the appropriate garbage bins. The City of Richmond will also be providing new signages regarding proper disposal and will be posted in the garbage room.

g) **Amenities Restrictions:**

The Strata Council was informed that Vancouver Coastal Health has lifted all COVID-19 restrictions. After discussion, Council has decided to lift all restrictions for maximum occupancy in the amenities and BBQ area and revert as per the Strata bylaws and rules. The Strata Council reminds Owners and Residents to refrain from going to the amenities if feeling sick or have fever.

h) **BBQ Grill:**

The Strata Council will be purchasing a new BBQ grill to be installed before the start of the season.

i) **Resolve Restoration – Membrane Proposal:**

The Strata Agent presented a proposal from Resolve Restoration to waterproof the mechanical rooms, including pool room. After discussion, Council approved of the proposal.

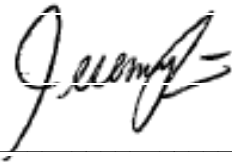
8. **NEXT MEETING**

The schedule of the next Strata Council Meeting is on **Wednesday, April 24, 2024 at 6:30 p.m.**

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:53 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

COMMUNICATION WITH STRATA COUNCIL

The Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write to the Strata Council, via Rancho Management Services, at 8th Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, or via email to your Strata Agent, on any Strata Corporation matter. Correspondence received will be presented to and reviewed by the Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, JANUARY 17, 2024, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*
Alim Sunderji – *Vice-President*
Lukas Wilson – *Treasurer*
Jiu Zheng (July) Shen – *Secretary*
Jessica Tsang – *Member at Large*
Mary Cheung – *Member at Large (joined @ 7:12 p.m.)*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Shi Fen (Richard) Su – *Privacy Officer*

GUESTS:

Owner of Strata Lot 76 (6:30 p.m. to 6:42 p.m.)
Nick Kehayas – Building Manager (left at 7:54 p.m.)

1. **GUEST PRESENTERS**

a) **Owner of Strata Lot 76 – Hot Water Riser Leak:**

The Strata Council welcomed the Owner of Strata Lot 76 to the virtual Strata Council Meeting to discuss the flooring damage inside her unit caused by a hot water riser leak. The Owner informed Council that she would like to get compensated for the damages to the flooring of her unit. After a brief Q & A session, Council thanked the Owner for attending the Meeting and she left at 6:42 p.m.

The Strata Council then instructed the Strata Agent to issue a decision letter discussed at the Meeting.

2. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:42 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. JPC Services was called to review and provide a quote for the new boiler systems. November 10th
2. Leisure Baths was called to service the steam room generators. November 15th

3. **BUILDING MANAGER'S REPORT – CONT'D**

3. Proton Mechanical was called to repair a drain line servicing a roof top patio drain. November 16th
4. Local Group Pest Control was called check rodent traps and ingress access to garbage rooms. November 17th
5. Forest Park Avenue Building Services was called to replace an exterior patio drain line that was leaking. November 20th
6. Pacific West Mechanical was called to review and provide a quote for the new boiler systems. November 28th
7. Ainsworth was called to repair a leaking water pipe servicing the Katsura 3rd floor storage locker area. November 28th
8. Gurkha Building Services was called to perform the tile and grout cleaning for the swimming pool area. November 30th
9. Nikls One Call was called to repair an exterior dryer vent duct. December 1st
10. Nikls One Call was called to replace a faulty push to open lever servicing the south side Sequoia fire exit door. December 27th
11. Ainsworth was called to repair a faulty boiler B1 servicing the Katsura building. January 3rd
12. Ainsworth was called to repair two hot water risers that were leaking in the Katsura building. January 4th
13. Ainsworth was called to complete a water shut down to repair two sections of hot water piping inside a few units. January 8th
14. Phoenix Restorations was called to attend to a water leak in the Sequoia building affecting two units due to a faulty toilet fill line. January 8th

JANUARY	COMPLETED
Exercise Equipment Maintenance	In Progress
Carpet Cleaning	January 29 & 30, 2024
Tile & Grout Cleaning	January 30, 2024
Elevator Inspection	In Progress
Katsura Guest Suite Inspection	In Progress

The Building Manager then informed the Strata Council that the boiler and storage tanks replacement in the Katsura building has been completed, and the Sequoia building will be completed in the coming days.

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – November 22nd, 2023:**

The Strata Agent presented the Meeting minutes for November 22nd, 2023. There being no errors or omissions, it was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the November 22nd, 2023, Strata Council Meeting minutes as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending November 30th, 2023. As November 30th, 2023, there is an operating surplus of \$36,199.94 and the Contingency Reserve Fund (CRF) balance is \$429,423.64. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the periods ending November 30th, 2023, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of January 10th, 2024. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

The Bylaw Committee is continuing to consolidate all the bylaws that were approved by Owners during previous Annual General Meetings (AGM). The draft bylaw package will be then reviewed by the Strata's legal counsel before presenting to Owners at a Townhall Meeting for discussion. The package will be then presented for approval at the 2024 Annual General Meeting (AGM).

b) **Liquidation of Sequoia Tower Guest Suite:**

The Strata Council has decided not to liquidate the Sequoia Tower Guest Suite due to the related costs. Council is considering renovating the guest suite once the contract of the current Tenant ends. The Strata Agent was instructed to obtain multiple quotes for the renovation upgrades. This item will be discussed at a future Council Meeting.

7. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

8. **NEW BUSINESS**

- a) **2024-2025 Strata Insurance Renewal:**
The Strata Agent attempted to solicit three (3) competitive quotes for the Strata's insurance renewal. Hub International and BFL Canada are continuing to solicit quotes from various insurers. Acera declined to quote. This item is in progress.
- b) **5th Floor Katsura Tress Pruning Quote:**
The Strata Agent presented the 5th floor Katsura Trees Pruning Quote from Premier Landscaping to the Strata Council. This item is **TABLED** to the next Council Meeting.
- c) **Decision Log Template:**
The Strata Agent presented a decision log template to the Strata Council. The template will help standardize the decisions for the infraction letters that were sent to Owners and/or Tenants. The Strata Agent will work with the Building Manager in issuing the decisions.
- d) **Building Manager Salary Increase:**
The Strata Agent presented payroll correspondence to the Strata Council for review. After discussion, Council instructed the Strata Agent to obtain information before a decision is made at the budget meeting.
- e) **Strata Quarterly Newsletter:**
The Strata Agent presented a quarterly newsletter from another property managed by Rancho to the Strata Council. After discussion, Council instructed the Strata Agent to prepare quarterly newsletter for the Strata moving forward. The newsletter will be then posted in the common areas and will be emailed to Owners and Residents who are registered on myRanchoStrata and Rservice, Rancho's online portals.

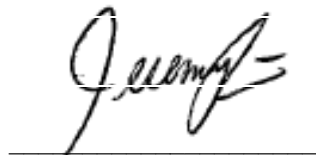
9. **NEXT MEETING**

The schedule of the next Strata Council Meeting is on **Tuesday, March 13, 2024, at 6:30 p.m.**

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 8:37 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

MYRANCHOSTRATA VERIFICATION

Your online security is important to us, which is why we at Rancho are taking extra steps to prevent any unauthorized activity from your myRanchoStrata account. If you are a registered user, you will or have already received a letter in the mail with your verification code. Please ensure to enter your verification code in 2 weeks from the date of the letter to maintain your online security.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, NOVEMBER 22, 2023, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*
Alim Sunderji – *Vice-President*
Lukas Wilson – *Treasurer*
Jiu Zheng (July) Shen – *Secretary*
Jessica Tsang – *Member at Large*
Mary Cheung – *Member at Large*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Shi Fen (Richard) Su – *Privacy Officer*

GUESTS:

Kathrine Uppal – Bleay Both Uppal Law Group (6:30 p.m. to 6:56 p.m.)
Owner of Strata Lot 238 (6:56 p.m. to 6:59 p.m.)
Nick Kehayas – Building Manager (left at 8:59 p.m.)

1. **GUEST PRESENTERS**

a) **Bleay Both Uppal – Strata Bylaws:**

The Strata Council welcomed Ms. Kathrine Uppal from Bleay Both Uppal Law Group to the virtual Strata Council Meeting to discuss the Strata’s Bylaws. Ms. Uppal suggested to Council to create a bylaw committee and review the past Annual General Meeting (AGM) minutes for bylaw resolutions that were approved by Ownership then compare it with the bylaws that were filed at the LTO. After a brief Q & A session, Council thanked Ms. Uppal for attending the Meeting and she left at 6:56 p.m.

The Strata Council then formed a committee comprising of Mr. Kam Lau, Mr. Alim Sunderji, Ms. Mary Cheung, Ms. Jessica Tsang, and Mr. Lukas Wilson. A meeting will be held with the committee members to discuss the proposed bylaw amendments in the month of December.

b) **Owner of Strata Lot 238 – Response to Bylaw Infraction:**

The Strata Council welcomed the Owner of Strata Lot 238 to the virtual Strata Council Meeting to discuss a bylaw infraction for unauthorized parking at the visitor stalls. The Owner informed Council that he parked at the visitor stall due to an emergency situation. After a brief Q & A session, Council thanked the Owner for attending the Meeting and he left at 6:59 p.m.

The Strata Council then instructed the Strata Agent to issue a decision letter discussed at the Meeting.

2. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:59 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER'S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building's operations. Most of the report items do not require Council's attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Nikls One Call was called to repair the automatic door openers in the Sequoia building to operate on generator power in case of power outage. October 11th
2. Vancouver Fire was called to winterize the parkade sprinkler system for the winter months. October 11th
3. Atlas Pest Control was called to remove all their rodent prevention traps and return their building keys to the management due to contract termination. October 23rd
4. Proton Mechanical was called to review the boiler system for both buildings to provide a quote to the Strata for replacements. October 23rd
5. Pacific West Mechanical was called to review the boiler system for both buildings to provide a quote to the Strata for replacements. October 24th
6. Gurkha Building Services was called to perform the common area carpet cleaning for both buildings. October 25th & 26th
7. Latham's Ainsworth was called to repair a faulty re-circulation pump for boiler B1. October 26th
8. Gurkha Building Services was called to perform the tile and grout cleaning for the swimming pool area. October 27th
9. CIK Telecom was called to review the mechanical rooms and cable closets to provide additions vendor services in both building. October 31st
10. Richmond Signs was called to provide two flatten only decal signs for both cardboard bins. October 31st
11. Nikls one call was called to repair a faulty light fixture ballast for the gym room. October 31st
12. Local Group Pest Control was called to install the new rodent prevention devices, fly light strips for the garbage rooms for both buildings. November 1st
13. Latham's Ainsworth was called to review the boiler system for both buildings to provide a quote to the strata for replacements. November 1st
14. Vancouver Fire was called to perform the second attempt in-suite fire inspections and equipment replacements. November 8th

3. **BUILDING MANAGER'S REPORT – CONT'D**

15. JPC Services was called to review the boiler system for both buildings to provide a quote to the strata for replacements. November 10th

OCTOBER	COMPLETED
Carpet Cleaning	October 26
Tile Cleaning	October 30
Elevator Inspection	October 12
Parkade Winterization	October 11
NOVEMBER	COMPLETED
Common Area Hose Bibs Winterization	November 1
Hydro Flushing	In Progress
Tile Cleaning	In Progress
Elevator Inspection	In Progress

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

- a) **Strata Council Meeting – October 18th, 2023:**
The Strata Agent presented the Meeting minutes for October 18th, 2023. There being no errors or omissions, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the October 18th, 2023, Strata Council Meeting minutes as presented.

