

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 – "BEL-AYRE VILLA"
1790 WEST 10TH AVENUE, VANCOUVER, BC**

Held: Thursday, February 17, 2011 in Unit 308

PRESENT: Helen Hall President
 Andrew Lewis Treasurer
 Rebecca Applegarth
 Lucy Waters

GUEST: An owner sat in on the meeting

MANAGING AGENT: Manmit Atwal, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

MINUTE APPROVAL

It was **MOVED, SECONDED** and **CARRIED** to approve the October 18, 2010 council meeting minutes, as previously circulated.

BUSINESS ARISING

1. **Parkade Repairs:** Council reviewed quotes for the parkade repairs. Council directed the strata agent TO contact SJL Construction and have the parkade repairs quote updated to include HST. Council will review the updated quote via email and provide the strata agent with authorization to move forward with the repairs.
2. **Repairs & Maintenance:** Council reviewed the five year plan for roofing, interior painting, cedar walls and sundeck repairs submitted by Spratt Emanuel Engineering. Council directed the strata agent to obtain additional quotations for painting, roofing; cedar wall and sundeck repairs.
3. **Parking Stall Allocation:** Council deferred this issue due to the fact council has not heard back from the two parties involved in this issue.

FINANCIAL

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the August to December 2010 financial statements as prepared .
2. **Accounts Receivable:** Council reviewed the accounts receivable listing as at February 17, 2011 and it was **MOVED, SECONDED** and **CARRIED** to send demand letters to one delinquent unit.

3. **Contingency Reserve Fund Balance:** The Contingency Reserve Fund (CRF) balance as of January 31, 2011 is at **\$51, 062.93.**

CORRESPONDENCE

Correspondence was received from an owner requesting permission to have a dog. Council approved the request.

Correspondence was received from an owner requesting permission to rent their suite. Council declined the request due to the fact the rental limit has been met at this time.

A few minutes prior to the meeting, council received correspondence from an owner regarding the age restriction bylaw. Council discussed the correspondence briefly and then directed the strata agent to defer any further discussion as the documentation was both detailed and lengthy and required adequate time to review. Council also directed the strata agent to obtain a legal opinion on the correspondence.

NEW BUSINESS

1. **Draft Budget & Annual General Meeting:** Council reviewed the draft budget and made minor changes. The revised budget will be sent to council for their final review before being presented to the owners at the Annual General Meeting. The Annual General Meeting will be held in April.
2. **Fairway Glass:** Council MOVED, SECONDED and CARRIED to approve the quote submitted by Fairway Glass for window repairs.
3. **Insurance:** Council MOVED, SECONDED and CARRIED to pay the \$500 deductible to the unit which suffered water damage in 2010.
4. **Parkade Clean Up:** A thank you to all owners and residents for attending to the parkade clean up.
5. **Recycling/Garbage Reminders:** A reminder to all residents to flatten cardboard and/or cut it up prior to placing it in the cardboard bin and to sort all recyclables and place them in the proper bins.
6. **Pet Reminder:** A reminder to all residents to keep pets on leash and under control on common property. Pet owners are asked to be considerate of other owners and residents that are not pet friendly and/or have allergies.
7. **Noise Reminder:** A reminder to all owners and residents to be respectful of neighbours and to keep noise levels to a minimum, especially when entering/exiting the complex at night. It has been brought to council's attention that some owners are talking loudly in the common areas after 10 p.m. Please remember that this is a woodframe building, noise travels easily and it is important to be conscious of noise levels, especially in the common areas.
8. **Emergency Protocol:** When you are faced with an emergency situation such as a flood or leak or have any questions or concerns please contact the strata agent directly, Manmit Atwal (604) 293-2453 or matwal@ascentpm.com

9. **Condominium Home Owners Association:** Council signed and provided the strata agent with the application to become a member of Condominium Home Owners Association (CHOA).
10. **Snow Removal:** Council would like to thank all owners and residents that volunteered for snow removal this year.

ADJOURNMENT

There being no further business the meeting was adjourned at 8:20 p.m.

The next meeting is scheduled for Wednesday March 16, 2011 at 6:30 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan VR 1966

Manmit Atwal
Strata Agent
Direct Line: 604-293-2453
Email: matwal@ascentpm.com

MA/mf

<p>PLEASE BE ADVISED THAT THE ASCENT <u>STRATA AFTER HOURS</u> EMERGENCY NUMBER IS 604-293-2459</p>
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Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: **604-431-1800** Fax: **604-431-1818** Email: ascent@ascentpm.com Website: www.ascentpm.com

STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 – "BEL-AYRE VILLA"
1790 WEST 10TH AVENUE, VANCOUVER, BC

Held: Wednesday March 16, 2011 in Unit 308

PRESENT: Helen Hall *President*
Andrew Lewis *Treasurer*
Rebecca Applegarth
Lucy Waters

GUEST: Steve Luscombe of SJL Construction Ltd.

MANAGING AGENT: Manmit Atwal, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

MINUTE APPROVAL

It was **MOVED, SECONDED** and **CARRIED** to approve the February 17, 2011 council meeting minutes, as previously circulated.

