

"MAYNARDS BLOCK"
STRATA CORPORATION EPS984
445 & 429 WEST 2ND AVE
1919 WYLIE STREET
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984, "MAYNARDS BLOCK", 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE 2ND FLOOR AT 445 WEST 2ND AVE, ON TUESDAY, APRIL 9TH, 2013 AT 6:30 P.M.

IN ATTENDANCE:

Joseph Tesoro (President)	Brian Leung
Bruce Clayman (Vice President)	Kevin Hoffman
Rajprit Mander (Treasurer)	Mark Mazzone (Representative of Aquilini Development)
Brian Chernoff (Secretary)	

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:31 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes for March 12th, 2013 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **COMMITTEE REPORTS**

a) **Gym Committee:**

The Gym Committee gave a brief report to the Strata Council and after discussion the Strata Agent was advised to obtain quotations for the following items:

- To place individual mats under the treadmills as it is believe this may help with reducing sound transfer.
- To purchase an industrial fan for the gym.
- To install a full length glass mirror next to the free weights.

b) **Security & Safety:**

It was noted that the security and safety committee are still working with Rancho to confirm the various proposed security upgrades as well as camera locations. It was also decided that three (3) members of Council will be given a master common key to open fire exit door and put down door stoppers should both elevators in one (1) tower ever be out of service at the same time.

3. **COMMITTEES REPORTS – CONT'D**

c) **Building and Landscape:**

The landscape committee reported that they recently conducted a walk-through with the landscape contractor who is putting together a deficiency list which will then be forwarded to the developer and the original landscape contractor for rectification under the warranty.

A concern was also raised regarding the number of dogs that are defecating on the grass boulevard on West 2nd Avenue; however, it was noted as this belongs to the City, signage is not allowed to be posted by the Strata Council in this area.

A concern was raised regarding the amount of litter that has been accumulating on the exterior of the building on weekends. The Strata Agent advised that they would speak to staff about this issue.

4. **FINANCIAL REPORT**

Council reviewed the financial statements for period ending March 31st, 2013. It was noted the Strata is currently operating with a surplus of \$66,638 which can be attributed to the fact that many of the larger maintenance expenses have yet occurred this year. It was also noted that there is \$78,615.48 in the Contingency Reserve Fund.

Council discussed some cost reducing methods that they can look into and one suggestion was to check the temperature on the make-up air unit to ensure that it is not wasting any extra power.

The Strata Agent was advised to follow up with the mechanical contractor with regards to this. The Strata Agent was also advised to determine whether the building uses conventional hot water heaters or “instant-on” as Council may wish to change this in the future.

Arrears:

Council reviewed the accounts receivable list. Council instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending March 31st, 2013, as presented.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

As noted in the previous meeting minutes, the Strata Agent was advised to formally submit the outstanding deficiency list to the Developer which has been done and Council is currently awaiting a response regarding the various issues from the Developer.

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

c) **Common Area Floor Mats:**

Council was presented with quotations to have floor mats installs in the lobbies of the building as well as the elevator cabs with the Maynards Block's logo being placed on the lobby mating. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve this work not to exceed \$4,000.

d) **Enterphone System Picture:**

At the previous Council meeting, the Strata Agent was requested to follow up with the supplier of the enterphone to determine whether or not a picture of Maynards Block can be used instead. Strata Agent reported back at tonight's meeting that this is indeed possible at the cost of less than \$100. After discussion, it was **MOVED, SECONDED, and CARRIED** to have this completed using a picture that was used for the marketing campaign by Aquilini and this will be forwarded to the Strata Agent.

e) **Bulletin Board:**

The Council was presented with three (3) quotations to have lockable bulletin boards installed in the building; however, after discussion it was decided not to proceed with having this done and to instead monitor the usage of the current bulletin boards that are already in place.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the February and March 2013 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

It was also noted that some Residents have placed hanging baskets on their balcony railing and installed sun shades on their windows. These Owners will be issued infractions as per the bylaws/rules:

Rules:

Patios/Balconies

12. (1) A Resident shall not use Balconies or Patios for storage. Only plants with saucers, patio furniture, and propane or electric BBQ are allowed with the use of a fire extinguisher. Fire extinguisher must be registered with the Concierge

(2) Except with the prior written permission of council, the use or storage of propane, natural gas or electric heaters on any balcony is not permitted. All permitted heaters and/or fire pits must have at least a 3 feet radius away from the surrounding building walls, ceilings and balcony railings.

6. **CORRESPONDENCE – CONT'D**

Rules (cont'd):

Patios/Balconies

(3) A Resident shall not leave or store personal items, including without limitation, toys, bicycles, door mats or walkers, etc. in any hallway, walkway, lobby or landing at any time because such items detract from the overall appearance of the Common Property and Building and pose a safety hazard and breach the fire code.

Bylaws:

Use of property

3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that:

(a) causes a nuisance or hazard to another person,

(c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,

(e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

a) **Renovation Request:**

Council received a renovation request from a current Council member who abstained from voting. After reviewing the request, it was **MOVED, SECONDED, and CARRIED** (6 Approved and 1 Abstained) to approve the request as presented.

b) **Garage Gate Sensitivity:**

An Owner had written to the Council regarding the sensitivity of the garage gates as they believe it is not sensitive enough. After reviewing the Owner's concern, it was decided to monitor this issue but no action is required at this time. It was also mentioned that Owners should not be opening the gates unless they are close to them for security reasons and that this also helps control people speeding excessively in the parkade.

Residents are reminded to wait for the parkade gate to close behind them before proceeding when entering and exiting the parkade in order to prevent vagrants from entering.

c) **Cigarette Butts:**

An Owner had written to Council regarding the amount of cigarette butts that have been landing on her balcony. Multiple notices have been issued regarding this issue however unless an Owner is able to identify the culprit the Strata Corporation is unable to issue an infraction letter to the offender.

7. **NEW BUSINESS**

a) **Floor Cleaning:**

After reviewing a quotation to have the lobby floors power scrubbed and neutralized by Five Star Building Maintenance, the Strata Agent was advised to obtain a second quotation from another contractor to confirm pricing. Rancho was also directed to negotiate a better price with Five Start by packaging the carpet cleaning contract with it. The Strata Agent will report back to the Strata Council.

b) **Cost Sharing Commercial/PCI:**

Strata Council was presented with the cost sharing agreement that was included in the disclosure statement for the building regarding the cost allocation between the shared cost of Residential, Commercial and PCI.

c) **Bird Exclusion Quotation:**

Strata Council was presented with a quotation for the installation of bird spiking; however after reviewing, it was decided to **TABLE** this time for the time being as it was not allocated in the budget. Council will be reviewing again later on in the fiscal year and more quotations will also be obtained from other contractors.

d) **Access Control History:**

The Strata Agent was advised to determine how long the Access Control history is saved on the computer system and to report back the findings at the next Council meeting.

e) **Bicycle Rack Installation:**

It was noted that currently there is not a bicycle rack outside of the North building (1919 Wylie Street) and the Strata Agent was advised to obtain a quotation to have one (1) installed in this location.


8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on Tuesday, May 14th, 2013 at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:18 p.m.

Respectfully submitted,


Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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. Owners should consult an insurance agent to ensure that they have proper coverage.

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IN ATTENDANCE:

Joseph Tesoro (President)	Brian Leung
Bruce Clayman (Vice President)	Kevin Hoffman
Brian Chernoff (Secretary)	Mark Mazzone (Representative of Aquilini Development)

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRET:

Rajprit Mander (Treasurer)

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes for April 9th, 2013 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **COMMITTEE REPORTS**

a) **Gym Committee:**

At the previous Council meeting, the Strata Agent was advised to obtain quotations to have a full length mirror installed by the free weights section, the purpose of this being to encourage the free weight users to keep the weights on the newly installed mats and not bring them to the mirror in the cardio area. Due to the cost involved, it was decided that the cardio equipment will be moved so that it faces the exterior windows and the free weights will be moved to where the cardio equipment is currently situated. Council also reviewed a quotation to have a fan installed in the gym and after a discussion it was **MOVED, SECONDED, and CARRIED** to proceed with having both of these items completed.

3. **COMMITTEE REPORTS – CONT'D**

b) **Building and Landscape:**

The building and landscape committee advised that they have been working with the landscape contractor to compile the deficiency list for the landscaping items. It was noted that irrigation has not been installed in some of the flower beds in the building and they will have to be hand watered for the time being. The Strata Agent was advised to arrange for the building staff to water the flower beds on a regular basis.

c) **Safety & Security:**

It was noted that the safety and security committee had met with a third (3rd) contractor to discuss security upgrades for the building and their quotation was reviewed at tonight's meeting. After a lengthy discussion, it was **MOVED, SECONDED, and CARRIED** to have the security on all exterior doors upgraded with astragals and lever guards. The communication room door will also have security hardware installed to prevent any break-ins. The Strata Agent was also advised to obtain a quotation to have cameras installed in the garbage room and facing the parkade gates.

4. **FINANCIAL REPORT**

Council reviewed the financial statements for period ending April 30th, 2013. It was noted the Strata is currently operating with a surplus of \$85,659 which can be attributed to the fact that many of the larger maintenance expenses have yet to occur this year. It was also noted that there is \$86,046.92 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending April 30th, 2013, as presented.

Arrears:

Council reviewed the accounts receivable list. Council instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

As per instruction given at the last Council meeting, the Strata Agent submitted the outstanding deficiency list to the Developer and a response relating to some of the items has been received. Council is expecting to receive a response regarding the remaining items shortly.

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

c) **Flooring Cleaning Quotation:**

At the previous Council meeting, the Strata Agent was advised to negotiate a better price with **Five Star** by packaging the carpet cleaning with the tile floor cleaning. The Strata Agent was able to obtain a reduced price from **Five Star** and presented the new quotation to Council at tonight's meeting. After a discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having the tile floor cleaning done immediately and the carpet cleaning will be done later in the fall.

d) **Bicycle Rack Installation:**

At the previous Council meeting, the Strata Agent was directed to obtain a quotation to have a bicycle rack installed outside of the North building (1919 Wylie Street). The Strata Agent advised Council at tonight's meeting that the only suitable location for this installation would have to be on the sidewalk. After consulting with the bicycle rack contractor it was noted that a permit from the City of Vancouver would have to be obtained first. The Strata Agent has written a letter to the City of Vancouver requesting a permit to install a bicycle rack at this location. It was **MOVED, SECONDED, and CARRIED** to have the Strata Agent proceed with the installation of a bicycle rack on the sidewalk on 1919 Wylie Street subject to approval from the City of Vancouver.

e) **Elevator Camera Quotation:**

Council was presented with a quotation from **ihnMEDIA** to have cameras installed in the elevators; however, it was decided to **TABLE** this item and discuss it at a later date.