5. **FINANCIAL REPORT**

- a) **Financial Statements:**
The Strata Treasurer reviewed the financial statements for the periods ending September 30th and October 31st, 2023. As of October 31st, 2023, there is an operating surplus of \$30,695.14 and the Contingency Reserve Fund (CRF) balance is \$293,019.63. The Strata Treasurer instructed the Strata Agent to accrue the expenses for the dryer vent cleaning and window cleaning that will be completed before the fiscal year end.

After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the financial statements for the periods ending September 30th and October 31st, 2023, as presented.

- b) **Arrears and Detailed Arrears List:**
The Strata Agent presented the arrears and detailed arrears list as of November 10th, 2023. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

- c) **Chargeback Collection:**
The Strata Agent advised Council that the outstanding invoices from the contractor has been received. This item is currently under review by the Strata Council.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

The Strata Agent presented the draft bylaws from Bleay Both Uppal Law Group to Council. After discussion, Council will form a committee to review the bylaws for proposed amendments. The Committee will then submit the consolidated bylaws to Bleay Both Uppal for review before it is presented to Ownership at a Townhall meeting, then approved at a General Meeting.

b) **Liquidation of Sequoia Tower Guest Suite:**

The Strata Agent presented a market and rental analysis for the Sequoia Tower Guest Suite. After discussion, Council instructed the Strata Agent to get quotes for cosmetic renovations with appliances and install a dryer and washer. This will be further discussed in the next Council Meeting.

7. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

8. **NEW BUSINESS**

a) **Boiler & Storage Tank Replacements:**

The Strata Agent presented quotes from Proton Commercial Works, Ainsworth, Pacific West Mechanical and JPC Services to replace the boilers and storage tanks in both towers. After discussion, Council approved the quote from Proton Commercial Works, subject to price negotiations. This will be paid from the Contingency Reserve Fund (CRF) as an emergency expenditure and will be ratified by the Owners at the 2024 Annual General Meeting (AGM).

b) **5th Floor Katsura Trees Pruning Quote:**

The Strata Agent presented a quote from Premier Landscaping to prune the katsura trees at the 5th floor. After discussion, Council **TABLED** the proposal. This item may be discussed at a future Meeting.

c) **CIK Installation Plan and Site Survey Report:**

The Strata Agent presented the installation plan and site survey report from CIK Telecom. After discussion, Council approved the plan and CIK will install their equipment in the coming months.

d) **Building Manager Holiday Bonus & Salary Increase:**

The Strata Council discussed the holiday bonus and salary increase for the Building Manager. After discussion, Council approved of the bonus. The Strata Council then instructed the Strata Agent to send detailed payroll documents of the Building Manager via email.

e) **Window Cleaning & Patio/Deck Cleaning:**

The Strata Agent advised Council that only inaccessible windows were cleaned this year due to budget constraints and will resume cleaning all windows on the future schedules. The Strata Agent will also obtain quotes for the patio/deck power washing to be presented at the next Council Meeting.

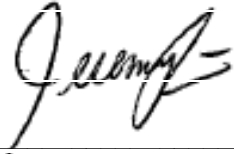
9. **NEXT MEETING**

The schedule of the next Strata Council Meeting is to be determined.

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 9:24 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

HOLIDAY GREETINGS

At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!

Please note that during the Christmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24-hour emergency number.

RANCHO'S CHRISTMAS HOURS

MONDAY, DECEMBER 25, 2023	CLOSED
TUESDAY, DECEMBER 26, 2023	CLOSED
FRIDAY, DECEMBER 29, 2023	CLOSED
MONDAY, JANUARY 1, 2024	CLOSED

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET & 9133 HEMLOCK DRIVE
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, OCTOBER 18, 2023, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*

Lukas Wilson – *Treasurer*

Jiu Zheng (July) Shen – *Secretary*

Shi Fen (Richard) Su – *Privacy Officer*

Jessica Tsang – *Member at Large*

Mary Cheung – *Member at Large*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent

Patrick Tan – Strata Agent

REGRETS:

Alim Sunderji – *Vice-President*

GUESTS:

Nick Kehayas – Building Manager

1. **CALL TO ORDER**

There being a quorum present, the Meeting was officially called to order at 6:32 p.m. by the Senior Strata Agent.

2. **BUILDING MANAGER’S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Nikls was called to replace a door handle servicing the south side 5th floor courtyard common door September 12th
2. Nikls one call was called to repair both corrosive exhaust drains for both MUA’s in each building towers mechanical room. September 13th
3. Local Pest control was called to perform an onsite inspection and provide a quote for pest control services. September 14th
4. Ainsworth was called to investigate and provide a quote for the boiler B1 which is leaking in the Sequoia mechanical room. September 14th
5. Nikls one call was called to repair a damaged common wall and doorstep servicing the 2nd floor vestibule in the Katsura building. September 14th

2. **BUILDING MANAGER'S REPORT – CONT'D**

6. Ainsworth was called to perform the quarterly maintenance service for both buildings. September 18th
7. Richmond Elevator was called to perform the semi-annual brake test for all elevators. September 19th
8. Proton Mechanical was called to install hot water mixing devices for all the health club faucets and showers as requested by VCH. September 19th
9. Premier Landscaping was called to winterize the irrigation system for the winter months. September 20th
10. Nikls was called to repair all the 5th floor courtyard walkway drains including the main lobby areas. September 20th
11. Gurkha building services was called to perform the tile and grout cleaning for the swimming pool area. September 21st
12. Premier landscaping was called to remove a large Katsura tree on the 5th floor courtyard that had died due to infection. September 21st
13. Nikls was called to replace a damaged burnt-out fire exit sign serving the 2nd floor Katsura stairwell exit door. September 21st
14. Vancouver Fire was called to replace a low battery for the silent knight auto dialer servicing the Sequoia mechanical room and fire panel. September 27th
15. Refuel was called to re-fuel the backup generator due to a power outage affecting our area. September 27th
16. Design Roofing was called to perform the roof top drain cleaning and maintenance for both towers and townhouses in preparation for the winter months. September 29th
17. Ainsworth was called to perform the quarterly HVAC service and filter replacements for the air conditioning units. September 29th
18. West Coast Fitness Fixations was called to replace a damaged wire harness for the leg press machine and complete the fitness equipment service. September 29th
19. Premier Landscaping was called to complete the transplanting of all the warranty plant replacements, spier mite infected shrub removal and replacement. They also completed the drainage testing for the 5th floor courtyard beds. October 3rd
20. Great West Pool & Spa was called to replace the re-circulating pump for the hot tub and the installation of the new flow meters as per VCH' s request. October 4th