BUSINESS ARISING

1. **Parkade Repairs:** Council met with Steve of SJL Construction to review the quote submitted for parkade repairs. It was **MOVED, SECONDED** and **CARRIED** to approve the quote submitted and work to commence on March 25, 2011.
2. **Repairs & Maintenance:** Council reviewed the quotes for roofing, interior painting, cedar walls and sundeck repairs submitted by various contractors. Council is reviewing all of the quotes and will prioritize the items. All trades have reported the building is in good shape and has been kept up and maintained well.
3. **Parking Stall Allocation:** Council deferred this issue as there is one owner involved in the situation that has not submitted documentation that was requested. Please note it was stated in the February 2011 minutes that both owners involved had not returned their documentation. We apologize for any inconvenience this may have caused.
4. **Draft Budget & Annual General Meeting:** Council reviewed the draft budget and approved the budget for approval at the AGM. The Annual General Meeting will be held on Thursday April 28, 2011 at 6:30 pm in the lobby of "Bel-Ayre Villa".
5. **Fairway Glass:** Fairway Glass completed window repairs to the satisfaction of council.

FINANCIAL

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the January and February 2011 financial statements as prepared.
2. **Accounts Receivable:** Council reviewed the accounts receivable listing as at March 16th.

NEW BUSINESS

1. **Interior Suite Doors:** A few owners have reported their suite doors are not closing properly. Council directed the strata agent to contact SJL Construction and have the issue repaired as soon as possible.
2. **Correspondence:** Please note all correspondence, concerns and questions are to be directed to the strata manager; and not individual council members. Please do not contact individual council members on their personal home telephone, cell phone, email or knock on their doors. Contact the strata agent at 604.293.2453 or matwal@ascentpm.com during business hours of 8:30 am to 4:30 pm, Monday thru Friday. For after hours emergencies please call 604.293.2459 for assistance.
3. **Exterior Lighting:** Council directed the strata agent contact an electrician to have the exterior lighting at the back of the property repaired.
4. **Parking Stall Rental Rule:** A reminder to all owners that parking stalls are only to be rented to persons living within the complex not to outsiders. We thank you for your cooperation in keeping the complex safe and secure.
5. **Fence:** Our neighbouring property has a tree that is pressing on the fence causing the fence to bend therefore a section of the fence in the lane/garden area will be moved in order to clear the tree (2-4 panels only).
6. **Rental Request:** An owner requested their name be added onto the rental waiting list.
7. **Washing/Drying Machine:** Please note washing and drying machines are not permitted in individual suites.

ADJOURNMENT

There being no further business the meeting was adjourned at 8:50 p.m.

The next meeting is the Annual General Meeting scheduled for Thursday April 28th 2011 at 6:30 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of The Owners, Strata Plan VR 1966

Manmit Atwal
Strata Agent

Direct Line: 604-293-2453
Email: matwal@ascentpm.com

MA/mf

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

AFTER HOURS EMERGENCY NUMBER: 604.293.2459

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604.431.1800 Fax: 604.431.1818 Email: ascent@ascentpm.com Website: www.ascentpm.com

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Wednesday July 13, 2011 at 7:00pm - Suite 202

PRESENT:

Jack Mandleman	208
Andrew Lewis	111
Grant Lovelock	202
Mark Kirsop	206
Suzie Jenkins	207
Glenda Monts	302

REGRETS:

Rebecca Applegarth	204
Manmit Atwal	Strata Agent

CALL TO ORDER:

The meeting was called to order at 7:00 pm.

COUNCIL MEETING MINUTES APPROVAL:

It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to approve the March 16, 2011 council meeting minutes.

COUNCIL ELECTIONS:

The election of individuals to the following positions was **MOVED, SECONDED AND CARRIED UNANIMOUSLY:**

Suzie Jenkins	President
Jack Mandleman	Vice-President
Mark Kirsop	Secretary
Glenda Monts	Treasurer

BUSINESS ARISING FROM MINUTES:

1. **Parkade Repairs:** Cracks in the parkade ceiling have been filled. It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY** that council follow up with the past council president in obtaining the name of the contractor for the completion of future work.
2. **Repairs & Maintenance:** Repairs at the back of the building the BC Hydro connection have been completed. Council discussed progress to date on obtaining proposals for a reserve fund study. One proposal has been provided by Spratt Emanuel Engineering, and additional proposals are being sought from RDH Engineering and Read Jones Christofferson Engineering.
3. **Suite Doors:** The repair of several suite hallway entrance doors has been completed. If owners need their suite doors repaired please contact the strata agent and council will try to arrange to all repairs at once.
4. **Exterior Lighting:** Exterior lighting repairs have been completed.

FINANCIAL STATEMENTS:

1. **Financial Statements:** It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY** that the Treasurer review the March, April, May & June 2011 financial statements and report back to council

if any issues are identified.

2. **Arrears Statement:** Council was unable to review the arrears statement as at July 13, 2011 as the Strata Agent did not attend the meeting due to illness. It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY** to follow-up with the strata agent for review.

