

**COUNCIL MEETING MINUTES
STRATA PLAN LMS1978
"RIVERSIDE GARDENS"
2711 – 2733 EAST KENT, 2728 CHANDLERY PLACE
VANCOUVER, B.C.**

HELD: Wednesday, September 24, 2008.

PLACE: Fraserview Golf Course

PRESENT: Ying Liu (Leo)
Marc Brillon
Aniz Jiwani
Darren Morris

REGRETS: Sail Wyatt
Matthew Mumford
Chris Seltenrich

GUESTS: Bridget Speer Unit 28
Lane Kamke Unit 37

MANAGING AGENT: Chris Kasianchuk, *Strata Manager*, Warrington PCI Management

CALL TO ORDER

5:41 p.m.

PRESENTATIONS

1. **Bylaw Letter Hearing:** Presentation by owner of Unit 28. After the presentation, it was **MOVED** and **SECONDED** to waive the bylaw infraction fine pending an inspection of the parking stall by the Strata Council. The parking stall was subsequently inspected and approved by the Strata Council. **MOTION CARRIED**
2. **Bylaw Letter Hearing:** Presentation by owner of Unit 37. After the presentation, it was **MOVED** and **SECONDED** to uphold the decision by the Strata Council detailed in the Bylaw Letter. **MOTION CARRIED**

APPROVAL OF MINUTES

1. It was **MOVED** and **SECONDED** to approve the minutes from the August 13 Strata Council meeting. **MOTION CARRIED**

FINANCIAL STATEMENT

1. **Approval of Financial Statements:** It was **MOVED** and **SECONDED** to approve the Financial Statements up to August 31, 2008. **MOTION CARRIED**
2. **Accounts Receivable:** Were reviewed by the Strata Council
3. **Invoices:** Were reviewed by the Strata Council
4. **Budget Preparation:** The Strata Council has begun preparations for next year's budget.

BUSINESS ARISING

1. **Management Contract:** The Strata Council will review the management contract and provide two (2) signed copies of the Agency Agreement and Financial Disclosure to the Strata Manager.
2. **Audit:** The Audited Financial Statements as of October 31, 2007 have been forwarded to the Strata Council for their records. Warrington PCI has a copy signed by the Strata Council on file.
3. **Landscaping:** Marc Brillon will update the Strata Council at the next meeting regarding Nature's Outfitters moving sprinkler heads, weeding the flower bed at 2728 Chandlery, and charging extra for removal of weeds pulled out by owners.
4. **Website:** To be updated at the next AGM by Sail Wyatt.
5. **Annual Fire Inspection:** Update from Sail Wyatt at the next Strata Council meeting regarding re-scheduled inspections for the twenty-five units Fire Pro were unable to access during their annual inspection.
6. **Bike Room Cleanup:** Update from Sail Wyatt at the next Strata Council meeting regarding the donation of unclaimed bicycles.
7. **Power Washing:** The Strata Council will explore the available options for the power washing of the common property, including the proposed April pressure washing of the parkade.
8. **Fire Violation Notice:** Marc Brillon will fax the list of approved locksmiths to the Strata Manager, who will then coordinate the installation of the lid for the keybox and delivery of the key to the fire department.
9. **Unit 32 Leaking Planter:** The Strata Manager presented a quote from Nature's Outfitter's for a raised deck at this unit for Strata Council approval.
10. **Unit 21 Crawl Space:** Marc Brillon updated the Strata Council on his September 20 site visit to this unit with Sail Wyatt. He noted three issues: 1.) There is presently no venting under the deck, which has allowed moisture to accumulate. 2.) There is a hole in the cinderblock wall that needs repair. 3) There is an area outside the crawlspace under the unit where the waterproof membrane has peeled away from the foundation, some water from the irrigation sprinkler has seeped into the crawl space. The Strata Council directed the Strata Manager to first obtain a quote for a legal opinion regarding the ownership and legal description of the crawlspace.
11. **Unit 63 Balcony Drain Malfunction:** The Strata Manager investigated the history of this item and found that Unit 63 is, in fact, the correct unit number according to WPCI records.

12. **Unit 1 Ceiling Repairs:** Jim from JLK Projects has informed the Strata Manager that they will be proceeding with the least expensive repair method first – excavating and re-waterproofing the planter outside Unit 1. This work will commence September 24.
13. **Unit 10 & 11 Carpenter Ant Damage:** JLK Projects will attend to the wrap-up of repairs to these units on September 24. EPS has already provided a quote for deck repair due to the damage caused by the carpenter ants.
14. **Unit 71 Patio Door:** JLK will have a look at this repair September 24.
15. **Steve Baran Contract:** Steve Baran informed the Strata Manager that pressure washing is not included in his contract and is invoiced separately.
16. **Nature's Outfitters:** Marc Brillon and Aniz Jiwani will coordinate the review and clarification of the Nature's Outfitters contract at the next contract renewal (December 31)
17. **Unit 40 and 54 Deck Problems:** Update at the next Strata Council meeting from Sail Wyatt and Marc Brillon.