2. **BUILDING MANAGER'S REPORT – CONT'D**

SEPTEMBER	COMPLETED
Mechanical Maintenance	September 19, 2023
Tile Cleaning	September 21, 2023
Elevator Inspection	September 19, 2023
Irrigation System Winterization	September 20, 2023
Exercise Equipment Maintenance	Scheduled on October 11, 2023
Drain Checks & Cleaning	September 28, 2023
OCTOBER	COMPLETED
Carpet Cleaning	In Progress
Tile Cleaning	In Progress
Elevator Inspection	In Progress

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – September 20th, 2023:**

The Strata Agent presented the Meeting minutes for September 20th, 2023. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the September 20th, 2023, Strata Council Meeting minutes as presented.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending August 31st and September 30th, 2023. As of September 30th, 2023, there is an operating surplus of \$21,917.28 and the Contingency Reserve Fund (CRF) balance is \$289,383.09. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending August 31st and September 30th, 2023, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of October 6th, 2023. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

c) **GIC Investment Summary:**

The Strata Agent presented the GIC investment summary to the Strata Council. The Strata Agent advised Council that two out of the three investments will mature in November 2023. After discussion, the Strata Council instructed the Strata Agent to place the maturing GICs into 30-day cashable GICs for future project work.

d) **Chargeback Collection:**

The Strata Agent advised Council that the outstanding invoices from the contractor has been received. The Strata Agent will forward the invoices to Council for review.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

This item is in progress by Bleay Both Uppal Law Group. The Strata Agent informed Council that a draft will be circulated sometime next week.

b) **Liquidation of Sequoia Tower Guest Suite:**

The Strata Agent presented correspondence from Bleay Both Uppal for an approximate legal costs to convert the guest suite into a legal Strata Lot. The Strata Agent advise Council that the conversion requires a Unanimous Vote Resolution at a General Meeting. After discussion, Council instructed the Strata Agent to get an estimate listing and rental prices for the unit. This will be further discussed in the next Council Meeting.

c) **Sequoia Tower – Boiler Repairs:**

The Strata Agent presented an invoice from Ainsworth to perform emergency repairs to a boiler in the Sequoia Building. After discussion, Council ratified the emergency approval of \$14,511.00.

6. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

7. **NEW BUSINESS**

a) **Boiler & Storage Tank Replacements:**

The Strata Council instructed the Strata Agent to solicit quotes from Ainsworth, Proton Commercial Works, and Pacific West Mechanical for high efficiency boilers and storage tank replacements in both buildings. The Strata Agent will also contact Fortis BC for maximum rebates on the equipment. Council will be discussing budgeting for boiler replacement at a future Meeting.

b) **Parkade Membrane Repairs:**

The Building Manager reported that there have been water leaks in the parkade and will require a re-membrane in the near future. This item will be logged in a future project to do list.

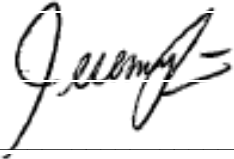
8. **NEXT MEETING**

The next Meeting is a **regular Strata Council Meeting** held on Wednesday, November 22nd, 2023, at 6:30 p.m.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 7:32 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

SECURITY

For the security of everyone, residents are reminded to **NOT** let strangers into the building. This helps to prevent vandalism and helps keep the building security at its highest level.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET,
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, SEPTEMBER 20, 2023, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*
Alim Sunderji – *Vice-President*
Lukas Wilson – *Treasurer*
Shi Fen (Richard) Su – *Privacy Officer*
Jessica Tsang – *Member at Large*
Mary Cheung – *Member at Large (joined at 6:37 p.m.)*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Patrick Tan – Strata Agent

REGRETS:

Jiu Zheng (July) Shen – *Secretary*

GUESTS:

Nick Kehayas – Building Manager (*left at 8:24 p.m.*)
Owner of Strata Lot 29 (*6:57 p.m. to 7:00 p.m.*)

1. GUEST PRESENTER – STRATA LOT 29 – RESPONSE TO BYLAW INFRACTION

The Strata Council welcomed the Owner of Strata Lot 29 to the virtual Council Meeting to discuss a bylaw infraction for not providing access to their suite for the annual fire alarm testing. The Owner informed Council that he was away during the inspection and the memo distributed via email to Owners and Residents went to his spam folder. After a brief Q & A session, Council thanked the Owner, and he left the Meeting at 7:00 p.m.

The Strata Council then instructed the Strata Agent to issue a decision letter to the Owner for the infraction.

2. CALL TO ORDER

There being a quorum present, the Meeting was officially called to order at 6:34 p.m. by the Senior Strata Agent.