NEW BUSINESS:

1. **Fire Inspection:** Fire Pro will be returning for a second visit to inspect the missed suites to complete other necessary fire safety maintenance work on Friday July 22, 2011. Owners are reminded that that if Fire Pro must make a return third visit individual owners will be charged for the inspection. Owners must arrange access for Fire Pro, suites will not be entered unescorted.
2. **Caretaker:** Council reviewed for information a list of duties completed by Bill Burrell, the building caretaker, and thanks him for all of his hard work maintaining the building.
3. **Renovations:** Owners are reminded that under section 5 of the bylaws written approval must be obtained from council prior to altering a strata lot, including electrical and plumbing work. Section 7 of the bylaws regulates renovations to a strata lot, including the use of tradespeople, hours of work and the installation of flooring.
4. **Strata Property Management Contract:** It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY** that Council will request a copy of the strata's property management contract from the Strata Agent.
5. **Fence:** The neighbouring building (1770 West 10 Ave) is replacing part of the fence. There will be no cost to VR1966.
6. **Gardener:** Council will be seeking a quote and obtaining references for gardeners.
7. **Leak in Storage Room -** Lazar Plumbing attended the building in June to address a problem of water leaking into the storage room. Council will contact Lazar to ascertain the source of the leak and determine what work was completed to resolve this problem.
8. **Complaints:** Council reviewed two written complaints about a bylaw contravention submitted to Council in March 2011, but not yet addressed. After a review of the procedure for dealing with complaints, it was **MOVED, SECONDED, AND CARRIED** (4 in favour, 2 abstentions due to conflict of interest, 0 opposed) that Council will put the particulars of the bylaw complaints in a Notice of Bylaw Complaint Form and will direct the Strata Agent to mail this Notice to the appropriate owner.
9. **Correspondence to Council:** Council reviewed confidential correspondence dated April 28th sent by the previous Strata Council and Strata Agent. Council also reviewed responses to this correspondence dated June 7th, and July 13th 2011. It was **MOVED, SECONDED, AND CARRIED** (4 in favour, 2 abstentions due to conflict of interest, 0 opposed) that the Strata Agent be directed by Council to fulfill all requests outlined in the July 13th letter.

ADJOURNMENT

There being no further business the meeting was adjourned at 10 p.m.

2011-2012 Strata Council
On Behalf of the Owners, Strata Plan VR 1966

Next Scheduled Meeting: <i>Wednesday October 19, 2011 at 7:00pm</i>
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Please note Strata Agent Manmit Atwal's Direct Line: 604-293-2453

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

AFTER HOURS EMERGENCY NUMBER : 604 – 293 - 2459

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

**FOR
3-PART COUNCIL MEETING ABOUT THE AGE BYLAW**

Part One – Council Meeting About the Age Bylaw:
HELD: Thursday September 22nd, 2011 at 7:00pm - Suite 202

PRESENT:

Jack Mandleman	208	(Vice-President)
Andrew Lewis	111	
Grant Lovelock	202	
Suzie Jenkins	207	(President)
Glenda Monts	302	(Treasurer)

REGRETS:

Rebecca Applegarth	204
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CALL TO ORDER:

The meeting was called to order at approximately 7:10 pm.

Council had a discussion about the age bylaw.

The following resolution was **MOVED, SECONDED**, and **CARRIED** (3 in favour, 2 opposed):

"Be it resolved, that in order for Council to become as informed as possible about our age bylaw and its enforceability, Council will review the strata corporation's records, including the previous correspondence between the previous Council and the previous Ascent Strata Agents, from March 2010 to the present."

ADJOURNMENT

There being no further business the meeting was adjourned at approximately 9:30 p.m.

2011-2012 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

Part Two – Council Meeting About the Age Bylaw:
HELD: Thursday September 29th, 2011 at 7:00pm - Suite 302

PRESENT:

Jack Mandleman	208	(Vice-President)
Andrew Lewis	111	
Suzie Jenkins	207	(President)
Glenda Monts	302	(Treasurer)

REGRETS:

Rebecca Applegarth	204
Grant Lovelock	202

CALL TO ORDER:

The meeting was called to order at approximately 7:10 pm.

Council had a discussion about the age bylaw and the need to hire a strata lawyer.

The following resolution was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY:**

"Be it resolved, that Council will proceed with choosing a strata lawyer for the strata corporation."

ADJOURNMENT

There being no further business the meeting was adjourned at approximately 9:00 p.m..

2011-2012 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

Part Three – Council Meeting About the Age Bylaw:
POSTPONED

Additional Scheduled Council Meetings:

Thursday October 13th, 2011 at 7:00pm - Suite # 302

Wednesday October 19th, 2011 at 6:30 pm - Suite # 302 The Strata Agent will be in attendance.

Please note Strata Agent, Andrea Kunova T: 604-293-2415

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

AFTER HOURS EMERGENCY NUMBER: 604 – 293 - 2459

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

**FOR
3-PART COUNCIL MEETING ABOUT THE AGE BYLAW**

**Part One – Council Meeting About the Age Bylaw:
HELD: Thursday September 22nd, 2011 at 7:00pm - Suite 202**

PRESENT:

Jack Mandleman	208	(Vice-President)
Andrew Lewis	111	
Grant Lovelock	202	
Suzie Jenkins	207	(President)
Glenda Monts	302	(Treasurer)

REGRETS:

Rebecca Applegarth	204
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"Be it resolved, that in order for Council to become as informed as possible about our age bylaw and its enforceability, Council will review the strata corporation's records, including the previous correspondence between the previous Council and the previous Ascent Strata Agents, from March 2010 to the present."