6. **NEW BUSINESS**

a) **Window Cleaning:**

Council reviewed three (3) quotations to have the windows cleaned. However after discussion, it was agreed to delay the cleaning until September as the windows are not particularly dirty at this time. It was **MOVED, SECONDED, and CARRIED** to have **Champion Window Cleaning and Pressure Washing** clean the windows in September.

b) **Costco Membership:**

Council was presented with correspondence from Costco requesting to host a customer appreciation event in the building and after a discussion it was **MOVED, SECONDED, and CARRIED** to allow this.

c) **Owners' Social:**

Council discussed hosting a meet and greet social party for all Owners; however, it was decided to **TABLE** this item for the time being.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the March and April 2013 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Council received correspondence from three (3) Owners requesting to make alterations to their strata lot and instructed the Strata Agent on how to respond.


8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Tuesday, June 11th, 2013** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:45 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

COMMUNICATION

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.

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2ND FLOOR AT 445 WEST 2ND AVE, ON TUESDAY, JUNE 11TH, 2013 AT 6:30 P.M.**

IN ATTENDANCE:

Rajprit Mander (Treasurer)

Brian Leung

Brian Chernoff (Secretary)

Mark Mazzone (Representative of Aquilini Development)

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

Chris Sargent, Senior Strata Agent

Mike Elliott, Strata Agent

REGRET:

Joseph Tesoro (President)

Kevin Hoffman

Bruce Clayman (Vice President)

1. CALL TO ORDER

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. APPROVAL OF PREVIOUS MEETING MINUTES

The Strata Council reviewed the Strata Council Meeting minutes for May 14th, 2013 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. COMMITTEE REPORTS

a) Building and Landscape:

The Building and Landscape Committee reported to Council that they are satisfied with the current state of the landscaping. It was also noted the original contractor has been onsite to address some of the reported landscape deficiencies and that this process is ongoing.

b) Safety & Security:

It was noted that the security upgrades which were approved at the previous meeting have been installed on the exterior doors.

3. **COMMITTEE REPORTS – CONT'D**

b) **Safety & Security – cont'd:**

Council reviewed two (2) quotations to install cameras in the garbage room and by the parkade gates (3 cameras). After a lengthy discussion, it was **MOVED, SECONDED, and CARRIED** to have these cameras installed at a cost not to exceed \$5500 from Citiloc.

The Strata Agent was also advised to monitor the recording time of the after the cameras are installed. If the recording time is below 14 days, the Strata Agent will bring a recommendation to Council.

The Agent was also advised to obtain a quotation to have plexiglass installed on the parkade gates to further prevent any break-ins. Strata Council also instructed the Strata Agent to have a “Do Not Drop The Weights” sign installed in the gym.

c) **Gym:**

It was noted that the cardio equipment has been moved to face the exterior windows and the free weights have been moved by the mirror; however, some Owners are still reporting that they are experiencing noise issues from the gym and after discussion it was **MOVED, SECONDED, and CARRIED** purchase additional matting to be placed under the treadmills and the free weights.

4. **FINANCIAL REPORT**

It was noted that the financial statements for the period ending May 31st, 2013 will not be ready until the next Council meeting.

Arrears:

Council reviewed the accounts receivable list. Council instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

It was noted that the Developer has responded to the Council's deficiency list and that a number of items have now been completed. To date 94 items have been reported and 46 have been fixed by the Developer.

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

b) **Deficiency List – cont'd:**

Due to ongoing elevator concerns, it was also **MOVED, SECONDED, and CARRIED** to hire an elevator consultant to review all of the elevators and provide feedback to the Strata in regard to deficiencies and/or maintenance items that are currently not being addressed. It was also noted that the Developer is installing parkade mirrors and the Developer is painting the parkade lobbies.

6. **NEW BUSINESS**

a) **Anti-Skate Guards:**

Due to concerns regarding damage being done to the concrete around the building by skateboarders specifically by the Cambie Street Bridge, it was **MOVED, SECONDED, and CARRIED** to have anti-skate guards installed in this area as a preventative measure.

b) **Door Kick Plates:**

Council was presented with two (2) quotations to have stainless steel door kick plates installed in the parkade levels of the building as they will prevent wear and tear on the doors. It was **MOVED, SECONDED, and CARRIED** to proceed with having 10 kick plates installed with this work completed by Key Restoration.

c) **Bicycles in Elevators:**

Council reviewed a concern regarding Residents bringing their bicycles through the lobbies as there are additional charges being incurred to have these areas cleaned when dirty bicycles are brought through. After a discussion, it was **MOVED, SECONDED, and CARRIED** to adopt the following rule:

Building and Security:

13 (1) Bicycles are not permitted at anytime inside the ground level lobbies, balconies, patios, and residential floors. Bicycles are to be kept in the bicycle storage area and/or are to be brought in or out of the building from the P1 level or the stairs on the basement level.

d) **Bicycle Room Cages:**

It was noted that the deadline to sign up for the usage of the individual bicycle room cages has expired and a final reminder notice will be issued before the locks will be cut off and the bicycles and other items removed.

e) **Meeting Room Rental Request:**

Council was presented with a request from Anytime Fitness to rent the meeting room to conduct presale of memberships until their fitness facility located at 489 W. 2nd Avenue can be safely occupied. After discussion it was **MOVED, SECONDED, and CARRIED** to allow Anytime Fitness to rent the room on a monthly basis for up to two (2) months for \$30 per day.

6. **NEW BUSINESS – CONT'D**

f) **Commercial Parking:**

The Developer informed The Strata Agent that they will be implementing a pay parking meter in the Commercial section of the parkade. It was also noted that as per the easement from the disclosure statement the main parking gate will be left open from 6:00 a.m. to 10:00 p.m. daily.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

7. **CORRESPONDENCE – CONT'D**

Strata Council reviewed the June 2013 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Tuesday, July 9th, 2013** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:50 p.m.

Respectfully submitted,


Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
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Email: melliott@ranchogroup.com

RANCHO'S INTERNET SITE

Please be advised we recently launched myRanchoStrata wherein Owners will now have their own individual log-ins to view minutes, notices, and other strata-related documents online for the strata they own. Your new individual log-in will replace your current project user log-in. 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".

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IN ATTENDANCE:

Joseph Tesoro (President)	Rajprit Mander (Treasurer)
Bruce Clayman (Vice President)	Brian Leung
Brian Chernoff (Secretary)	Mark Mazzone (Representative of Aquilini Development)

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRET:

Kevin Hoffman

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes for June 11th, 2013 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **COMMITTEE REPORTS**

a) **Building and Landscape:**

The Building and Landscape Committee reported to Council that they continue to be satisfied with the current state of the landscaping. It was also noted the original contractor has again been onsite to address some of the reported landscape deficiencies and that a final walk-thru will be done in late August or early September to address any remaining items.

b) **Safety & Security:**

At the previous Council meeting, the Strata Agent was advised to proceed with having three (3) cameras installed by Citiloc at a price not to exceed \$5500; however, after reviewing the revised scope with Citiloc, the cost was increased to over \$7000. The Strata Agent in turn contacted Smart Tek, the original contractor who installed the

3. **COMMITTEE REPORTS – CONT'D**

b) **Safety & Security – cont'd:**

system and they provided a quotation to have three (3) cameras installed in the garbage room and the parkade gates at a cost of \$4700. Council reviewed this quotation at tonight's meeting and after discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with awarding the work to Smart Tek.

Council also reviewed a quotation to have Lexan installed on the parkade gates as a preventative measure against break-ins and after discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having Canadian Access and Doors complete this work at a cost of \$569.

c) **Gym:**

It was noted that the extra mats have been installed in the gym area and Council will continue to monitor the noise issue. It was also noted that a fan was recently stolen from the gym and the Strata Agent was advised to have the new fan marked with Maynards Block identification and possibly a lock to prevent this from happening again.

4. **FINANCIAL REPORT**

Council reviewed the financial statements for period ending May 31st, 2013. It was noted the Strata is currently operating with a surplus of \$83,111 which can be attributed to the fact that many of the larger maintenance expenses have yet to occur this year. It was also noted that there is \$93,520.39 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending May 31st, 2013, as presented.

Arrears:

Council reviewed the accounts receivable list. Council instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

It was noted that the Developer has responded to the Council's deficiency list and that a number of items have now been completed. To date 94 items have been reported and 55 have been rectified by the Developer. It was noted that the parkade mirrors have arrived and the building manager has begun installing them.

6. **NEW BUSINESS**

a) **Concierge's Hours:**

A motion was put forth by one of the Council members to reduce the Concierge's hours; however it was not **SECONDED** by any other members.

b) **Bazinga:**

It was noted that management at **Bazinga** has recently contacted the Strata Council requesting a meeting and the Strata Agent was advised to ask **Bazinga** for a usage summary and a fee proposal for their service.

c) **Window Cleaning:**

A concern was brought forward from an Owner regarding the timing of the window cleaning which is currently scheduled for the beginning of September as they reported that their windows are quite dirty. After discussion, the Strata Agent was advised to contact the window cleaning contractor to determine if it is possible to move the cleaning to the month of August.

d) **Elevators:**

It was noted that Gunn Consultants Inc. will be on site later this month in order to review all of the elevators on the property and provide feedback to the Strata in regard to the deficiencies and/or maintenance.

Owners are also advised that they should not be holding elevator doors open as this causes wear and tear and also creates delays for other Owners trying to get on.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is 6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the July 2013 letter log. After reviewing the list, it was **MOVED**, **SECONDED**, and **CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

a) A request was made by Anytime Fitness to set up a table in the lobby for one day to inform Residents of their promotions and it was granted by Council. Anytime Fitness was also granted permission to leave some promotional material in the mailroom.

b) Council reviewed a request from an Owner to install removable flooring on his balcony and this request was granted.

8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Tuesday, September 10th, 2013** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

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

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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.

**“MAYNARDS BLOCK”
STRATA CORPORATION EPS984
445 & 429 WEST 2ND AVE
1919 WYLIE STREET
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC**

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON TUESDAY, SEPTEMBER 10TH, 2013 AT 6:30 P.M.**

IN ATTENDANCE:

Joseph Tesoro (President)	Rajprit Mander (Treasurer)
Bruce Clayman (Vice President)	Brian Leung
Brian Chernoff (Secretary)	Kevin Hoffman
Mark Mazzone (Representative of Aquilini Development)	

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

Mike Elliott, Strata Agent

REGRET:

Chris Sargent, Senior Strata Agent

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:35 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes for July 9th, 2013 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **COMMITTEE REPORTS**

a) **Building and Landscape:**

The Building and Landscape Committee reported to Council that Para Space is continuing to work with the original installer to address outstanding deficiency items. It was also noted that Para Space has provided a contract renewal proposal to the Strata Council which included a 2.5% increase in their fees. The Committee has responded back to Para Space requesting a 1.5% overall increase in their fees and negotiations are ongoing.

b) **Safety & Security:**

It was noted that the remaining astragals for the interior mechanical doors are set to be installed shortly. It was also noted that the remaining parkade mirrors are on site and will be installed by the Building Supervisor.