CORRESPONDENCE

1. **Unit 57 Brick Removal Chargeback:** Letter to owner and invoices reviewed.
2. **#87 and #143 Parking Stall Issues:** Bylaw letters to owners reviewed.
3. **Units 17 and 19 Garbage on Decks:** Bylaw letters to owners reviewed.
4. **21-Day Arrears Notices:** Registered letters to owners reviewed.
5. **Laminate Flooring Noise Complaint:** Email from owner reviewed. The Strata Manager noted that the file for unit in question contains no request or approval for the installation of laminate floors.
6. **Unit 42 Rental Questions:** Email from owner reviewed. The bylaws state that there are 7 strata lots that may be rented, and that quota is currently full.
7. **Unit 5 Rental Request:** Email from owner and response reviewed.
8. **Unit 71 Rental Request:** Email from owner and Strata Council response reviewed.
8. **Backflow Preventer Test:** Results from Fire Pro reviewed.

NEW BUSINESS

1. **Unit 24 Maintenance and Repair Issues:** Email from owner reviewed. Steve Baran has been unable to contact the owner to access the area in need of repair.
2. **Unit 34 Sliding Glass Door Repair:** Email from owner reviewed. The Strata Manager has requested a quote from Accurate Glass for the repair sliding door repair.
3. **Unit 4 Sprinkler Repairs:** Email from Strata Manager reviewed.
4. **Unit 5 Deck Repair Issues:** Email from owner reviewed.
5. **Rental Restriction Bylaws:** The Strata Manager recommended that the Strata Council review the existing rental restriction bylaws and bring forward any proposed amendments in time for the AGM.

6. **AGM:** It was **MOVED** and **SECONDED** to hold the Annual General Meeting on November 20, 2008 at Fraserview Golf Course. Registration will commence at 6:00 p.m., with Call to Order at 6:30 p.m. The Strata Manager will book the room. **MOTION CARRIED**
7. **AGM Social:** Aniz Jiwani will research methods to increase the social aspect of the AGM as well as encouraging more participation from the owners.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:59 p.m.

NEXT MEETING

The next Meeting is the AGM, and has been scheduled for November 20, 2008 at the Fraserview Golf Course. Registration will commence at 6:00 p.m., with Call to Order at 6:30 p.m.

Warrington PCI Management

Managing Agents

On Behalf of Strata Owners LMS1978

Chris Kasianchuk

Strata Manager

Email : ckasianchuk@warringtonpci.com

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain three for your records.

EMAILED MINUTES

To arrange for your minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata lot number to Nikki at ncooper@warringtonpci.com or call Nikki at 604-331-5228.

PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an owner's information form to be completed if you have any new contact information or if you have not previously provided one.

WARRINGTON PCI MANAGEMENT AFTER HOURS EMERGENCY NUMBER: 604-604-602-1887.



Warrington PCI
Management
#1700 – 1030 West Georgia St.
Vancouver, B.C.
V6E 2Y3

Tel: (604) 602-1887
Fax: (604) 688-2328

info@warringtonpci.com

PRE-AUTHORIZED PAYMENT PLAN (PAP) - ENROLLMENT FORM

*** STRATA ***

1. I (We) hereby authorize Warrington PCI Management on behalf of our Strata Corporation, to draw monthly cheques or prepare debits by paper or electronic entry, covering monthly maintenance fees due by the undersigned to the Strata Corporation. This amount may be increased/decreased as required by the change in monthly maintenance fees as approved by the Owners of the Strata Corporation.
2. I (We) authorize Warrington PCI Management to include **parking** in the monthly withdrawal by initializing on the line at the end of this sentence. _____
3. **IMPORTANT** - I (We) enclose

(Check off) Blank cheque marked "VOID" to indicate the account Warrington PCI Management is authorized to draw upon.

AND

(Check off) Sufficient cheques (number of cheques _____) to cover maintenance fees until the pre-authorized automatic withdrawal plan becomes effective.

This form must be received at Warrington's office by the 15th day of any given month in order to be effective for the first day of the following month. Maintenance fees are due the 1st day of each month.

4. I (We) undertake to inform Warrington PCI Management, in writing, of any change in the account or address information provided in this authorization, fifteen (15) days before the beginning of the month. If the account is transferred to another financial institution, it will be necessary to provide Warrington PCI Management with a voided cheque (reference: 3 above).

5. This authorization may be cancelled at any time upon receipt of a minimum of 15 days written notice to Warrington PCI Management prior to the first day of the following month.
6. I (We) acknowledge that delivery of this authorization to Warrington PCI Management constitutes delivery by me to the financial institution indicated on the face of my voided cheque.
7. I (We) warrant that all persons whose signatures are required to sign on this account have signed below.

Date	Signature	2nd Signature Required
Family name: _____	Address: _____	
First name: _____		
Strata Plan: _____	Postal Code: _____	

Please mail or deliver to:

**Warrington PCI Management
#1700-1030 West Georgia Street
Vancouver BC V6E 2Y3 Fax: 604-688-2328**

In accordance with the Personal Information Protection Act, any personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law, and only retained as long as necessary to fulfill the required purposes.