ADJOURNMENT

There being no further business the meeting was adjourned at approximately 9:30 p.m..

2011-2012 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

**Part Two – Council Meeting About the Age Bylaw:
HELD: Thursday September 29th, 2011 at 7:00pm - Suite 302**

PRESENT:

Jack Mandleman	208	(Vice-President)
Andrew Lewis	111	
Suzie Jenkins	207	(President)
Glenda Monts	302	(Treasurer)

REGRETS:

Rebecca Applegarth	204
Grant Lovelock	202

CALL TO ORDER:

The meeting was called to order at approximately 7:10 pm.

Council had a discussion about the age bylaw and the need to hire a strata lawyer.

The following resolution was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY:**

"Be it resolved, that Council will proceed with choosing a strata lawyer for the strata corporation."

ADJOURNMENT

There being no further business the meeting was adjourned at approximately 9:00 p.m..

2011-2012 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

Part Three – Council Meeting About the Age Bylaw:
POSTPONED

Additional Scheduled Council Meetings:

Thursday October 13th, 2011 at 7:00pm - Suite # 302

Wednesday October 19th, 2011 at 6:30 pm - Suite # 302 The Strata Agent will be in attendance.

Please note Strata Agent Andrea Kunova's Direct Line: 604-293-2453

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

AFTER HOURS EMERGENCY NUMBER: 604 – 293 - 2459

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Thursday October 13th, 2011 at 7:00pm - Suite # 302

PRESENT:

Suzie Jenkins	207 (President)
Jack Mandleman	208 (Vice-President)
Glenda Monts	302 (Treasurer)
Andrew Lewis	111
Grant Lovelock	202

REGRETS:

Rebecca Applegarth	204
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CALL TO ORDER:

The meeting was called to order at 7:00 pm.

COUNCIL MEETING MINUTES APPROVAL:

It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY (5-0)** to approve the July 13th Council Meeting minutes, the September 22nd & September 29th, 2011 Age Bylaw Meeting minutes.

BUSINESS ARISING FROM MINUTES:

1. **Depreciation Report - Repairs & Maintenance:** Council is considering the strata corporation's options in approaching the completion of a long-term Maintenance and Operations Plan. Such a Plan is nationally referred to as a "Reserve Fund Study", however in British Columbia this document is also referred to as a "Depreciation Report", which includes Maintenance details. The Reserve Fund Study is very soon to be a legal requirement for strata corporations, under the Strata Property Act.

For this reason, Council is reviewing 3 engineering proposals, from Spratt Emmanuel Engineering, RDH Engineering, and Read Jones Christofferson Engineering. Council has attended an information session on "Reserve Fund Studies/Depreciation Reports" at an engineering firm. Council has also recently attended a CHOA workshop called "Developing an Operation and Maintenance Plan".

Council Minutes are being reviewed for information on expenditures for our strata building's capital assets. These costs are projected for future fund requirements.

Information gathered from Contractors will be used for the creation of a short-term maintenance plan.

Council is gathering relevant information for a Report/Information Package for strata owners, and plans to involve all strata owners by holding an Information Meeting to discuss information received and to receive direction from owners.

2. **Minutes (Historical):** Council discussed the need to review the historical record of Strata Council Meeting minutes – as one method of completing research on past and present building

maintenance issues and expenditures on capital assets. It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY (5-0)** that Council will compile a historical record of expenditures on major maintenance items.

3. **Strata Records** – With regards to a Council decision at an age bylaw meeting to gather information on the age bylaw and its enforceability - It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY (5-0)** that "Council agrees to receive from Ascent the strata records of email correspondence between the previous Council and previous Strata Agents dating back to March 2010 in electronic format on a CD."

NEW BUSINESS:

1. **New Strata Agent:** Ascent Property Management Company advised Council in a July 29th email that as of July 28th, 2011 our strata corporation has a new Strata Agent: Andrea Kunova.
2. **Front Door Glass:** Speedy Glass attended the building in September to replace the front door with safety glass; after the door glass was broken during a move into the building The Strata Corporation will seek reimbursement from an owner for the cost of labour and materials.
3. **Building Caretaker:** There was a discussion of Bill's current arrangements with the Strata Corporation for his cell phone use for strata business.

Reminder: VR1966 is a CHOA member. This resource and their workshops/seminars are available to all VR1966 strata owners. See website: www.choa.bc.ca

ADJOURNMENT

There being no further business the meeting was adjourned at 8:30 p.m.

Strata Council

On Behalf of the Owners, Strata Plan VR 1966

AFTER HOURS EMERGENCY NUMBER: 604 – 293 - 2459

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Wednesday October 19th, 2011 at 6:30 pm - Suite # 302

PRESENT:

Suzie Jenkins	207 (President)
Jack Mandleman	208 (Vice-President)
Glenda Monts	302 (Treasurer)
Andrew Lewis	111
Grant Lovelock	202

Andrea Kunova	Strata Agent (Ascent)
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REGRETS:

Rebecca Applegarth	204
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CALL TO ORDER:

The meeting was called to order at 6:50 pm.