3. **COMMITTEE REPORTS – CONT'D**

c) **Gym:**

i) **Functional Trainer Equipment:**

The Gym Committee requested the Strata Agent to provide a quotation for a functional trainer equipment in the gym and after review it was decided to **TABLE** the approval of this purchase until closer to the fiscal year-end to see where the fitness room budget is at. The Gym Committee will also be forwarding model numbers of similar machines from other vendors to the Strata Agent to follow up with regarding pricing.

ii) **Floor Mats:**

Council was presented with a quotation to install matting in half of the Yoga Area Room and after discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having ½ inch interlocking mats installed in this area.

It was also noted that there was a request from an Owner to have a bench press with bar and an ez curl bar with plates installed in the gym; however, due to liability reasons it was decided not to proceed with these purchases at this time.

4. **FINANCIAL REPORT**

Council reviewed the financial statements for period ending July 31st, 2013. It was noted the Strata is currently operating with a surplus of \$106,105 which can be attributed to the fact that many of the larger maintenance expenses have yet to occur this year. It was also noted that there is \$108,492.75 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending July 31st, 2013, as presented.

Arrears:

Council reviewed the accounts receivable list. Council instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

It was noted that the Developer has responded to the Council's deficiency list and that a number of items have now been completed. In addition, several new items were added

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

b) **Deficiency List – Cont'd:**

onto the current list and they have been forwarded to the Developer for corrective action. Furthermore, the exterior pond is currently not functioning and the Developer is making the necessary repairs under warranty.

c) **Elevators:**

It was noted that the report from Gunn Consultant Inc. has been received; however, there are areas in the report that requires clarification and the Strata Agent has forwarded these concerns to the consultant.

d) **Bazinga:**

As noted at the previous Council meeting, the Strata Council had requested a proposal from **Bazinga** as their one (1) year of free service was set to expire. **Bazinga** has responded and advised that they will be offering an additional free year at the building. Council will continue to monitor the usage and the Strata Agent will continue to post various memorandum and minutes on **Bazinga** as well.

6. **NEW BUSINESS**

a) **Resident Questionnaire Response:**

It was noted that the deadline for the Resident Questionnaire requesting feedback on various items such as Concierge Services, Janitorial Services, Landscaping, and Security at the building has passed. It was noted that overall, the responses received indicated that Residents are satisfied with the current level of services received.

b) **Elevator Camera Quotation:**

Council again reviewed a quotation from **IHN Media** to have cameras installed in the elevator and it was decided to **TABLE** this item again until closer to the fiscal year-end.

c) **Exterior Garbage Can in the Courtyard:**

It was noted that some Residents continue to drop their dog feces in the garbage can by the mailroom and Council will be speaking to the Commercial Representative regarding sharing the cost of installing an exterior garbage can to be located in the courtyard area.

d) **Security:**

It was noted that many Residents do not stop and wait for the gate to close before entering and/or exiting the parkade. The Strata Agent was asked to again include the quotation to install a green/red camera for the next Strata Council meeting.

e) **Motorcycle Parking:**

It was noted that there continues to be a large amount of motorcycles in the parkade and Strata will be looking at areas that can be converted into motorcycle parking only and rented out to Owners.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the July and August 2013 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Tuesday, October 8th, 2013** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:33 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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: 604-331-4268. Owners who are not yet on Pre-Authorized Debit (P.A.D.) Program, our preferred payment option, should contact the same number to obtain a form. The P.A.D. Program is a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**“MAYNARDS BLOCK”
STRATA CORPORATION EPS984
445 & 429 WEST 2ND AVE
1919 WYLIE STREET
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC**

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON WEDNESDAY, OCTOBER 9, 2013 AT 6:00 P.M.**

IN ATTENDANCE:

Joseph Tesoro (President)	Brian Leung
Brian Chernoff (Secretary)	Kevin Hoffman
Mark Mazzone (Representative of Aquilini Development)	

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRETS:

Bruce Clayman (Vice President)	Rajprit Mander (Treasurer)
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GUEST:

Eric Peterson, Gunn Consultant - President

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:48 p.m.

2. **GUEST PRESENTATION**

At the previous Council meeting, it was noted that the elevator report from Gunn Consultant had been received and that it required clarification on various issues. The Strata Agent arranged to have Eric Peterson of Gunn Consultant, present at tonight's meeting to discuss these concerns with the Strata Council. After a lengthy discussion where these concerns were laid out, Mr. Peterson advised that Gunn Consultant will be arranging to have another inspection done to review the various outstanding issues that were not mentioned in the report. The Strata Agent will be arranging this directly with Gunn Consultant. Mr. Peterson was then thanked for attending the meeting and dismissed.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes for September 10th, 2013 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

4. COMMITTEE REPORTS

a) Building and Landscape:

Council was presented with a landscape contract proposal which Brian Leung was able to have revised with a 1.5% increase instead of the 2.5% that was originally proposed by Paraspace. After discussion it was **MOVED, SECONDED, and CARRIED** to proceed with awarding the contract to Paraspace.

It was noted that pets continue to defecate on the boulevards of West 2nd Avenue and Wylie Street. Council will be reviewing different options to resolve this issue.

b) Safety & Security:

It was noted that some Residents are still unfamiliar with the easement related to the Commercial portion of the building and their right to access the courtyard for the use of the elevator at 429 West 2nd Avenue. As per the easement, the courtyard gate must remain open to allow unimpeded access for the Commercial Tenants to use the elevator. The main garage gate must also remain open under the same access easement. Currently both gates are open from 7:00 a.m. to 10:00 p.m.

c) Gym:

It was noted that the matting for the Yoga Room has been ordered and is expected to arrive in approximately a week.

5. FINANCIAL REPORT

Council reviewed the financial statements for period ending August 31st, 2013. It was noted the Strata is currently operating with a surplus of \$106,200 and that there is \$115,991.92 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending August 31st, 2013, as presented.

Arrears:

Council reviewed the accounts receivable list. Council instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

6. BUSINESS ARISING FROM PREVIOUS MEETING / MANAGEMENT REPORT

a) PM Report:

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

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

- b) **Deficiency List:**
Council reviewed the current outstanding deficiency list.
- c) **Green/Red Stop Light:**
Council reviewed the quotation to install a Green/Red Stop Light on the parkade gate and after discussion it was **MOVED, SECONDED, and CARRIED** to proceed with having this completed.

7. **NEW BUSINESS**

- a) **Insurance Renewal:**
It was noted that the insurance has been renewed with Intercon Insurance Services Limited.
- b) **Elevator Camera Quotation:**
Council again reviewed a quotation to install cameras in all of the elevators. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this completed and also to have the display monitors installed in the elevators to offset the cost of the cameras.
- c) **Exterior Bench:**
A concern was raised by an Owner regarding a bench outside of building 445 as it is not located under a glass awning. The Strata Agent was advised to look into the possibility of having this bench moved.
- d) **Request for usage of the Mechanical Room:**
The Strata Agent presented to Council a request from Klassen Technologies, an access control contractor, to lease a portion of a mechanical room to store some of their supplies. It was **MOVED, SECONDED, and CARRIED** to proceed with allowing this once the Strata Agent has negotiated the rate with them.
- e) **Residential Doors Cleanliness:**
It was noted that there are quite a few Residential doors that have been become unsightly with dirt and finger prints and the Strata Agent was advised to speak to the cleaning contractor in regards to having these doors wiped down.

8. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

8. **CORRESPONDENCE – CONT'D**

Strata Council reviewed the September 2013 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

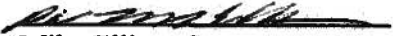
9. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Thursday, November 27th, 2013** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

10. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:05 p.m.

Respectfully submitted,


Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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.

"MAYNARDS BLOCK"
STRATA CORPORATION EPS984
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MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984, "MAYNARDS BLOCK", 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE 2ND FLOOR AT 445 WEST 2ND AVE, ON WEDNESDAY, NOVEMBER 27TH, 2013 AT 6:30 P.M.

IN ATTENDANCE:

Joseph Tesoro (President)	Brian Leung
Brian Chernoff (Secretary)	Kevin Hoffman
Rajprit Mander (Treasurer)	
Mark Mazzone (Representative of Aquilini Development)	

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRETS:

Bruce Clayman (Vice President)

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:28 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes for October 9th, 2013 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **COMMITTEE REPORTS**

a) **Safety & Security:**

i. **Parkade Mirror:**

It was noted that one of the parkade mirrors leading from level P2 to P3 is cracked. However as it is not posing any safety hazard, it was decided to leave it as is for now and monitor it.

ii. **Block Watch Program:**

It was noted that Brian Chernoff is currently gathering the required information to form a Block Watch Program for the building. It was **MOVED, SECONDED, and CARRIED** to proceed with this program once the information is received.

3. **COMMITTEE REPORTS – CONT'D**

b) **Gym:**

It was noted that the Gym Committee will be forwarding the Strata Agent various options on new Gym equipment and the Strata Agent will be obtaining prices once received.

4. **FINANCIAL REPORT**

Council reviewed the financial statements for period ending September 30th, 2013. It was noted the Strata is currently operating with a surplus of \$113,423 and that there is \$125,677.96 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending September 30th, 2013, as presented.

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

Council reviewed the deficiency item list and it was noted that the 15 month Common Area warranty expiration date is on January 10th, 2014 and it was **MOVED, SECONDED, and CARRIED** that the Strata Corporation will be forwarding any outstanding items on this list to Travelers Home Warranty in order to preserve the warranty for these items. The Developer will also be copied on the correspondence.

c) **Elevators:**

It was noted that **Gunn Consultants** has revised the initial report regarding the elevators and this was forwarded to **Thyssenkrupp Elevators** for rectification. As a result **ThyssenKrupp Elevators** has replaced the guides on the elevators in the West Building (445 West 2nd Avenue) which has greatly improved the ride quality. **Thyssenkrupp** will continue to be on site to complete the remaining minor maintenance deficiencies that were noted on the report.

d) **Bench Relocation:**

It was noted that there was a request to move the bench that is located outside the front lobby of 445 West 2nd Avenue so that it would be under the canopy to block rain; however, the Commercial bathroom vents to this area and due to this and the associated costs it was decided not to proceed with this.

6. **NEW BUSINESS**

a) **Dryer Vent Quotations:**

Council was presented with two (2) quotations for dryer vent cleaning and after discussion it was **MOVED, SECONDED, and CARRIED** to proceed with **Champion** after obtaining discount pricing as they are also the building's exterior window cleaner. Owners are reminded to ensure that their booster fans are always on when doing their laundry to ensure that all of the lint is exiting the exhaust vent which will maximize the efficiency of the dryer.

b) **Parking Gate Green/Red Stop Light:**

It was noted that the "Green/Red Stop" Light has now been installed in the parkade. Owners are reminded to wait for the gate to fully close before driving away. If there is a car behind you when entering the parkade, the green light will signal to let you know that they have a fob and you can allow them to follow you in.

It was **MOVED, SECONDED, and CARRIED** to adopt the following rule:

Building and Security

13(2) A Resident shall wait for the overhead gate to close fully before driving away.