3. BUILDING MANAGER’S REPORT

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Vancouver Coastal Health was called to perform the quarterly inspection of the health club. They noted a few mechanical issues that need to be addressed so that the strata are in compliance. Trades have been dispatched to address these concerns and provide quotation for council to review. August 4th

3. **BUILDING MANAGER'S REPORT – CONT'D**

2. Nikls One call was called to provide an inspection report and proposal for the guest suite unit to be reviewed by Council as requested. August 16th
3. Vancouver Fire was called to perform the annual fire safety in-suite and common area device testing. There are a few device items that need to be addressed and reviewed by the Council. Also, there are a few units that did not provide access during the schedule inspections that will need to be completed. August 21st
4. Nikls One call was called to remove the televisions in the gym as requested. The ceiling and final touch -up will be completed next summer. August 21st
5. Novus was called to provide new services for the lounge room television. The services and new box were installed. The technician noted that a replacement television would be something to think about in the near future to get full access to their services. August 23rd
6. Navigator Solution was called to provide a quote for a new camera proposal and review a faulty automatic door opener servicing the 2nd floor vestibule in the Sequoia building. Once parts are available the operator will be replaced. August 24th
7. Power West was called to perform the bi-annual maintenance service and new cable assemble installation for the generator system. August 28th
8. Gurkha building services was called to perform the carpet cleaning for both buildings. August 30th & 31st
9. Proton was called to review the VCH request for the hot water temperature valve installations and to provide a quotation for Council's review. August 31st
10. Gurkha building services was called to perform the tile and grout cleaning for the pool area. September 1st
11. Nikls one call was called to review the lighting installation and breaker mapping to provide a quote to minimize the power usage for the health club as requested. They will provide a quote for Council's review. September 6th

1.	MAY	COMPLETED
	Annual Fire Alarm Inspection	August 24, 2023
	Emergency Generator Maintenance	August 28, 2023
	Carpet Cleaning	August 31, 2023
	Tile Cleaning	September 1, 2023
	Elevator Inspection	August 16, 2023
	SEPTEMBER	COMPLETED
	Mechanical Maintenance	In Progress
	Tile Cleaning	Scheduled on September 21, 2023
	Elevator Inspection	In Progress

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – August 16th, 2023:**

The Strata Agent presented the Meeting minutes for August 16th, 2023. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the August 16th, 2023, Strata Council Meeting minutes as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending July 31st and August 31st, 2023. As of August 31st, 2023, there is an operating deficit of \$1,565.65 and the Contingency Reserve Fund (CRF) balance is \$285,804.40. The Treasurer instructed the Strata Agent to review ledgers 7864 (water treatment), 7719 (landscaping) and 7653 (landscape contracts) for coding errors and report via email. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the financial statements for the periods ending July 31st and August 31st, 2023, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of September 8th, 2023. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

c) **Chargeback Collection:**

The Strata Agent presented options given by the Strata's legal counsel on how to collect outstanding chargebacks for a certain unit. The Strata Council then instructed the Strata Agent to obtain the outstanding invoices from the contractor to be discussed before a decision is made.

d) **GIC Investment Summary:**

A GIC investment summary will be included in the next Meeting agenda for budgeting purposes.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

This item is in progress by Bleay Both Uppal Law Group. The Strata Agent informed Council that a draft will be circulated sometime next week.

b) **CIK Telecomm - Update:**

The Strata Agent advised Council that Strata must provide access to CIK Telecom otherwise may be forced to go through the CRTC process which could ultimately rule against the Strata's favor. The Strata Agent will coordinate access once contacted by CIK Telecomm. The Building Manager will be present during the installation to monitor.

c) **Liquidation of Sequoia Tower Guest Suite:**

The Strata Agent presented a proposal from Nikls for the required electrical, plumbing, and interior upgrades to convert the guest suite into a legal Strata Lot. After discussion, the Strata Council instructed the Strata Agent to gather more information on all the legal expenses that the Strata will incur for the conversion. The Strata Council also instructed the Strata Agent to coordinate with the rental management company of the guest suite with regards to the tenancy of the suite.

7. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e., suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

b) **Lounge Room TV Correspondence:**

The Strata Agent presented correspondence from an Owner regarding the cable TV services in the lounge room. After discussion, the Strata Council agreed to keep the services as some Residents use it from time to time. A response letter will be issued to the Owner.

c) **Information Request:**

The Strata Agent presented correspondence from an Owner requesting Strata information and documents. A response letter will be issued to the Owner.

8. **NEW BUSINESS**

a) **Landscape Maintenance:**

The Strata Council briefly discussed the performance of the Strata's current landscape maintenance company. This item will be discussed at a future Council Meeting.

The Strata Agent then presented a proposal from Premier Landscaping to investigate drains in certain raised garden beds which is causing plants to die because of water pooling. After discussion, Council approved the proposal. It was also mentioned at the Meeting that the irrigation system has been winterized for the season.

b) **Health Club Lighting Proposal:**

The Strata Agent presented a quote from Nikls to install a system to allow all the lights in the health club to be on a timer and change the pool light timer to a digital model. After discussion, Council approved the proposal. The Strata Council will also look into installing motion sensors for the lights to further reduce electrical consumption expenses.

c) **Annual Fire Inspection Deficiency Proposal:**

The Strata Agent presented a proposal from Vancouver Fire regarding the annual fire deficiencies. After discussion, Council approved the proposal.

d) **Bylaw Violations:**

The Strata President raised concerns regarding Residents continuing to contravene with the Strata's bylaws, most specifically pertaining to the safety, security, and sanitary concerns. The Strata Council would like to remind all Residents to abide by the strata's bylaws and continued contravention may result in fines being levied.

e) **Boiler Repair:**

The Strata Agent advised Council that the coil system of the boiler in 9133 Hemlock Drive is leaking and needs to be replaced. The Strata Agent is waiting for the quote from Ainsworth and will present it Council. The Strata Agent will solicit a competitive quote from Proton Commercial Works to be presented to Council. Council will be discussing budgeting for boiler replacement at a future Meeting.