CORRESPONDENCE RECEIVED:

1. **Correspondence from Owner:** Council received email correspondence from a strata owner and invited them to attend the October 19th Council meeting to discuss their concerns. The owner attended the meeting to deliver additional points about building maintenance. Council discussed this information with the owner and thanked them for their time.

FINANCIAL STATEMENTS:

1. **Financial Statements:** Council discussed at length the July and August 2011 financial statements with the Strata Agent. It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** that Council approves the July and August 2011 financial statements.
2. **Arrears Statement:** Council discussed the October 2011 Arrears Statement with the Strata Agent. Council directed the Agent to send letters to those owners in arrears.

BUSINESS ARISING FROM MINUTES:

1. **Elevator Maintenance:** Council will contact Eltec Elevator to inquire about dates for scheduled elevator maintenance.
2. **Lazar Leak Report:** Council received a Report from Lazar Plumbing and Heating regarding 2 separate leaks into the storage room in June. (Report available upon request.) Council has corresponded by email with Strata Agent Andrea Kunova and directed her to send correspondence to an owner for reimbursement for an after hours service call by Lazar. After discussion, Council agreed that the Agent should be emailed again re- this direction from Council.
3. **Leak Investigation Damage:** MatLo Restoration has completed repairs to walls in two suites –

due to damage caused during the Lazar Plumbing and Heating storage leaks investigation.

4. **Strata Lawyer:** Council is engaged in the process of hiring a lawyer for the strata corporation.

NEW BUSINESS:

1. **Interior Wall Maintenance:** Council discussed the building's interior walls, specifically areas that have been damaged during moves, etc. Council agreed to ask building caretaker Bill Burrell to estimate the time and cost involved in him fixing and painting these wall areas.
2. **Roof Maintenance:** Council discussed the need to clear leaves from the roof drains. It was agreed that Bill, the building caretaker, will be asked to estimate his fee for completing this work.
3. **Building Caretaker:** There was a discussion of Bill's building caretaker responsibilities to the strata corporation. Council agreed to ask Bill to estimate his fees for additional responsibilities: specifically, giving contractors access to the building and 'supervising' their attendance.
4. **Maintenance:** Window and carpet cleaning for the building has been deferred to the Spring.
5. **Balcony Maintenance:** Council is committed to addressing balcony maintenance issues and will contact Spratt Emanuel for their updated opinion on this – a firm that the previous Strata Council consulted with early this year regarding this issue.
6. **Gardening:** It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY (5-0)** that Council authorizes CM Grant Lovelock to spend \$ 50 - \$ 100 for some small bushes for the garden.

ADJOURNMENT: There being no further business the meeting was adjourned at 8:45 p.m.

Strata Council

On Behalf of the Owners, Strata Plan VR 1966

AFTER HOURS EMERGENCY NUMBER: 604 – 293 - 2459

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

November 2nd, 2011 at 7:30pm - Suite # 302

PRESENT:

Suzle Jenkins	207 (President)
Jack Mandleman	208 (Vice-President)
Glenda Monts	302 (Treasurer)
Andrew Lewis	111
Grant Lovelock	202

REGRETS:

Rebecca Applegarth	204
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CALL TO ORDER:

The meeting was called to order at 7:30 pm.

CORRESPONDENCE RECEIVED:

1. **Correspondence:** Council members received and reviewed a print out of email correspondence from a strata owner sent to the Strata Agent regarding a recent incident with an electrical outlet.
2. **Correspondence:** Council recently received from a Council member an Electrical Report done on our strata building, dated 2009, submitted to a previous Council. Council reviewed and discussed this Report.
3. **Email Correspondence:** Council received an owner's request to complete renovations to their strata lot. Council reviewed these plans and 'voted' (4-0) by email to approve the renovations.
4. **Complaint Letter:** Council received a complaint letter from an owner and will review, discuss, and address this correspondence at the next scheduled Council meeting: December 5th, 2011.

NEW BUSINESS:

1. **Electrical Inspection:** It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY (5-0)** that the Strata Council will as soon as possible have an Electrical Inspection carried out in all the strata building's common areas. This will include all electrical panels, switches, and outlets.

Strata owners will be advised of the date(s) for the Electrical inspection of our strata's building's common areas. Should an owner want their suite's electrical panel and outlets inspected and/or repaired at this time - they will need to make arrangements to provide access to their suites for this purpose. Notices about the dates and time of the electrical inspection will be posted in various locations in the building.

Please Note: The strata corporation will pay for the electrical inspection of our strata building's common areas - but any inspection/electrical repairs to individual suites, deemed necessary due to being safety or building code violations, will be the responsibility of the individual owners. Council

discussed the possibility that when electrical inspection and/or repair work is needed for the common areas, it may be cost effective for individual owners to have any necessary inspection/repair work to their suites done at the same time.

2. **Fire Pro:** Fire Pro will return for a third visit to complete fire safety maintenance work on Friday November 18th, 2011. The 6 owners whose suites will be attended by Fire Pro are reminded that, although the first two Fire Pro visits were paid for by the strata corporation, this third Fire Pro visit and subsequent Fire Pro visits are at the cost of the individual owners. These Owners must make arrangements to provide access for Fire Pro, as suites will not be entered unescorted.
3. **New Council Email Account:** It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY (5-0)** that any strata owner corresponding by email to the Strata Agent should also cc Council at their new email address: stratavr1966@gmail.com - for the purpose of correspondence records.