The Strata Agent was advised to obtain pricing on a "Stop" sign/line and to install a speed bump for this area.

c) **Stairwell #8:**

The Strata Agent was advised to obtain signage for the fire exit door located at Stairwell #8 to advise Residents to open the door cautiously when exiting as it is a high traffic area.

d) **Recycling:**

The Strata Agent was advised to remind the Concierge that when the recycling is being emptied to ensure that their presence is known to the vagrants who go through the bins on the street.

e) **Christmas Bonus:**

Council discussed issuing a Christmas bonuses to the onsite building staff and it was **MOVED, SECONDED, and CARRIED** to proceed with this.

f) **AGM Package:**

Council was presented with a draft AGM package for a review and discussion. The package included bylaws which will be presented to Owners at the AGM as well as a proposed operating budget that has no proposed increase in Strata fees. After review, it was **MOVED, SECONDED, and CARRIED** to proceed with approving the AGM package as presented. The Annual General Meeting has been tentatively scheduled for **January 23rd, 2014**. Official notice of the meeting will be sent to all Owners in accordance with the *Strata Property Act*.

6. **NEW BUSINESS – CONT'D**

g) **Concierge Service:**

The Council again reviewed the current level of the concierge service and is satisfied with the current level of service being received.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the September 2013 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

8. **NEXT MEETING**

The next meeting will be an **Annual General Meeting**. It has been scheduled for Thursday, January 23rd, 2014 at 7:00 p.m. *Official notice of the meeting will be sent to all owners in accordance with the noted provisions of the Strata Property Act.*

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:05 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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 HOLIDAY HOURS

FRIDAY, DECEMBER 13 th	CLOSED AT 1:00 PM
TUESDAY, DECEMBER 24 th	CLOSED AT 3:00 PM
WEDNESDAY, DECEMBER 25 th	CLOSED
THURSDAY, DECEMBER 26 th	CLOSED
TUESDAY, DECEMBER 31 ST , 2013	CLOSED AT 3:00 PM
WEDNESDAY, JANUARY 1 ST , 2014	CLOSED

**“MAYNARDS BLOCK”
STRATA CORPORATION EPS984
445 WEST 2ND AVE
1919 WYLIE STREET
429 WEST 2ND AVE
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC**

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF
MAYNARDS BLOCK, STRATA PLAN EPS984, HELD IN THE ARBUTUS
BALLROOM, HOLIDAY INN VANCOUVER-CENTRE, 711 WEST BROADWAY,
VANCOUVER, BC, V5Z 3Y2 ON THURSDAY, JANUARY 23RD, 2014 AT 6:30 P.M.**

IN ATTENDANCE

Total of 85 Owners represented either in person or by proxy.

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

Chris Sargent, Senior Strata Agent

Arlet Barolo, Strata Agent

Mike Elliott, Strata Agent

Joanna Ong, Administrative Assistant

1. **CALL TO ORDER**

At 6:30 p.m., the Strata Agent informed the Owners that a quorum did not exist. Therefore, in accordance with the *Strata Property Act* section 48(3), the Meeting will reconvene at 7:00 p.m. For your information, the act reads:

(3) Unless otherwise provided in the bylaws, if within 1/2 hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting stands adjourned to the same day in the next week at the same place and time but, if on the day to which the meeting is adjourned a quorum described in subsection (2) is not present within 1/2 hour from the time appointed for the meeting, the eligible voters present in person or by proxy constitute a quorum.

After ½ an hour, the Strata Agent informed the Owners there is quorum and the meeting was officially called at 7:00 p.m. by Strata President Joseph Tesoro. It was agreed that Mr. Chris Sargent would facilitate and assist in chairing the Annual General Meeting along with the assistance of Mr. Mike Elliott.

2. **CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

Mr. Chris Sargent informed the Owners that a quorum existed. A total of 85 Owners were present either in person or by proxy.

3. **FILING PROOF OF NOTICE OF MEETING**

As per the notice provisions of the *Strata Property Act*, whenever an Annual General Meeting is called, the Owners have to be notified at least 2 weeks in advance of the meeting. The notice of tonight's meeting was mailed out on January 3rd, 2014, which is in compliance with the *Act*. Therefore, it was **MOVED, SECONDED, and CARRIED** to declare the notice of the Annual General Meeting to have been received in compliance with the notice provisions of the *Strata Property Act*.

4. **MINUTES OF THE PREVIOUS MEETING**

The General Membership was informed that a copy of the November 21st, 2012 Annual General Meeting minutes was enclosed with the notice of the meeting for the Owners' review.

There being no errors or omissions or changes, it was **MOVED, SECONDED and CARRIED** to approve the minutes of the Annual General Meeting of November 21st, 2012 as presented.

5. **FINANCIAL REPORT**

Mr. Chris Sargent reviewed the year-end financial statements for Strata plan EPS984 for the period ending November 30th, 2013. Owners were informed that the Strata Corporation had ended the fiscal period with an operating surplus in the amount of \$76,728. The amount of the contingency fund was \$140,714.76.

After a question and answer period, it was **MOVED, SECONDED and CARRIED** to approve the financial statements for the period ending November 30th, 2013 as presented and subject to an audit.

6. **PROPOSED OPERATING BUDGETS FOR 2013/2014**

Mr. Chris Sargent reviewed the proposed operating budget for the 2013/2014 fiscal period and the assumptions used for calculating the anticipated revenues and expenses. The Owners were informed that the proposed operating budget assumes no increase in the overall strata fees and will be starting retroactively December 1st, 2013.

After discussion, it was **MOVED, SECONDED and CARRIED** to approve the 2013/2014 operating budget with no increase in the overall strata fees as presented.

7. **¾ VOTE RESOLUTIONS**

a) **¾ Vote Resolution "A" – Opting out of a Depreciation Report**

WHEREAS:

1. The Strata Corporation, Strata Plan EPS984 – "Maynards Block" is proposing to commission a depreciation report as required at this time by section 94(2) of the *Strata Property Act*.
2. And whereas payment for such report has been allocated in the 2013/2014 Operating Budget.
3. And whereas should the Owners of Strata Plan EPS984 – "Maynards Block" decide not to approve the budget as presented and not to commission a report at this time, a ¾ vote would have to be held in order to ensure that the Strata Corporation is in compliance with the *Strata Property Act*.

BE IT THEREFORE RESOLVED, BY A ¾ VOTE RESOLUTION that the Owners, Strata Corporation EPS984 – "Maynards Block" hereby:

1. The Owners, Strata Plan EPS984 – "Maynards Block" **APPROVE** to opt out of commissioning a depreciation report as required by the *Strata Property Act* for the next fiscal year and to review this again at the next Annual General Meeting.

The ¾ vote resolution as presented was **MOVED** and **SECONDED** and the floor was open for discussion. The Owners were informed that changes to the *Strata Property Act* regulations have been made and as a result a depreciation report is now mandatory for Strata Corporations unless they vote not to complete one. A depreciation report provides the life expectancy of the various building components such as carpets in the hallways, water pipes, elevators, etc. for the next thirty (30) years and also provides a replacement cost of each item and the year that it is anticipated that it will be replaced. After discussion, the ¾ vote was put to a vote and it was **APPROVED**.

b) **¾ Vote Resolution "B" – Addition of new Bylaws to the existing registered Bylaws**

WHEREAS:

1. The Owners, Strata Corporation EPS984 – "Maynards Block", would like to add new bylaws to the existing registered bylaws.

BE IT THEREFORE RESOLVED, BY A ¾ VOTE RESOLUTION that the Owners, Strata Corporation EPS984 – "Maynards Block" hereby:

7. **¾ VOTE RESOLUTIONS – CONT'D**

b) **¾ Vote Resolution “B” – Addition of new Bylaws to the existing registered Bylaws – Cont'd**

1. The Owners, Strata Corporation EPS984 – “Maynards Block”, **APPROVE** the attached proposed bylaws approved as additions.

The ¾ vote resolution was **MOVED** and **SECONDED** and the floor was opened for discussion.

It was **MOVED** and **SECONDED** to amend bylaw 3(7)(b) to delete “*small to medium sized dogs defined as less than 62 cm (24 in) tall from the shoulder to the floor when standing normally*”. There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **DEFEATED**.

It was **MOVED** and **SECONDED** to amend bylaw 3(7) to add “*residents are allowed to dry their clothes on their balcony*.” There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **DEFEATED**.

It was **MOVED** and **SECONDED** to amend bylaw 3(12) to add “*drying of laundry on the balcony is not considered storage*.” There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **DEFEATED**.

It was **MOVED** and **SECONDED** to amend bylaw 14 to add “*without the prior written consent of Council*.” There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **DEFEATED**.

It was **MOVED** and **SECONDED** to amend bylaw 37(c) to “*should be aware that the Strata Corporation shall have the right to terminate the tenancy of any tenant that the Strata Corporation considers objectionable or a nuisance; this is in accordance with section 138 of the Strata Property Act; and*”. There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **CARRIED**.

It was **MOVED** and **SECONDED** to amend bylaw 38(9) to add “*clean up to the Owner ... of the Strata Lot*.” There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **CARRIED**.

It was **MOVED** and **SECONDED** to amend bylaw 39(13) to add “*Please refrain from dropping ... weights on the floor/mats*.” There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **CARRIED**.

7. **¾ VOTE RESOLUTIONS – CONT'D**

b) **¾ Vote Resolution “B” – Addition of new Bylaws to the existing registered Bylaws – Cont'd**

It was **MOVED** and **SECONDED** to amend bylaw 40(5) to replace “Attendant” with “*Concierge*”. There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **CARRIED**.

It was **MOVED** and **SECONDED** to amend bylaw 40(8) to replace “Member” with “*Resident*”. There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **CARRIED**.

It was **MOVED** and **SECONDED** to amend bylaw 43 to amend “1:00 p.m. and 4:00 p.m.” to “10:00 a.m. and 6:00 p.m.”. There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **DEFEATED**.

It was **MOVED** and **SECONDED** to amend bylaw 43 to amend “1:00 p.m. and 4:00 p.m.” to “10:00 a.m. and 4:00 p.m.”. There then was a discussion on the proposed amendment. It was then agreed to vote on the amendment and it was **CARRIED**.

It was then agreed to vote on the bylaw changes as presented and amended, and it **CARRIED**.

8. **INSURANCE REPORT**

Mr. Chris Sargent informed the Owners that the building is currently being insured for \$74,343,226 with \$10M coverage for general liability and \$10M coverage for Directors and Officers (Strata Council). The deductibles are as follows:

- 15% for earthquake damage
- \$25,000 for flood
- \$25,000 for sewer back up damage
- \$25,000 for water damage
- \$25,000 for lock and key
- \$5,000 for all property risks
- \$5000 for residential glass
- \$25,000 for pollution liability

The Owners were also reminded that the Strata Corporation’s insurance policy does not provide for individual contents, including in-suite betterments and improvements coverage. Owners must carry their own homeowner’s package for insurance, for such coverage including any improvements and liabilities. Investor Owners should also have insurance in the event that a loss occurs and the unit is not habitable. This would cover the Owners loss of revenue, i.e. rent. Furthermore, the Strata Corporation’s insurance policy only provides coverage for original fixtures within the Strata lots, i.e. original carpets, original cabinets, etc., that were installed by the Developer.