8. **NEW BUSINESS – CONT'D**

f) **Pest Control:**

The Strata Council discussed the performance of the current pest control company, Atlas, of the Strata. Council is not satisfied with their performance and has agreed to switch to a different contractor. The Strata Agent will prepare the termination letter and will coordinate with the new pest control company, Local Pest Control.

g) **Washer/Dryer in Building Manager's Unit:**

The Building Manager requested to replace the washer/dryer in his unit. After discussion, Council approved the request.

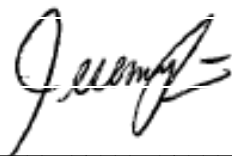
9. **NEXT MEETING**

The next Meeting is a **regular Strata Council Meeting** held on Wednesday, October 18th, 2023, at 6:30 p.m.

10. **TERMINATION**

There being no further business to discuss, it was **MOVED**, **SECONDED**, and **CARRIED** to terminate the Meeting at 8:37 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4232. Owners who are not yet on the Pre-Authorized Debit (P.A.D.) Program should contact the same number to obtain a form. The P.A.D. Program is the required payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET,
RICHMOND, BC**

**MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA
ZOOM ON WEDNESDAY, AUGUST 16, 2023, AT 6:30 P.M.**

IN ATTENDANCE:

Kam Lau – *President*
Alim Sunderji – *Vice-President*
Lukas Wilson – *Treasurer*
Jiu Zheng (July) Shen – *Secretary*
Shi Fen (Richard) Su – *Privacy Officer*
Jessica Tsang – *Member at Large*
Mary Cheung – *Member at Large*

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent

REGRETS:

None

GUESTS:

Nick Kehayas – Building Manager
Owner of Strata Lot 12 (6:32 p.m. to 6:40 p.m.)

1. GUEST PRESENTER – STRATA LOT 12 – RESPONSE TO BYLAW INFRACTION

The Strata Council welcomed the Owner of Strata Lot 12 to the virtual Council Meeting to discuss a bylaw infraction for unauthorized alteration to Common Property. The Owner informed Council that they installed pebbles in a garden bed so that it would be easier for them to clean up after their pet before entering their home. The Strata Council informed the Owner that any alterations to Common Property must be approved by the Strata Council. After a brief Q & A session, Council thanked the Owner and she left the meeting at 6:40 p.m.

The Strata Council then instructed the Strata Agent to issue a response letter to the Owner outlining the three (3) items discussed at the meeting.

2. CALL TO ORDER

There being a quorum present, the Meeting was officially called to order at 6:32 p.m. by the Senior Strata Agent.

3. BUILDING MANAGER’S REPORT

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building’s operations. Most of the report items do not require Council’s attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Nikls One was called to replace both exhaust fans for the men’s & woman’s washrooms servicing the health club. July 5th

3. **BUILDING MANAGER'S REPORT – CONT'D**

2. Valmart doors was called to replace the gear box servicing the visitor parking gate. July 13th
3. Design Roofing was called to perform the roof maintenance and quoted repaired. July 18th
4. Nikls One was called to perform an inspection of the 9133 Hemlock Drive guest unit, electrical systems and plumbing systems as requested by council. Nikls advised a full detailed spoke of work would need to be provided to them to provide a quote. July 19th
5. Leisure Baths was called to replace the steam room controller and wiring harness. July 20th
6. Ainsworth was called to check the 9133 Hemlock Drive low zone PRV's and re-heat tank. July 24th
7. Lions Gate Painting was called to complete the common area, storage and 5th floor courtyard townhouse exterior doors. July 24th
8. Web Solutions was called to replace the battery for the emergency elevator phone servicing the Katsura building. July 25th
9. Novus was called to provide a monthly quotation of services for the lounge and gym Tv's for council's review. July 26th
10. Gurkha Building was called to perform the monthly tile and grout cleaning for the swimming pool area. July 27th
11. Primer Landscaping was called to perform a site visit to review all the landscaping. July 27th

1.	MAY	COMPLETED
	Garage Gate Maintenance	May 3, 2023
	Gate Painting	Hold
	Webb Solutions	May 4, 2023
	Patios & Common Area Power Washing	June 5, 2023
	Tile Cleaning	May 25, 2023
	Elevator Inspection	May 26, 2023
	June	COMPLETED
	Annual General Meeting	June 14, 2023
	Conquest Enterprises	June 16, 2023
	Catch Basins in the Parkade Area Cleaning	June 6, 2023
	Tile Cleaning	June 30, 2023
	Carpet Cleaning	June 29, 2023
	Elevator Inspection	June 26, 2023
	JULY	COMPLETED
	Power Washing Benches	July 6, 2023
	Mechanical Maintenance	July 7, 2023
	Remote Control Audit Review	July 5, 2023
	Design Roofing	July 20, 2023
	Exercise Equipment Maintenance	July 4, 2023
	Gate Painting	July 24, 2023
	Tile Cleaning	July 27, 2023
	Elevator Inspection	July 26, 2023

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – July 12th, 2023:**

The Strata Agent presented the meeting minutes for July 12th, 2023. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the July 12th, 2023, Strata Council Meeting minutes as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the financial statements for the periods ending June 30th and July 31st, 2023. As of July 31st, 2023, there is an operating deficit of \$17,788.25 and the Contingency Reserve Fund (CRF) balance is \$282,233.96. The Treasurer instructed the Strata Agent to follow up with certain general ledgers for further review. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending June 30th and July 31st, 2023, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of August 3rd, 2023. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

This item is in progress by Bleay Both Uppal Law Group. The Strata Agent informed Council that a draft will be circulated sometime next week.

b) **HVAC Maintenance Proposals:**

The Strata Agent and several Members of the Strata Council met with Werner Smith Mechanical, Pacific West Mechanical and Proton Commercial Works to discuss their preventative maintenance contract proposals. The Strata Agent then presented a summary pricing comparison of the three (3) proposals for Council's review. After discussion, Council agreed to conduct a test run with Proton Commercial Works on a future mechanical job and review their invoicing report before making a final decision.