ADJOURNMENT

There being no further business the meeting was adjourned at 9:00 p.m.

Strata Council

On Behalf of the Owners, Strata Plan VR 1966

BUILDING HOUSEKEEPING REMINDERS:

1. Please remove lint from dryers when you're done. A build up of lint can be a fire hazard.
Call Phelps if any laundry machines break down.
2. If you can, please bring in newspapers if they are outside the front door.
3. Please take items in good condition that you don't want to a Thrift Store:
Sally Ann - 2714 West Broadway (in the lane) OR 1906 West 4th Avenue
4. Please put garbage in the dumpster, or take to city dump if necessary.

Please take responsibility for disposing of your own things.

Council members have had to address owners' items being left in the garage or by the dumpster in the lane. Please remember that if we need to hire a company to remove certain items that cost comes out of our budget.

5. Please cut up cardboard boxes before putting them in the recycling bin.
Please don't put plastic bags in the recycling bins.

Thanks everyone for helping take care of our building!

Next Council Meeting: Monday December 5th, 2011 at 7:00 pm in Suite # 302.

Andrea Kunova, Strata Agent Direct Line T: 604-293-2415.

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

Letter to Strata Plan VR1966 Strata Owners Re- Potential Fire Hazards

November 17th, 2011

Dear All “Bel-Ayre Villa” Strata Plan VR1966 Strata Owners:

Due to a recent incident involving an electrical outlet in an owner’s suite at the “Bel-Ayre Villa” 1790 West 10th Avenue – Council is suitably concerned that some of our strata building’s electrical outlets may present a potential fire hazard – due to aging aluminium wiring.

There’s also some concern that older electrical fuse panels, rather than the updated breaker panels – may also pose a potential fire hazard.

For this reason, Council believes it to be in the best interests of the Strata Corporation to first gather information from strata owners as to whether any electrical repair work has been completed on their suite’s electrical panel and/or electrical outlets.

As soon as possible, the Strata Council is asking owners to:

- Fill out the attached “Electrical Information Form”
- Make a copy of this for your records, and
- Deliver this document under the door of Council Vice-President Jack Mandleman in Suite # 208.

It’s Council’s understanding that one method of making an electrical outlet safer from fire is to attach new copper wiring to the old aluminium wiring. Some strata owners have already had this critical fire prevention work completed by a licensed electrician. To protect the safety of all our building’s residents, owners who haven’t had any repair work done on their electrical outlets will have to arrange for this in the very near future.

Please note that Council is currently organizing an electrical inspection of all electrical outlets in the common areas of our strata building.

Strata owners who don’t know whether electrical repair work has been done in their suite may wish to have an electrical inspection done at the same time that electricians are here checking outlets in the common areas of our building.

If at the time of inspection of an individual suite, necessary repair work could also be completed - the costs for this inspection/repair work would be charged back to the individual owner, though it’s likely that this could be offered at a discounted rate.

Strata Council thanks all strata owners for cooperating by providing the information requested in the attached Electrical Information Sheet.

VR1966 Strata Council
On Behalf of VR1966 Strata Owners

ELECTRICAL INFORMATION SHEET – for Strata Plan VR1966

Date: _____

Strata Lot Number: _____

Owner's Name(s): _____
(Please Print)

Please answer Yes or No to these questions about your strata lot:

1. Do you have an old electrical fuse panel? _____.
2. Has a licensed electrician attached copper wiring to the aluminum wiring in EVERY outlet in your suite? _____.
3. Have you had your electrical outlets inspected by a licensed electrician? _____.
If Yes, what was the date of this? _____.
4. When there is an electrical inspection of the common areas of our strata building, do you want the electricians to:
inspect your electrical outlets? _____.
inspect your electrical panel? _____.
complete repair work to your electrical outlets? _____.
update your old electrical fuse panel to a breaker panel? _____.

Owner's Signature(s) _____

AS SOON AS POSSIBLE - PLEASE copy this document for your records, and put the original document under the door of Council Vice-President Jack Mandleman of Suite # 208.

Thank You. VR1966 Strata Council

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Monday December 5th, 2011 at 7:00pm - Suite # 302

PRESENT:

Jack Mandleman	208 (Vice-President)
Andrew Lewis	111
Grant Lovelock	202
Suzie Jenkins	207 (President)
Glenda Monts	302 (Treasurer)
Rebecca Applegarth	204
Andrea Kunova	Ascent Strata Agent

CALL TO ORDER:

The meeting was called to order at 7:00 pm.

COUNCIL MEETING MINUTES APPROVAL:

It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (5-0)** to approve the October 13th, October 19th, and November 2nd Council Meeting minutes.