8. **INSURANCE REPORT – CONT'D**

The Owners were also informed that insurance rates for Strata Corporations are increasing anywhere from 25-60% based on recent events that have occurred around the world, specifically earthquakes. Buildings that are located in what insurers consider to be earthquake damage zones will have substantial increases in their premiums in 2013.

9. **ELECTION OF STRATA COUNCIL MEMBERS FOR 2013/2014**

Mr. Chris Sargent took the opportunity to thank the outgoing Strata Council Members for their contributions and efforts throughout the past year. The Owners expressed their appreciation by giving the Strata Council a round of applause. It was **MOVED, SECONDED, and CARRIED** to open the floor for volunteers and/or nominations and eight (8) Owners volunteered for Strata Council. It was then **MOVED, SECONDED, and CARRIED** to close all nominations. As there were more than 7 Owners who volunteered to be on Council, an election took place. After a tabulation of the votes, the following Owners were duly elected to serve on the Council:

Name
Brian Chernoff
Bruce Clayman
Brian Leung
Joseph Tesoro
Raj Mander
Stark Chao
Kevin Wu

There being no further questions, it was **MOVED, SECONDED, and CARRIED** to duly elect the volunteers to the 2013/2014 Strata Council.

10. **NEW BUSINESS**

a) **Concierge:**

An Owner raised a concern regarding one of the Concierge staff and they were asked to email the details to the Strata Agent.

b) **Gym Weights:**

An Owner raised a concern regarding Residents dropping weights in the gym and Council will continue to explore options to rectify this.

11. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting** to be determined at a later date (Strata Council Members only).

12. **TERMINATION OF MEETING**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Annual General Meeting at 8:33 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

RANCHO BENEFITS PROGRAM

Rancho is excited to announce that the **RANCHO BENEFITS PROGRAM** has been launched! Owners and Residents of Rancho managed buildings can avail of deals and discounts in paint, carpet cleaning, blinds cleaning, and with vendors such as Mark's Work Wearhouse and a lot more! To make use of these deals, simply sign up for **myRanchoStrata**. To register for myRanchoStrata, please visit <http://www.ranchovan.com/myRanchoStrata.cfm>. If you have any questions about the Program, please email ranchobenefits@ranchogroup.com.

**“MAYNARDS BLOCK”
STRATA CORPORATION EPS984
445 & 429 WEST 2ND AVE
1919 WYLIE STREET
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC**

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON WEDNESDAY, MARCH 5TH, 2014 AT 6:30 P.M.**

IN ATTENDANCE:

Joseph Tesoro (President)

Bruce Clayman (Vice President)

Brian Leung

Brian Chernoff (Secretary)

Stark Chao (Treasurer)

Kevin Wu

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

Chris Sargent, Senior Strata Agent

Mike Elliott, Strata Agent

REGRETS:

Rajprit Mander

1. ELECTION OF OFFICERS

Rancho informed the Strata Council that as this was the first meeting after the AGM, the first order of business was the election of officers. After discussion, it was **MOVED, SECONDED,** and **CARRIED** to elect the following members to the respective positions.

Joseph Tesoro - President

Bruce Clayman - Vice-President

Stark Chao – Treasurer

Brian Chernoff – Secretary

2. CALL TO ORDER

There being a quorum present, the meeting was officially called to order at 6:33 p.m.

3. APPROVAL OF PREVIOUS MEETING MINUTES

The Strata Council reviewed the Strata Council Meeting minutes of November 27, 2013 and after discussion, it was **MOVED, SECONDED,** and **CARRIED** to approve the minutes as presented.

The Council also reviewed the minutes of the Annual General Meeting minutes held on January 23rd, 2014 and advised they were not aware of any errors or omissions. These minutes will be presented at the next AGM for adoption by the General Ownership. It was also noted that Council signed the Form I and Rancho will be registering the bylaws that were approved at the Annual General Meeting with the Land Title Office.

4. **COMMITTEE REPORTS**

It was **MOVED, SECONDED, and CARRIED** to form the following committees with the respective representatives:

- Building and Landscaping – Brian Leung
- Safety and Security – Brian Chernoff
- Gym – Joseph Tesoro and Kevin Wu

a) **Building and Landscaping:**

The Building and Landscaping Committee reviewed a proposal with Council provided by **Paraspace Landscaping** relating to various improvements to the Common Areas. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this work completed. Council also reviewed a proposal to add landscaping to the Common flower bed on the 3rd floor of the Heritage Building; however, it was decided to **TABLE** this item for the time being.

It was noted that the Committee may also be investigating different options for the grass on the West 2nd Avenue Boulevard as pets continues to defecate on this area which is killing the grass.

b) **Safety and Security:**

The Safety and Security Committee gave a brief report and advised Council that they are recommending that two (2) more astragals be purchased and installed on exterior doors. Mr. Chernoff will be forwarding the details of the location to the Strata Agent.

i. **Canopy Glass:**

It has also been observed that quite a few of the glass canopy glass have been breaking as a result of items being dropped on them either from birds and/or Residents in the tower. The Strata Agent was advised to speak to the Glass Contractor regarding possible solutions to this issue.

c) **Gym:**

As previously discussed, the Gym Committee has been reviewing different options for additional equipment to be added to the gym and at their suggestion it was **MOVED, SECONDED, and CARRIED** to purchase a universal machine and a few smaller items.

The Strata Agent was also directed to complete a Fob Audit to determine how many Residents on average use the Gym.

5. **FINANCIAL REPORT**

Council reviewed the financial statements for periods ending December 31st, 2013 and January 31st, 2014. It was noted that as of January 31st, 2014, the Strata is currently operating with a surplus of \$9,216 and that there is \$155,782.30 in the Contingency Reserve Fund.

5. **FINANCIAL REPORT – CONT'D**

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for periods ending December 31st, 2013 and January 31st, 2014, as presented.

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **Deficiency List:**

It was noted that the deficiency list has been forwarded to Travelers, the third (3rd) party warranty, to preserve the warranty and Council is continuing to work with the Developer on having the remaining items completed.

b) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

7. **NEW BUSINESS**

a) **Audit Quotes:**

Council was presented with three (3) quotations to have an audit done of the previous fiscal year financial statements and after discussion it was **MOVED, SECONDED, and CARRIED** to proceed with having this completed by Deloitte.

b) **Meeting Room Upgrades:**

A suggestion was raised to make upgrades to the meeting room and after discussion it was decided to have the Strata Agent obtain a quotation to have a projector installed.

c) **Bazinga Website:**

It was noted that many of the items on the "Bazinga" are redundant with Rancho's website which is provided free of charge to the Strata and after discussion it was **MOVED, SECONDED, and CARRIED** to proceed with having only the minutes posted on the bazinga website.

d) **New Rule:**

Council reviewed various correspondence regarding Residents stopping on the ramp leading into the parkade which is a safety hazard and a inconvenience to other Residents. After discussion, it was **MOVED, SECONDED, and CARRIED** to adopt the following rule:

Building and Security

1 (1) Stopping a vehicle on the ramp going into the parkade is prohibited.

7. **NEW BUSINESS – CONT'D**

e) **Window Cleaning:**

It is noted that the window cleaning is scheduled to start on March 31st, 2014.

f) **Anytime Fitness:**

One of the Commercial Tenants, Anytime Fitness has been leaving their sandwich boards in the middle of the sidewalk and the Strata Agent was advised to contact the Owner in order to have this resolved as they must be touching the building as per City bylaws.

g) **Emergency Generator:**

A question was raised regarding the emergency generator and it was confirmed that it will come on should there be a power failure in the building and it will run for approximately 12 hours on a full tank of diesel. The emergency generator will power all main Common Area lighting, elevators, parkade gates, make-up air units, sump pumps, life line equipment, and security.

8. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the March 2014 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

9. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Thursday, April 10th, 2014** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

10. **TERMINATION**

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

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@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 6th Floor-1190 Hornby Street, Vancouver, BC, V6Z 2K5, on any Strata Corporation matter. Correspondence received will be presented to 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.

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, APRIL 10TH, 2014 AT 6:30 P.M.**

IN ATTENDANCE:

Joseph Tesoro (President)

Stark Chao (Treasurer)

Bruce Clayman (Vice President)

Kevin Wu

Brian Leung

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

Chris Sargent, Senior Strata Agent

Mike Elliott, Strata Agent

REGRETS:

Rajprit Mander

Brian Chernoff (Secretary)

1. CALL TO ORDER

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. APPROVAL OF PREVIOUS MEETING MINUTES

The Strata Council reviewed the Strata Council Meeting minutes of March 5, 2014 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. COMMITTEE REPORTS

a) Building and Landscaping:

The Building and Landscaping Committee advised Council that they recently performed a walk-through with **Paraspace Landscaping** and requested Council to approve approximately \$400 for various upgrades to the Common Areas. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with completing this work.

b) Safety and Security:

i. Courtyard Camera:

Council was presented with a quotation to have a 360 degree camera installed in the courtyard area by the front lobby and it was noted that the Commercial representative has agreed to cover a portion of the cost. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this completed.

3. **COMMITTEE REPORTS – CONT'D**

b) **Safety and Security – cont'd:**

ii. **Townhouse Doors:**

A discussion ensued regarding the security of the townhome door hardware and Council instructed the Strata Agent to obtain quotations for review.

c) **Gym:**

It was noted that the universal machine for the Gym is expected to arrive the week of April 14th, 2014. The Strata Agent was also advised to obtain a spray bottle and paper towel dispenser for the gym.

The noise of weights dropping onto the Gym floor continues to be an issue for a neighbouring unit and the Strata Agent was advised to speak to the Concierge and have them do more patrols of the Gym area and also when they hear weights drop at the desk below, to go up to determine who is dropping the weights.

4. **FINANCIAL REPORT**

Council reviewed the financial statements for period ending February 28th, 2014. It was noted that as of February 28th, 2014, the Strata is currently operating with a surplus of \$22,338 and that there is \$206,153.65 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending February 28th, 2014, as presented.

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **Deficiency List:**

It was noted that there are still some outstanding deficiency items to which the Developer has not yet provided a response. It was **MOVED, SECONDED, and CARRIED** to have the Strata Agent contact **Travelers Insurance** and request that they step in and offer assistance.

b) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

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

c) **HD Projector:**

The Strata Council was presented with various quotations to have an HD Projector installed in the meeting room as per the directions given at previous meeting minutes; however, after discussion, it was decided **NOT TO PROCEED** with purchasing this item.

6. **NEW BUSINESS**

a) **Car Vehicle Insurance:**

It was **MOVED, SECONDED, and CARRIED** to adopt the following rule:

Division 8 – Motor Vehicles and Parking

(1) *Only motorized, currently licensed and/or insured shall be parked on Corporation property designated or assigned spaces only. Motor vehicles not bearing current license plate or who not have provided a copy to the Concierge/Management in advance or displaying on the windshield a certificate of storage insurance (for a minimum of \$1,000,000.00 liability) may be towed away at the owner's expense or issued a bylaw infraction letter.*

b) **Building Concierge:**

Some concerns were raised about the level of service being offered by the current Concierge contractor and the Strata Agent will be forwarding various directives given by Council to management at CMI for rectification. The Strata Agent will also be sending Council the various directives that were given to CMI so that Council can monitor the extent that these directives are being followed.

