

“ICON”
STRATA CORPORATION BCS1964
638 BEACH CRESCENT
633 KINGHORNE MEWS
VANCOUVER, B.C.

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1964, “ICON”, HELD IN THE MEETING ROOM, 3RD FLOOR, 633 KINGHORNE MEWS VANCOUVER, B.C., ON WEDNESDAY, MAY 18, 2011 AT 7:00 P.M.

PRESENT:

Leo Verlaan – President/Treasurer
Keith Brown – Club Oasis
Alexis LaBonte

Christina Laing – Vice President/Co-Treasurer
Mark Herfert – Co-Club Oasis
Tony Darvazeban

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

Joseph Tsang – Senior Strata Agent

REGRETS:

None

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 7:00 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on April 20, 2011, as presented.

3. **COMMITTEE REPORT**

a) **Club Oasis:**

There is no new activity to report, as everything is in order.

b) **Bylaw Committee:**

Letters sent out to Owners/Residents who are in violation of the Strata’s bylaws were presented to Council for review and instructions were given on how to respond, including decisions on those Owners who are disputing fines and who should be fined in accordance with section 135 of the *Strata Property Act*.

3. **COMMITTEE REPORT - CONT'D**

c) **Lobby Beautification:**

Council was informed that the wooden panels in ICON 1 Lobby has been repaired and the result was satisfactory. The Strata Agent was asked to have the millwork in ICON 2 Lobby repaired by the same vendor.

d) **Landscaping:**

Keith Brown and Leo Verlaan advised that they have met with the Strata's Gardener this morning to review the landscaping maintenance services provided by Moscone.

e) **Strata Lot 18:**

Council reviewed correspondent received from the Tenant of Strata Lot 18 and concluded that the Owner of the said Strata Lot is responsible for the re-planting cost of approximately \$850 + HST.

f) **Strata Lot 173:**

A letter was received from the Strata Lot Owner in response to the letter sent by the Strata Corporation dated April 21, 2011. The unit Owner apologized for removing and re-planting the plant material in the planter adjacent to her deck without obtaining prior approval from Strata, but assured Strata that the work was done professionally and that the plant material used is the same that was planted originally.

Strata wished to take this opportunity to inform those Owners/Residents with balcony gardens (approximately 17 suites in both buildings) that the Strata Corporation is only responsible for maintenance of these gardens twice a year (once in Spring and once in the Fall) and that it is your responsibility to ensure that the irrigation system on these gardens are working properly. Strata will assist you in having the irrigation system turned on in the Spring and turned off in the Fall should you require assistance, but the responsibility falls on you to ensure that there is sufficient water to feed the plant material. Furthermore, it is your responsibility to ensure that access is provided so that the Strata's Gardener can carry out the required maintenance services in the Spring and Fall of each calendar year. We strongly recommend that a copy of your suite key be provided at the Concierge's desk for such purpose. Should no access be granted for the Strata's Gardener to carry out the required maintenance services, you will be held responsible for the re-planting cost.

4. **FINANCIAL REPORT**

The Strata Agent provided Council with a cursory review of the financial statements ending on April 30, 2011. It was noted that six months into the current fiscal operating period, Strata has incurred an operating deficit of approximately \$36 000, mainly due to higher than budgeted expenses in the General Building R & M & HVAC expenditure categories. Council was told that the higher than budgeted General Building R & M expenses have to do with the building envelope

4. **FINANCIAL REPORT CONT'D**

condition inspection which costs approximately \$19,000 and the replacement of the washing machine hoses which amounted to approximately \$20,000.

In regards to the higher than budgeted HVAC expenditure, there were several service calls relating to the pressure reducing valves which were not budgeted. Council is hopeful that Strata will end up with a balanced budget at the end of the current fiscal period.

Arrears:

The accounts receivable list as of May 9, 2011 was reviewed, it was observed that there are four (4) Owners who are in arrears in their May Strata fee and that lien warning letters have already been issued to the Owners involved. In addition to the lien warning letter, late payment penalties of \$50 have already been assessed against the respective accounts. Should the Owners remain in arrears past the due date stated on the lien warning letter, a lien will be registered against the Owner of the Strata Lot, resulting in the Owner having to incur another \$400 to have the lien removed.

Audit:

Council was presented with three (3) quotes for the audit of the Strata's Financial Statements. The price ranges from \$3,700 to \$5,340 plus HST. The Strata Agent was asked to incorporate the cost to do an audit into the 2012 operating budget to be presented to the General Membership for approval at the next Annual General Meeting.

There will be no further question or discussion, it was then **MOVED, SECONDED, and CARRIED** to approval the financial statements ending on April 30, 2011 as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Balcony Drain:**

Council was informed that the Strata's plumber has visited Strata Lot #12, and completed an assessment of the balcony drain. A report is expected from the Strata's plumber in regards to their findings.

b) **Dryer Vent Cleaning:**

Council was presented with a proposal from National Air Technologies in regards to the cleaning of the dryer vents. It was decided to proceed with the cleaning of the dryer vents from the outside of the building and the Strata Agent was asked to have the work coordinated to be completed in the coming weeks.

5. **BUSINESS ARISING FROM PREVIOUS MEETING CONT'D**

c) **Building Envelope Inspection:**

Council was informed that First Watch Building Services Ltd has concluded the building envelope condition assessment last week and that a report will be forwarded to Rancho's office within the next two (2) weeks.

d) **Strata Lot 60:**

Council was in receipt of a letter from the Owner of Strata Lot 60 proposing that a section of the hardwood floor in her suite be removed to determine whether the underlay material used has complied with the Strata Corporation's bylaw requirements. The Owner is prepared to have the entire floor replaced using the proper underlay material if the existing underlay material does not comply with the Strata's bylaw requirement. The Strata Agent was asked to make arrangements to have a sample of the existing underlay material removed for verification by an independent floor vendor. In the event that the Strata Lot Owner has to remove the entire wood floor and have the proper underlay material installed to comply with the Strata's bylaws, the Strata is prepared to waive all the fines assessed thus far.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council via Rancho Management Services on any Strata related matter. Correspondence can be mailed to Rancho's office at 600-1190 Hornby St., Vancouver, BC., V6Z 2K5, by fax to 604-684-1956 or by email to josephsang@ranchogroup.com.

7. **NEW BUSINESS**

None

8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Wednesday, June 15, 2011 at 7:00 p.m.** in the meeting room, 3rd floor, 633 Kinghorne Mews, Vancouver, BC.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:40 p.m.

Respectfully Submitted,



Joseph Tsang, Strata Agent
Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4253
E-mail: josephsang@ranchogroup.com

COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via Rancho Management Services at 600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, on any Strata Corporation matter. Correspondence received will be presented and reviewed by Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604 684-4508.