FINANCIAL STATEMENTS:

1. **Financial Statements:** It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that Council approve the September and October 2011 financial statements.
2. **Arrears Statement:** Council discussed the Arrears Statement to December 5th 2011 with the Strata Agent. Council directed the Agent to send warning letters to those owners in arrears, and apply late fines accordingly.
3. **Correspondence:** Council again directed the Strata Agent to send correspondence to two owners for reimbursement to the strata corporation for Emergency Service Calls related to their strata lots.
4. **Draft Budget:** The draft Budget was discussed with the Agent. It was agreed that Council members will review this carefully and be prepared to propose any changes/additions at the January 2012 Council meeting, so that the Budget can be finalized before the 2012 AGM.

BUSINESS ARISING FROM MINUTES:

1. **Electrical Issues – Common Areas:** Council reviewed emails from 2 electricians who responded to Council's request for a cost estimate and approach to electrical inspection and repair in our strata building's common areas. It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that the strata corporation will hire Paul Tinkess of Audax Electrical to complete this work as soon as possible, starting the week December 5th – 9th.
2. **Electrical Issues – Strata Lots:** Council discussed concerns regarding the electrical outlets, light switches, and panels in suites, and the need to update to current electrical and fire safety codes. It was proposed to have an initial electrical inspection of all suites to check fuse/breaker

panels and one electrical outlet and light switch, paid for by the strata corporation from the Maintenance budget. It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that the strata corporation will direct Audax Electrical to do a mandatory 15-minute electrical inspection of all owners' suites.

3. **Depreciation Report - Repairs & Maintenance:** The B.C. Provincial government has just introduced new Regulations making Depreciation Reports mandatory for strata corporations in B.C.. These new strata property regulations under the Strata Property Act legally require the completion of a long-term Depreciation Report. This Report is an integration of both a short and long-term maintenance plan, including budgetary considerations, that must be completed by an engineering firm or other qualified professional.

Council has received 3 proposals from engineering firms to complete a long-term Depreciation Report/Reserve Study. Two Council members have attended the CHOA workshop "Developing an Operation and Maintenance Plan" In January 2012 Council will distribute a Depreciation Report Information Package to owners. An Information Session will be held in late January and/or early February 2012 to discuss information received. An engineering firm representative will be present so that owners can discuss, and get answers to any questions. At the 2012 AGM owners will vote on which engineering firm to hire to complete our strata's long-term Depreciation Report/Reserve Study.

4. **Complaint Letter:** Council discussed a complaint letter from an owner and will send a response as soon as possible.
5. **Building Caretaker:** There was an email discussion of Bill's fee estimate for arranging building access for contractors and 'supervising' their attendance. A majority of Council voted via email to accept Bill's proposed fee or this additional work.
6. **Interior Wall Maintenance:** Building caretaker Bill Burrell has completed painting in the basement area.
7. **Roof Maintenance:** Leaves have been cleared from the roof drains.
8. **Strata Records:** Council is researching email correspondence for information about the age bylaw and its enforcement.
9. **Strata Lawyer:** Council has short-listed five strata lawyers and is arranging interviews for January. Once a strata lawyer is hired for the strata corporation, the first issue to be addressed is the apparent ongoing contravention of our age bylaw by a resident/owner.

NEW BUSINESS:

1. **Strata Records:** A Council member attended a CHOA workshop on the legal requirements of keeping strata records, including Council and Strata Agent correspondence. A brief report on information from this workshop will be presented at the next Council meeting in January 2012.
2. **Elevator:** The Strata Agent presented government correspondence regarding our elevator. It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that Eltec Elevator Company should be contacted for information on previous work completed and for dates for scheduled elevator maintenance. As well an elevator inspection will be arranged.
3. **Owner Information Sheets:** Council is compiling updated owner information sheets so that every Council member can have a copy for use during emergencies.
4. **Hallway Painting:** A new owner offered to paint the westward hallways on the 1st and 2nd

floors to repair damage during move into the building. Work has begun and Council thanks the owner for their generous offer. A majority of Council agreed via email that the strata corporation will pay for the painting supplies for this work.

5. **Parkade Garage Door:** The parkade door is making a grating sound and Overhead Doors will be contacted to do a maintenance check.
6. **Leak:** Lazar Heating and Plumbing will attend to repair a leak between the bathrooms of two suites, thought to be caused by a corroded bathtub drain. Owners are cautioned to never use Drano or other caustic material on a bathtub drain as this can cause metal corrosion. Lazar recommends drain maintenance every 2-3 years to clear slow-moving drains.
7. **Gardening:** The gardeners have cleared leaves from the front and back of the building and will be asked to also clear leaves from the building's back stairwell.

ADJOURNMENT - There being no further business the meeting was adjourned at 9:30 p.m.

2011-2012 Strata Council
On Behalf of the Owners, Strata Plan VR 1966

Reminder: Council Email Account: Any strata owner corresponding by email to the Strata Agent should also cc Council at email address: stratavr1966@gmail.com - for the purpose of correspondence records.

Reminder: CHOA Membership: VR1966 is a CHOA member. This resource's seminars and experts are available to all VR1966 strata owners by website (www.choa.bc.ca) and phone: 1-877-353-2462.

Next Council Meeting: Monday January 9th, 2012 at 7:00 pm in Suite # 302.
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Please note Ascent Strata Agent Andrea Kunova's Direct Line: 604-293-2415.