The Strata Agent was also advised to obtain signage for the Concierge's desk to display the name of the Concierge on duty and contact information.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the April 2014 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.


8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Thursday, May 15th, 2014** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:06 p.m.

Respectfully submitted,


Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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. Owners should consult an insurance agent to ensure that they have proper coverage.

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“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, MAY 15TH, 2014 AT 6:30 P.M.**

IN ATTENDANCE:

Bruce Clayman (Vice President)

Brian Chernoff (Secretary)

Stark Chao (Treasurer)

Kevin Wu

Brian Leung

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

Chris Sargent, Senior Strata Agent

Mike Elliott, Strata Agent

REGRETS:

Joseph Tesoro (President)

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:32 p.m.

2. **COUNCIL RESIGNATION**

It was noted that Rajprit Mander sold his unit and tenured his resignation as a Strata Council Member of Maynards Block and the Council wishes him all the best in his future endeavors and thanks him for his time spent on Council.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes of April 10, 2014 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

4. **COMMITTEE REPORTS**

a) **Building and Landscaping:**

It was noted that the Building and Landscaping Committee had recently completed a walk-through with **Paraspace Landscaping** and is satisfied with the progress that is being made around the building. **Paraspace Landscaping** has been advised to increase the frequency of weed removal.

4. **COMMITTEE REPORTS – CONT'D**

b) **Safety and Security:**

i. **Townhouse Doors:**

As per the previous meeting minutes, the Strata Agent obtained quotations to have the security of the townhome doors upgraded. Council reviewed various quotations with regards to this and it was **MOVED, SECONDED, and CARRIED** to proceed with modifying the exterior townhome lights so that they come on at the same time as the common area lights (if possible). Security plates will also be placed on the doors. All townhome Owners are also encouraged to use the security system that was provided with their unit.

c) **Gym:**

It was noted that the new universal machine has arrived; however, some of the weights for the machine are on back order and are expected to be received shortly. It was also noted that a Resident had placed paper signs in the Gym advising other Residents not to drop weights on to the gym floor. The Strata Agent was advised to remove these signs and have more permanent signs placed in the Gym.

5. **FINANCIAL REPORT**

Council reviewed the Financial Statements for period ending March 31st, 2014. It was noted that as of March 31st, 2014, the Strata is currently operating with a surplus of \$37,116 and that there is \$251,373.82 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the Financial Statements for period ending March 31st, 2014, as presented.

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **Deficiency List:**

It was noted that the Developer has been on site to review outstanding deficiencies and the Council is also waiting to hear back from the adjustor from **Travelers Home Warranty**.

b) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

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

c) **Awnings:**

Council reviewed a quotation to have plexiglass installed on the glass awning that continues to break by the Southwest corner of the building 445 West 2nd Avenue.. However, it was decided to **TABLE** the approval of this item and simply leave the panels empty for the time being.

7. **NEW BUSINESS**

a) **Building Concierge:**

It was noted that there was recently an incident of a new Concierge leaving the front door open to allow air flow into the lobby area. The Strata Agent has advised the Concierge contractor that this is not acceptable and that the building will be providing a fan to the Concierge.

8. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by Email to melliott@ranchogroup.com.

Strata Council reviewed the April 2014 letter log. After reviewing the list, it was **MOVED, SECONDED, and CARRIED** to assess fines and warnings and instruct the Strata Agent to advise the Owners of Strata Council's decision.

9. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Thursday, June 12th, 2014** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

10. **TERMINATION**

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

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

COMMUNICATION

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.

"MAYNARDS BLOCK"
STRATA CORPORATION EPS984
445 & 429 WEST 2ND AVE
1919 WYLIE STREET
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984, "MAYNARDS BLOCK", 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE 2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, JUNE 12TH, 2014 AT 6:30 P.M.

IN ATTENDANCE:

Joseph Tesoro (President)

Stark Chao (Treasurer)

Bruce Clayman (Vice President)

Kevin Wu

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

Mike Elliott, Strata Agent

REGRETS:

Chris Sargent, Senior Strata Agent

Brian Chernoff (Secretary)

Brian Leung

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:35 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes of May 15th, 2014 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **COMMITTEE REPORTS**

a) **Building and Landscaping:**

It was noted that as Brian Leung of the Building and Landscaping Committee, was not present at tonight's meeting and it was decided to **TABLE** any discussion of the landscaping.

b) **Safety and Security:**

i. **Townhomes:**

At the previous Council meeting, it was decided explore the option of modifying the exterior Townhome lights so that they turn on at the same time as the Common Area lights. After further investigation, it was noted that this would be quite costly and that conduit would have to be run on the exterior walls of all of the Townhomes. Council instructed the Strata Agent to obtain quotations to have motion sensor lights installed on all the Townhomes and forward the quotations to Council for review.

3. **COMMITTEE REPORTS – CONT'D**

b) **Safety and Security cont'd:**

ii. **Exterior Gates:**

The Strata Agent was advised to obtain signage for the exterior gates noting that the area is under surveillance.

c) **Gym:**

It was noted that some equipment is still missing from the order that was placed and the Strata Agent was advised to continue to follow up with the supplier with regard to this. The Gym Committee will also be doing a walk-through of the Gym area and provide notes to the Strata Agent to pass along to the Gym Maintenance Contractor.

4. **FINANCIAL REPORT**

Council reviewed the Financial Statements for period ending April 30th, 2014. It was noted that as of April 30th, 2014, the Strata is currently operating with a surplus of \$37,004 and that there is \$259,952.53 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the Financial Statements for period ending April 30th, 2014, as presented. (To be confirmed by Stark.)

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **Deficiency List:**

Council was presented with an updated Deficiency List and it was noted that Council is continuing to work with the Developer on resolving the outstanding issues and that the list is down to 18 outstanding items from the original Deficiency List of 136 items.

b) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

6. **NEW BUSINESS**

a) **Commercial Tenant:**

It was noted that PetSmart will be the new Commercial Tenant in the Heritage Building and the Strata Agent was advised to continue to work with the Commercial Property Manager to ensure that the extra foot traffic will not have a negative impact on the Residential Courtyard. The Strata Agent was also advised to obtain signage for the Courtyard noting that this is area is for Residents of Maynards Block only.

6. **NEW BUSINESS – CONT'D**

b) **Yard Sale:**

A concern was raised regarding a yard sale that was held by a Resident was raised and after discussion, it was **MOVED, SECONDED, and CARRIED** to adopt the following rule:

Use of Property

(1) *An owner, tenant or occupant must not use or permit a Residential Lot to be used for a commercial purpose or any purpose other than that of a private, single family, residential dwelling, provided that, if permitted under the Bylaws of the City of Vancouver, this bylaw does not prohibit an owner, tenant or occupant from having an ancillary home-based business that does not involve client or customer attendance at the Residential Lot nor more than 3 deliveries per day to the Residential Lot.*

c) **Move In/Out:**

It was noted that some Owners have witnessed people moving in/out without having the elevator pads up and the Strata Agent was advised to follow up with the Concierge to ensure that they are following the move in/out procedures. The Strata Agent was also advised to direct the Concierge to be more diligent with moving trucks that are blocking the entrance way to the parkade.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by email to melliott@ranchogroup.com.

Strata Council reviewed the June letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision. It was also **MOVED, SECONDED and CARRIED** to assess fines for any units that have not paid their strata fees, special levies, and/or charge backs.

8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Thursday, July 10th, 2014** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:35 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

RANCHO'S INTERNET SITE

Please be advised we have recently 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.

**“MAYNARDS BLOCK”
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445 & 429 WEST 2ND AVE
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VANCOUVER, BC**

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984, “MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE 2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, JULY 10TH, 2014 AT 6:30 P.M.

IN ATTENDANCE:

Stark Chao (Treasurer)
Kevin Wu

Brian Chernoff (Secretary)

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRETS:

Joseph Tesoro (President)
Brian Leung

Bruce Clayman (Vice President)

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:35 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes of June 12th, 2014 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **COMMITTEE REPORTS**

a) **Building and Landscaping:**

Council reviewed a proposal from **Paraspace Landscaping** and it was **MOVED, SECONDED, and CARRIED** to proceed with the installation of top soil to cover the exposed irrigation lines and to **TABLE** the approval of the remaining items until the Landscaping Committee is able to provide their thoughts on the various issues.

b) **Safety and Security:**

In response to the recent break-ins into the locker rooms, the Council obtained quotations to complete further security upgrades to the building including adding knob guards to all parkade doors. After a discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with these items. The Strata Agent was also advised to remove any signs that identify a room and they will all just be numbered. One of the bicycle rooms will also be converted to a high security bicycle room for any Owners who wish to pay an additional fee and a memo will be posted in this regard.

3. **COMMITTEE REPORTS – CONT'D**

c) **Gym:**

There were no items to report from the Gym Committee.

4. **FINANCIAL REPORT**

Council reviewed the Financial Statements for period ending May 31st, 2014. It was noted that as of May 31st, 2014, the Strata is currently operating with a surplus of \$35,044 and that there is \$268,545.27 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the Financial Statements for period ending May 31st, 2014, as presented.

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

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

a) **Deficiency List:**

It was noted that there are still remaining items on the Deficiency List and the Strata Council is continuing to work with the Developer to have these items rectified.

b) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

6. **NEW BUSINESS**

a) **Garbage Room:**

It was noted that there is a strong odour emanating from the Garbage Room and the Strata Agent advised that he will be obtaining a quotation to have an ozonator installed in the room and that the cleaning contractor has already been advised of this issue.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by email to melliott@ranchogroup.com.

7. **CORRESPONDENCE – CONT'D**

Strata Council reviewed the July letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision. It was also **MOVED, SECONDED and CARRIED** to assess fines for any units that have not paid their strata fees, special levies, and/or charge backs.

8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) tentatively scheduled for **Thursday, August 14th, 2014 at 6:30 p.m.** in the meeting room on the 2nd floor at 445 West 2nd Ave.

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:27 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
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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.

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VANCOUVER, BC**

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, OCTOBER 9TH, 2014 AT 6:30 P.M.**

IN ATTENDANCE:

Joseph Tesoro (President)	Brian Leung
Stark Chao (Treasurer)	Kevin Wu
Brian Chernoff (Secretary)	

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRET:

Bruce Clayman (Vice President)

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:35 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes of September 4th, 2014 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **FINANCIAL REPORT**

Council reviewed the Financial Statements for period ending August 31st, 2014. It was noted that as of August 31st, 2014, the Strata is currently operating with a surplus of \$38,464 and that there is \$294,472.23 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the Financial Statements for period ending August 31st, 2014, as presented.