c) **CIK Telecomm - Update:**

The Strata Agent presented legal correspondence from Tacit Law on behalf of CIK Telecomm regarding access to the building to install their services. The Strata Agent also presented a legal quote from Shibley Righton LLP to review the agreement. After discussion, Council instructed the Strata Agent to request further information from CIK Telecomm before decision is made.

d) **Gym/Lounge TV Service:**

The Strata Agent presented a proposal from Novus for TV services in the Gym and Lounge. After discussion, Council agreed to completely remove the TVs in the Gym and set up TV service in the Lounge. The Strata Agent will negotiate the price of the brackets removal with Nikls before scheduling the work.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT – CONT'D**

e) **Liquidation of Sequoia Tower Guest Suite:**

The Strata Agent presented a proposal from Bleay Both Uppal LLP for the legal aspect to convert the guest suite into a legal Strata Lot. The Strata Agent also informed the Strata Council that a contractor reviewed the guest suite and is preparing a proposal for the required electrical, plumbing and interior upgrades. This item will be further discussed at the next Strata Council Meeting.

7. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

8. **NEW BUSINESS**

a) **Landscape Maintenance Proposals:**

This item is in progress.

b) **Application for EV Charging Installation:**

The Strata Agent presented a proposal from Nikls to install the power outlet for a particular townhouse unit. After discussion, Council approved the proposal subject to the conditions of the install being in proximity to the Owner's unit and outlet. The Strata Agent will request the Owner to fill out the required alteration forms and draft a conditional approval letter for the Owner's review.

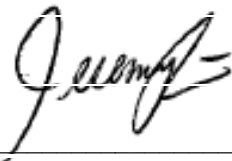
9. **NEXT MEETING**

The next Meeting is a **regular Strata Council Meeting** held on Wednesday, September 20, 2023 at 6:30 p.m.

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 8:55 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires (after calling 911), broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**“HAMPTON’S PARK AT KATSURA & SEQUOIA”
STRATA CORPORATION BCS 1060
6233 KATSURA STREET,
RICHMOND, BC**

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS1060, HELD VIA ZOOM ON WEDNESDAY, JULY 12, 2023, AT 6:30 P.M.

IN ATTENDANCE:

Kam Lau
Lukas Wilson
Jiu Zheng (July) Shen
Shi Fen (Richard) Su
Jessica Tsang
Mary Cheung

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Jeremy Lim – Senior Strata Agent
Sube Young – Strata Agent (Observer)

REGRETS:

Alim Sunderji
Nick Kehayas – Building Manager

GUESTS:

None

1. ELECTION OF STRATA COUNCIL OFFICER POSITIONS

The Strata Agent informed the Strata Council that the first order of business after an Annual General Meeting (AGM) is the election of Strata Council Officer positions. After discussion, it was **MOVED, SECONDED, and CARRIED** to declare the following officers on the Strata Council of 2023/2024 with the following roles:

***Kam Lau – President
Alim Sunderji – Vice-President
Lukas Wilson – Treasurer
Jiu Zheng (July) Shen – Secretary
Shi Fen (Richard) Su – Privacy Officer
Jessica Tsang – Member at Large
Mary Cheung – Member at Large***

2. CALL TO ORDER

There being a quorum present, the Meeting was officially called to order at 6:40 p.m. by the Senior Strata Agent.

3. **BUILDING MANAGER'S REPORT**

The Building Manager, Mr. Nick Kehayas, provided an update to the Strata Council with respect to the building's operations. Most of the report items do not require Council's attention as most of the items were pertaining to general day-to-day regular maintenance. The rest of the items will be covered below:

1. Conquest Enterprises was called to perform the annual swimming pool area maintenance and repairs. June 5th
2. McRae's was called to perform the annual catch basin cleaning for the parkade drains. June 6th
3. Pacific Rope works was called to perform the annual power washing for the ground floor and 5th floor common and limited common areas. June 8th
4. Ainsworth plumbing was called to replace both hot & cold PVR valves servicing the low zone for the 9133 Hemlock Drive building. June 12th
5. AAA rubbish removal was called to pick-up all the miscellaneous items stored onsite after the building spring cleaning. June 16th
6. Ainsworth was called to perform the quarterly HVAC service for both buildings. June 27th
7. Gurkha Building Services was called to perform the carpet cleaning for both buildings including the area carpets and guest unit. June 28th & 29th
8. Gurkha Building Services was called to perform the tile & grout cleaning for the swimming pool & washrooms areas. June 29th
9. Ainsworth was called to perform the quarterly PM service for both buildings. July 4th & 5th

10.	APRIL	COMPLETED
	Window & Balcony Glass Cleaning	April 28, 2023
	Primer Landscaping	April 10, 2023
	Exercise Equipment Maintenance	March 29, 2023
	Parkade Washing	April 19, 2023
	Tile Cleaning	May 2, 2023
	Elevator Inspection	April 28, 2023
	MAY	COMPLETED
	Garage Gate Maintenance	May 3, 2023
	Gate Painting	Hold
	Webb Solutions	May 4, 2023
	Patios & Common Area Power Washing	June 5, 2023
	Tile Cleaning	May 25, 2023
	Elevator Inspection	May 26, 2023
	June	COMPLETED
	Annual General Meeting	June 14, 2023
	Conquest Enterprises	June 16, 2023
	Catch Basins in the Parkade Area Cleaning	June 6, 2023
	Tile Cleaning	June 30, 2023
	Carpet Cleaning	June 29, 2023
	Elevator Inspection	June 26, 2023

3. **BUILDING MANAGER'S REPORT – CONT'D**

JULY	COMPLETED
Power Washing Benches	July 6, 2023
Mechanical Maintenance	In Progress
Remote Control Audit Review	July 5, 2023
Roof Maintenance	In Progress
Exercise Equipment Maintenance	July 4, 2023
Gate Painting	In Progress
Tile Cleaning	In Progress
Carpet Cleaning	In Progress
Elevator Inspection	In Progress