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

PLEASE NOTE ASCENT AFTER HOURS EMERGENCY NUMBER:

604-293-2459

Minutes prepared by Strata Council

ANNUAL GENERAL MEETING MINUTES
STRATA PLAN VR 1966 – "BEL-AYRE VILLA"
1790 WEST 10TH AVENUE, VANCOUVER, BC

HELD: Thursday, April 28th 2011

PLACE: Lobby – 1790 West 10th Avenue, Vancouver, BC

MANAGING AGENT: Manmit Atwal, *Strata Agent, Ascent Real Estate Management Corporation*

REGISTRATION

Upon arrival, owners signed next to their strata lot on the registration sheet provided.

CALL TO ORDER

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

QUORUM REPORT

Registration confirmed that there were twenty (20) owners represented in person or by proxy. The quorum requirement was met and therefore, the meeting was deemed competent to proceed with the business at hand.

PROOF OF NOTICE

The Proof of Notice was delivered in accordance with the provisions of the *Strata Property Act of British Columbia*. There being no comments to the contrary, the notice was duly filed.

APPROVAL OF PREVIOUS MINUTES

It was moved and seconded to approve the minutes of the Annual General Meeting held March 9, 2010 as previously distributed.

MOTION CARRIED

INSURANCE COVERAGE REPORT

The owners were given a copy of the Strata Corporation's Certificate of Insurance in the Notice of Call. The strata agent advised those present that the Insurance Coverage Report must be submitted with each Call of Notice pursuant to the *Strata Property Act of British Columbia*. Owners were then informed that they are responsible to carry their own personal insurance coverage for contents, betterments, improvements and re-location costs. The strata agent encouraged all owners to retain this document for their personal files and to ensure that they convey the deductible amounts to their personal provider. **The Strata Corporation's water deductible is \$20,000.** Please also refer to the information sheet attached to the Notice of Call.

COUNCIL REPORT

Council President, Helen Hall's report is attached for your reference.

GUEST REPORT

Realtor Robin Norton provided owners' information on the sales, age bylaw and five year plan.

BUDGET

Ms. Atwal reviewed the yearend balance sheet and income statement with the owners, mentioning any line items worth noting. The proposed budget was then discussed in detail, with explanation being provided on each budgetary line item. It was noted that the budget represents an increase in strata fees.

Following discussion, it was moved by unit 206 and seconded by unit 208 to approve the budget as presented in the Notice of Call.

There were twenty (20) votes in favour, zero (0) opposed and zero (0) abstentions.

MOTION CARRIED

3/4 VOTE RESOLUTION # 1

PREAMBLE

As per section 105 of the *Strata Property Act*, the strata corporation must address any operating budget surplus or deficit during the next fiscal year. This resolution would satisfy that requirement by transferring any surplus to the Contingency Reserve Fund or by paying any deficit from the Contingency Reserve Fund. This will be done once the final operating budget position is known.

RESOLUTION

BE IT RESOLVED, the Owners, Strata Plan VR 1966, do hereby authorize the transfer of any operating surplus to the Contingency Reserve Fund or by paying any deficit resulting from the current year's operating budget from the Contingency Reserve Fund, satisfying *Strata Property Act* requirements.

Following discussion, it was moved by unit 206 and seconded by unit 208 to approve the resolution

There were twenty (20) votes in favour, zero (0) opposed and zero (0) abstentions.

MOTION CARRIED

3/4 VOTE RESOLUTION # 2 – BYLAW REMOVAL

PREAMBLE

Council wished to provide the owners with the option to remove the following bylaw:

9. *Age*

9.1 *All persons who occupy a strata lot must be 19 years of age or older*

RESOLUTION

BE IT RESOLVED the Owners, Strata Plan VR 1966, do hereby authorize the removal of the following bylaw and the re-numbering of the remaining bylaws to represent this deletion.

9. *Age*

9.1 *All persons who occupy a strata lot must be 19 years of age or older*

BE IT FURTHER RESOLVED THAT the Owners' Strata Plan VR 1966 instruct the strata corporation to register the approved amendments to the Bylaws at the Land Titles Offices within 60 days of the amendment being approved.

Following discussion, it was moved by unit 202 and seconded by unit 204 to approve the resolution

There were ten (10) votes in favour, ten (10) opposed and zero (0) abstentions.

MOTION DEFEATED

NEW BUSINESS

The owners requested that Council consider the following items during the next fiscal year:

- Five year plan
- Roofing
- Painting
- Balcony Repairs

ELECTION OF STRATA COUNCIL

The following owners were nominated and agreed to stand on Council:

Andrew Lewis	Unit #111
Rebecca Applegarth	Unit #204
Glenda Monts	Unit #302
Mark Kirsop	Unit #206
Grant Lovelock	Unit #202
Jack Mandelman	Unit #208
Suzie Jenkins	Unit #207

There being no further nominations, the aforementioned owners were elected by acclamation.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:47 p.m.

The next council meeting is scheduled for July 13, 2011.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of The Owners, Strata Plan VR 1966

Manmit Atwal
Strata Agent

MA/mf

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AFTER HOURS EMERGENCY NUMBER: 604.293.2459

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604.431.1800 Fax: 604.431.1818 Email: ascent@ascentpm.com Website: www.ascentpm.com