Draft Proposed Operating Budget:

Council was presented with a draft proposed operating budget for the next fiscal year for review which included forecasted year-end numbers to be presented to the Owners at the upcoming Annual General Meeting. Council discussed this briefly and will review again, further at the next Council meeting.

3. **FINANCIAL REPORT – CONT'D**

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

4. **COMMITTEE REPORTS**

a) **Building and Landscaping:**

The Landscaping Committee presented to Council a quotation from **Paraspace Landscaping** with regard to various recommendations for the Common Area landscaping. After discussion, it was decided to proceed with a few of the items and to obtain more information on some of the other items before proceeding.

The issue of pets defecating/urinating on Common Property was also discussed. Residents are reminded that allowing your pets to do this kills the landscaping and the cost to rectify this comes directly out of the landscaping budget and increases Strata fees.

b) **Safety and Security:**

i. **Building Break-In**

As per the memorandum posted, a bicycle storage room was broken into and it was noted that Council is continuing to work with the police department on this particular issue. It was also **MOVED, SECONDED, and CARRIED** to have a camera installed in the hallway leading to the bicycle storage rooms.

Council will also be obtaining pricing for high security locks for the Common Area doors.

c) **Gym:**

Council reviewed three (3) quotations for a new bench in the gym and after discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with this. Council will also be looking at re-upholstering the existing gym equipment that has ripped.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

It was noted that there are still remaining items on the Deficiency List and the Strata Council is continuing to work with the Developer to have these items rectified.

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

c) **Parkade Cleaning:**

It was noted that the parkade is again in need of cleaning and the Strata Agent was advised to coordinate this.

d) **Cracked Convex Mirror in Parkade:**

It was noted that there is a cracked convex parkade mirror and the Strata Agent was advised to have this replaced.

e) **Garbage Room:**

It was noted that the odour in the garbage room has improved; however, it is still an issue and the Strata Agent was advised to follow up with Five Star Building Maintenance on this item. The Strata Agent was also advised to obtain a hand sanitizer dispenser to be placed in the garbage room.

f) **Commercial Parking:**

It was noted that one of the Commercial Tenant has placed their own signage in the parkade and the Strata Agent was advised to speak to the Commercial Property Manager to ensure that a proper directory is installed for all of the Commercial Tenants.

g) **“Green/Red” Stop Light:**

Council once again discussed the “Green/Red” Stop Light and it was **MOVED, SECONDED, and CARRIED** to have another “Green/Red” Stop Light install by the second (2nd) Residential parkade gate.

Owners are reminded to wait for the gate to fully close before driving away. If there is a car behind you when entering the parkade, the green light will signal to let you know that they have a fob and you can allow them to follow you in.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by email to melliott@ranchogroup.com.

Strata Council reviewed the September letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision. It was also **MOVED, SECONDED and CARRIED** to assess fines for any units that have not paid their strata fees, special levies, and/or charge backs.

7. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) scheduled for **Thursday, November 13th, 2014 at 6:30 p.m.** in the meeting room on the 2nd floor at 445 West 2nd Ave.

8. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:17 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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.

"MAYNARDS BLOCK"
STRATA CORPORATION EPS984
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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
"MAYNARDS BLOCK", 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, SEPTEMBER 4TH, 2014 AT 6:30 P.M.**

IN ATTENDANCE:

Joseph Tesoro (President)	Brian Leung
Stark Chao (Treasurer)	Kevin Wu

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRETS:

Bruce Clayman (Vice President)	Brian Chernoff (Secretary)
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1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:37 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes of July 10th, 2014 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **FINANCIAL REPORT**

Council reviewed the Financial Statements for periods ending June 30th and July 31st, 2014. It was noted that as of July 31st, 2014, the Strata is currently operating with a surplus of \$27,799 and that there is \$286,055.56 in the Contingency Reserve Fund.

The Strata Agent was asked by the Treasurer to look into a possible double billing by the Janitorial Contractor and report back to Council. The Strata Agent was also advised to look into the Hydro expense for the month of June.

It was **MOVED, SECONDED, and CARRIED** to approve the Financial Statements for periods ending June 30th and July 31st, 2014, as presented.

It was also noted that the audit of the financial statements has been completed by Deloitte LLP.

3. **FINANCIAL REPORT – CONT'D**

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

4. **COMMITTEE REPORTS**

a) **Building and Landscaping:**

Council was presented with the maintenance renewal contract from Paraspace Landscaping. It was noted that prior to this meeting, Mr. Brian Leung had been in negotiation with Paraspace Landscaping and was able to negotiate a lower contract. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with renewing the maintenance contract.

b) **Safety and Security:**

i. **Exterior Gate:**

It was noted that there have been ongoing issues with the exterior courtyard gates and despite multiple gate hinges and closers that the gates are still not functioning correctly. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having NIKLS complete the replacement of the exterior gates so that they have properly installed headers and commercial door closers.

ii. **Cameras:**

Council was presented with a quotation to have four (4) new cameras installed in the Common Areas including the Courtyard and Parkade. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having these cameras installed.

c) **Gym:**

The Gym Committee reviewed correspondence sent in by an Owner and after discussion the Council instructed the Strata Agent to respond to the Owner.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

It was noted that the Developer has completed eight (8) more items listed on the deficiency list since the last Council meeting and the Strata Council is continuing to work with the Developer to have the remaining items rectified.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by email to melliott@ranchogroup.com.

Strata Council reviewed the August letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision. It was also **MOVED, SECONDED and CARRIED** to assess fines for any units that have not paid their strata fees, special levies, and/or charge backs.

7. **NEW BUSINESS**

a) **SHAW Go WIFI:**

Council was presented with a proposal from **SHAW Go WIFI** to have wireless internet installed in the Common Area Lobbies of the buildings. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this installed.

b) **Common Area Cleaning:**

The Strata Agent was advised to follow up with **Five Star Building Maintenance** to ensure that the cleaners are including the fire stairways in their weekly routines.

8. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) tentatively scheduled for **Thursday, October 9th, 2014 at 6:30 p.m.** in the meeting room on the **2nd** floor at **445 West 2nd Ave.**

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:46 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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: 604-331-4252. 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 a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**“MAYNARDS BLOCK”
STRATA CORPORATION EPS984
445 & 429 WEST 2ND AVE
1919 WYLIE STREET
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC**

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, NOVEMBER 13TH, 2014 AT 6:30 P.M.**

IN ATTENDANCE:

Joseph Tesoro (President)	Brian Chernoff (Secretary)
Bruce Clayman (Vice President)	Brian Leung
Stark Chao (Treasurer)	Kevin Wu

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting minutes of October 9th, 2014 and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

3. **FINANCIAL REPORT**

Council reviewed the Financial Statements for period ending September 30th, 2014. It was noted that as of September 30th, 2014, the Strata is currently operating with a surplus of \$32,081 and that there is \$303,764.09 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the Financial Statements for period ending September 30th, 2014, as presented.

Draft Proposed Operating Budget:

Council again discussed the draft proposed operating budget for the 2014/2015 fiscal year and it was noted that there is no proposed increase in the strata fees. The official notice of the Annual General Meeting will be mailed out to all Owners in accordance to the Strata Property Act.

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

4. **COMMITTEE REPORTS**

a) **Building and Landscaping:**

As per direction provided at the previous Council Meeting, the Strata Agent has advised **Paraspace Landscaping** to proceed with a number of items and the Agent was advised to continue to follow up to ensure that this is completed in a timely manner.

b) **Safety and Security:**

It was noted that a number of security upgrades are expected to be completed the week of November 21, 2014, including addition of new cameras as well as upgrades to various doors. A separate memo relating strictly to security updates will also be provided to Owners and Residents.

c) **Gym:**

It was noted that the new bench for the gym is expected to be received shortly. The Strata Agent also advised that he had obtained a quotation to have some of the padding for the gym equipment that has ripped replaced at a cost of \$300 and after discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this completed. Council is also currently working on obtaining a quotation to have air conditioning installed in the gym area.

It was also noted that there is drywall damage in the yoga room and the Strata Agent was advised to have this repaired.

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

a) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

b) **Deficiency List:**

It was noted that there are still remaining items on the Deficiency List and the Strata Council is continuing to work with the Developer to have these items rectified.

c) **Common Area Air Temperature:**

It was noted that some of the air temperature controls in the common areas are not locked out and the Strata Agent was advised to have this done so that Residents are not able to adjust the temperature as this has a negative effect on the building's mechanical system.

d) **Commercial Parking Lot:**

It was noted that there had been an increase in number of shopping carts being left in the commercial parking lot since the opening of Pet Smart. The Strata Agent was advised to speak to the commercial Property Manager regarding this. The Strata Agent will also look into having a guard rail installed in the elevator to protect it from damage.

e) **Enterphone Plaque:**

The Strata Agent was advised to follow up to see when the plaque with the information on how to contact the concierge will be installed on the enterphones and report back to the Council.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by email to melliott@ranchogroup.com.

Strata Council reviewed the September letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision. It was also **MOVED, SECONDED and CARRIED** to assess fines for any units that have not paid their strata fees, special levies, and/or charge backs.

7. **NEW BUSINESS**

a) **Rancho Management's Contact:**

Council was presented with a contact renewal from Rancho Management and after discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with this after Rancho agreed to hold the price for two years.


8. **NEXT MEETING**

The next meeting will be an **Annual General Meeting**. It has been tentatively scheduled for Thursday, January 15th, 2014 at 7:00 p.m. *Official notice of the meeting will be sent to all Owners in accordance with the noted provisions of the Strata Property Act.*

9. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:52 p.m.

Respectfully submitted,


Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
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Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

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

FRIDAY, DECEMBER 12TH, 2014	CLOSED AT 1:00 PM
WEDNESDAY, DECEMBER 24TH, 2014	CLOSED AT 3:00 PM
THURSDAY, DECEMBER 25TH, 2014	CLOSED
FRIDAY, DECEMBER 26TH, 2014	CLOSED
WEDNESDAY, DECEMBER 31ST, 2014	CLOSED AT 3:00 PM
THURSDAY, JANUARY 1ST, 2015	CLOSED

**“MAYNARDS BLOCK”
STRATA CORPORATION EPS984
445 WEST 2ND AVE
1919 WYLIE STREET
429 WEST 2ND AVE
408, 418, 428, 438, 448, 458, AND 468 WEST 1ST AVE
VANCOUVER, BC**

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF
MAYNARDS BLOCK, STRATA PLAN EPS984, HELD IN THE ARBUTUS
BALLROOM, HOLIDAY INN VANCOUVER-CENTRE, 711 WEST BROADWAY,
VANCOUVER, BC, V5Z 3Y2 ON THURSDAY, JANUARY 15TH, 2015 AT 6:30 P.M.**

IN ATTENDANCE

Total of 51 Owners represented either in person or by proxy.

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

Chris Sargent, Senior Strata Agent

Dan Cathcart, Strata Agent

Mike Elliott, Strata Agent

1. CALL TO ORDER

At the beginning of the meeting, the Owners were informed that a quorum was not present, and that in accordance with bylaw 27.9, the meeting would reconvene in 30 minutes. The number of Owners that were represented at that time would then constitute a quorum, in accordance with Bylaw 27.9 which states:

Voting

27 (9) If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.