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

a) **Strata Council Meeting – April 19, 2023:**

The Strata Agent presented the meeting minutes for April 19, 2023. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the April 19, 2023, Strata Council Meeting minutes as presented.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Treasurer reviewed the year-end financial statements for the periods ending April 30th and May 31st, 2023. As of March 31, 2023. The Treasurer noted that the approve 2023/2024 operating budget has not been reflected in the May statements. It was noted that the June statements will reflect the approved budget. As of May 31st, 2023, there is an operating deficit of \$ 44,574.00 and the Contingency Reserve Fund (CRF) balance is \$539,670.39. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending April 30th and May 31st, 2023, as presented.

b) **Arrears and Detailed Arrears List:**

The Strata Agent presented the arrears and detailed arrears list as of July 4th, 2023. Owners who have not submitted their Pre-Authorized Debit Agreement can contact the Rancho Accounting Department at (ar@ranchogroup.com). Strata fees will be withdrawn on the first of every month. The Strata Agent will follow up with Owners in arrears of over thirty (30) days and take appropriate action. Failure to clear the accounts for any outstanding strata fees and or levies may result in interest and fines.

Owners who have liens registered to their Strata Lot may receive legal demand letters from Access Law to enforce collection. Liens will be lifted only when full payment is received.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT**

a) **Bylaws / Rules Review:**

This item is in progress by Bleay Both Uppal Law Group.

b) **HVAC Maintenance Proposals:**

The Strata Agent was instructed to schedule a guest presentation from the three (3) maintenance service providers from Werner Smith, Pacific West Mechanical and Proton Commercial Works. The Strata Agent will schedule the meeting in the month of August.

6. **BUSINESS ARISING FROM PREVIOUS MEETING/MANAGEMENT REPORT – CONT'D**

c) **Roof Maintenance Proposals:**

The Strata Agent presented roof maintenance proposals from Design Roofing and Robinson Roofing. After discussion, Council approved the proposal from Design Roofing for the annual roof maintenance to all towers including the amenity roof.

d) **CIK Telecomm - Update:**

The Strata Agent presented correspondence from CIK Telecomm which states that the Strata is non-compliant with the access framework outlined by the CRTC. After discussion, Council instructed the Strata Agent to seek a legal opinion to review any repercussions of not providing access. This item will be discussed at the next Meeting.

e) **Gym/Lounge TV Service:**

The Strata Council discussed decommissioning the TVs and terminating the TV service in the gym and activating TV service in the lounge with Novus. After discussion, Council approved to terminate the gym TV service with Shaw and activate services with Novus for the lounge room. The TVs in the gym will not be removed however will remain inactive.

f) **Liquidation of Sequoia Tower Guest Suite:**

The Strata Council discussed the liquidation of Sequoia Tower guest suite after tabling it at the 2023 Annual General Meeting (AGM) for further review. After discussion, Council instructed the Strata Agent to solicit a proposal to convert the guest suite to a Strata Lot in saleable condition including any legal requirements to satisfy a unanimous vote and any changes at the Land Title Office.

7. **CORRESPONDENCE**

a) **Letter Log and Responses:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office, to the attention of Jeremy Lim at 8th Floor – 1125 Howe Street, Vancouver, B.C., V6Z 2K8, or by Fax to 604-684-1956 or by email to jlim@ranchogroup.com.

8. **NEW BUSINESS**

a) **Refreshing Maintenance – Contract Renewal Proposal:**

The Strata Agent presented the contract renewal proposal from Refreshing Maintenance. After discussion, Council approved the proposal.

b) **Landscape Maintenance Proposals:**

The Strata Agent presented a proposal from the Silent Gardener and advised Council that the proposal from Paraspace will be solicited in the Fall. This item will be discussed at the future Council Meeting.

c) **2023 Annual General Meeting (AGM) Items:**

i) **Rec Centre Hours:**

The Strata Council discussed changing the Rec Centre hours by season. The request was reviewed and considered. No further action required.

8. **NEW BUSINESS – CONT'D**

c) **2023 Annual General Meeting (AGM) Items – Cont'd:**

ii) **Carpet Replacement:**

The Strata Council discussed a request from an Owner at the AGM to review the replacement of the tower carpets. This item is under discussion.

d) **EV Charging:**

As per the 2023 Annual General Meeting (AGM), Bylaws were adopted to govern the change of use in common property to allow for EV charging installations. The Strata Council is currently reviewing this for a particular townhouse unit.

e) **Financial Audit:**

The Strata Council instructed the Strata Agent to solicit proposals for financial audit to be reviewed at the next Council Meeting.

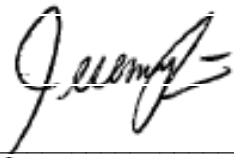
9. **NEXT MEETING**

The next Meeting is a **regular Strata Council Meeting** held on Wednesday, August 16, 2023 at 6:30 p.m.

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Meeting at 8:07 p.m.

Respectfully Submitted,



Jeremy Lim, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
8th Floor-1125 Howe Street, Vancouver, BC V6Z 2K8
Agents for Strata Plan LMS2687
Phone: 604-331-4236 (**24 HOUR EMERGENCY SERVICES**)
Direct line: 604-331-4236
Email: jlim@ranchogroup.com

Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

EXTENDED ABSENCE

Owners/Residents who are going away for an extended period of time must make arrangements to have someone inspect their suite on a regular basis. The following are suggested steps to be taken when planning on leaving for thirty (30) days or more:

- Notify the Building Manager of your absence
- Leave an emergency contact phone number
- Turn off all water supply lines in your suite (Building Manager can provide you with assistance if required)
- It is advisable that you have your suite checked at least once a week.