The meeting was officially called to order at 7:00 p.m. by the Strata President Joseph Tesoro. It was agreed that Mr. Chris Sargent would facilitate and assist in chairing the Annual General Meeting along with the assistance of Mr. Mike Elliott.

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

Mr. Chris Sargent informed the Owners that a quorum existed. A total of 51 Owners were present either in person or by proxy.

3. FILING PROOF OF NOTICE OF MEETING

As per the notice provisions of the *Strata Property Act*, whenever an Annual General Meeting is called, the Owners have to be notified at least 2 weeks in advance of the meeting. The notice of tonight's meeting was mailed out on December 24th, 2014 which is in compliance with the *Act*. Therefore, it was **MOVED, SECONDED, and CARRIED** to declare the notice of the Annual General Meeting to have been received in compliance with the notice provisions of the *Strata Property Act*.

4. **MINUTES OF THE PREVIOUS MEETING**

The General Membership was informed that a copy of the January 23rd, 2014 Annual General Meeting minutes was enclosed with the notice of the meeting for the Owners' review.

There being no errors or omissions or changes, it was **MOVED, SECONDED** and **CARRIED** to approve the minutes of the Annual General Meeting of January 23rd, 2014 as presented.

5. **FINANCIAL REPORT**

Mr. Chris Sargent reviewed the year-end financial statements for Strata plan EPS984 for the period ending November 30th, 2014. Owners were informed that the Strata Corporation had ended the fiscal period with an operating surplus in the amount of \$18,915. The amount of the contingency fund was \$321,198.65.

After a question and answer period, it was **MOVED, SECONDED** and **CARRIED** to approve the financial statements for the period ending November 30th, 2014 as presented and subject to an audit.

6. **PROPOSED OPERATING BUDGETS FOR 2014/2015**

Mr. Chris Sargent reviewed the proposed operating budget for the 2014/2015 fiscal period and the assumptions used for calculating the anticipated revenues and expenses. The Owners were informed that the proposed operating budget assumes no increase in the overall strata fees and will be starting retroactively December 1st, 2014.

After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the 2014/2015 operating budget with no increase in the overall strata fees as presented.

7. **¾ VOTE RESOLUTIONS**

a) **¾ Vote Resolution "A" – Transfer the 2013/2014 Operating Surplus to CRF:**

"Be it therefore resolved, by a ¾ vote resolution that the Owners, Strata Corporation EPS984 – "Maynards Block" approved to transfer \$18,915 into the Contingency Reserve Fund for the 2013/2014 operating surplus."

The ¾ Resolution "A" was **MOVED** and **SECONDED**, and the floor was then opened for discussion.

After discussion, the ¾ Resolution "A" was put to a vote and it **CARRIED**.

7. **¾ VOTE RESOLUTIONS – CONT'D**

b) **¾ Vote Resolution “B” – Opt out of the Depreciation Report:**

“Be it therefore resolved, by a ¾ vote resolution that approved to opt out of commissioning a depreciation report as required by the Strata Property Act for the next fiscal year and to review this again at the next Annual General Meeting.”

The ¾ Resolution “B” was **MOVED** and **SECONDED**, and the floor was then opened for discussion.

After discussion, the ¾ Resolution “B” was put to a vote and it **CARRIED**.

c) **¾ Vote Resolution “C” – Perform Building Envelope Maintenance:**

“Be it therefore resolved, by a ¾ vote resolution that the Owners, Strata Corporation EPS984 – “Maynards Block” approved to perform building envelope maintenance. It was also approved to have the proposed work be paid by way from the Contingency Reserve Fund not to exceed in the amount of \$30,000.”

The ¾ Resolution “C” was **MOVED** and **SECONDED**, and the floor was then opened for discussion.

After discussion, the ¾ Resolution “C” was put to a vote and it **CARRIED**.

d) **¾ Vote Resolution “D” – Addition of new Bylaws to the existing registered Bylaws:**

“Be it therefore resolved, by a ¾ vote resolution that the Owners, Strata Corporation EPS984 approved the attached proposed bylaws approved as additions.”

The ¾ vote resolution was **MOVED** and **SECONDED** and the floor was opened for discussion.

A motion was **MOVED** and **SECONDED** to amend 38(15) to add “A Resident shall wait for the overhead gate to close fully before driving in or out of the parkade garage”. The amendment was then voted on and **CARRIED**.

It was then agreed to vote on the bylaw as presented and amended and it **CARRIED**.

7. **¾ VOTE RESOLUTIONS – CONT'D**

e) **¾ Vote Resolution “E” – Installation of Air Conditioning Units**

“Be it therefore resolved, by a ¾ vote resolution that the Owners, Strata Corporation EPS984 – “Maynards Block” approved to install air conditioning units in the boardroom and work out room. It was also approved to have the proposed work be paid by way from the Contingency Reserve Fund not to exceed in the amount of \$26,000.”

The ¾ vote resolution was **MOVED** and **SECONDED** and the floor was opened for discussion. A discussion ensued regarding the pros and cons and after it was put a vote and it was **DEFEATED**.

8. **INSURANCE REPORT**

Mr. Chris Sargent informed the Owners that the building is currently being insured for \$76,294,000 with \$10M coverage for general liability and \$10M coverage for Directors and Officers (Strata Council). The deductibles are as follows:

- 10% for earthquake damage (minimum \$100,000 deductible)
- \$10,000 for flood
- \$10,000 for sewer back up damage
- \$10,000 for water damage
- \$250 for lock and key
- \$5,000 for all other property risks
- \$1000 for Residential glass
- \$10,000 for pollution liability
- \$1,000 for equipment breakdown

The Owners were also reminded that the Strata Corporation’s insurance policy does not provide for individual contents, including in-suite betterments and improvements coverage. Owners must carry their own homeowner’s package for insurance, for such coverage including any improvements and liabilities. Investor Owners should also have insurance in the event that a loss occurs and the unit is not habitable. This would cover the Owners loss of revenue, i.e. rent. Furthermore, the Strata Corporation’s insurance policy only provides coverage for original fixtures within the Strata lots, i.e. original carpets, original cabinets, etc., that were installed by the Developer.

9. **ELECTION OF STRATA COUNCIL MEMBERS FOR 2014/2015**

Mr. Chris Sargent took the opportunity to thank the outgoing Strata Council Members for their contributions and efforts throughout the past year. The Owners expressed their appreciation by giving the Strata Council a round of applause. It was **MOVED**, **SECONDED**, and **CARRIED** to open the floor for volunteers and/or nominations and eight (8) Owners volunteered for Strata Council. It was then **MOVED**, **SECONDED**, and **CARRIED** to close all nominations.

9. **ELECTION OF STRATA COUNCIL MEMBERS FOR 2014/2015 – CONT'D**

As there were more than 7 Owners who volunteered to be on Council, an election took place. After a tabulation of the votes, the following Owners were duly elected to serve on the Council:

Name
Brian Chernoff
Bruce Clayman
Brian Leung
Joseph Tesoro
Stark Chao
Kevin Wu
Gagan Mann

There being no further questions, it was **MOVED, SECONDED, and CARRIED** to duly elect the volunteers to the 2014/2015 Strata Council.

10. **NEW BUSINESS**

a) **Gym Noise:**

An Owner raised a concern regarding the noise coming from the Gym Area. Strata Council will be looking into this.

b) **Elevator Noise:**

An Owner raised a concern regarding the elevator noise. Strata Council will be continuing to work with the elevator contractor to resolve this issue.


11. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting** scheduled for **Thursday, February 5th, 2015 at 6:30 p.m.** in the meeting room on the 2nd floor at 445 West 2nd Ave.

12. **TERMINATION OF MEETING**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the Annual General Meeting at 8:23 p.m.

Respectfully submitted,


Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan BCS4135
6th Floor - 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
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Email: melliott@ranchogroup.com

RANCHO BENEFITS PROGRAM

Rancho is excited to announce that the **RANCHO BENEFITS PROGRAM** has been launched! Owners and Residents of Rancho managed buildings can avail of deals and discounts in paint, carpet cleaning, blinds cleaning, and with vendors such as Mark's Work Wearhouse and a lot more! To make use of these deals, simply sign up for **myRanchoStrata**. To register for myRanchoStrata, please visit <http://www.ranchovan.com/myRanchoStrata.cfm>. If you have any questions about the Program, please email ranchobenefits@ranchogroup.com.

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS984,
“MAYNARDS BLOCK”, 445 & 429 WEST 2ND AVE, 1919 WYLIE STREET, 408, 418, 428, 438,
448, 458, AND 468 WEST 1ST AVE, VANCOUVER, BC HELD IN MEETING ROOM ON THE
2ND FLOOR AT 445 WEST 2ND AVE, ON THURSDAY, FEBRUARY 5TH, 2015 AT 6:30 P.M.**

IN ATTENDANCE:

Joseph Tesoro (<i>President</i>)	Brian Leung
Brian Chernoff (<i>Vice President</i>)	Kevin Wu
Stark Chao (<i>Treasurer</i>)	Gagan Mann

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

Chris Sargent, Senior Strata Agent
Mike Elliott, Strata Agent

REGRET:

Bruce Clayman (*Secretary*)

1. ELECTION OF OFFICERS

Rancho informed the Strata Council that as this was the first meeting after the AGM, the first order of business was the election of officers. After discussion, it was **MOVED, SECONDED,** and **CARRIED** to elect the following members to the respective positions.

Joseph Tesoro - President
Brian Chernoff - Vice-President
Stark Chao – Treasurer
Bruce Clayman – Secretary

2. CALL TO ORDER

There being a quorum present, the meeting was officially called to order at 6:38 p.m.

3. APPROVAL OF PREVIOUS MEETING MINUTES

The Strata Council reviewed the Strata Council Meeting minutes of Thursday, November 13th, 2014 and after discussion, it was **MOVED, SECONDED,** and **CARRIED** to approve the minutes as presented.

The Council also reviewed the minutes of the Annual General Meeting minutes held on January 15th, 2015 and advised they were not aware of any errors or omissions. These minutes will be presented at the next AGM for adoption by the General Ownership. It was also noted that Council signed the Form I and Rancho will be registering the bylaws that were approved at the Annual General Meeting with the Land Title Office.

4. **FINANCIAL REPORT**

Council reviewed the Financial Statements for period ending December 31st, 2014. It was noted that as of December 31st, 2014, the Strata is currently operating with a surplus of \$5,050 and that there is \$330,512.64 in the Contingency Reserve Fund.

It was **MOVED, SECONDED, and CARRIED** to approve the Financial Statements for period ending December 31st, 2014, as presented.

Arrears:

Council reviewed the accounts receivable list and instructed the Strata Agent to issue lien warning letters to those Owners in arrears requesting that they to bring their accounts up-to-date or face having a lien registered against their respective Strata Lot.

5. **COMMITTEE REPORTS**

It was **MOVED, SECONDED, and CARRIED** to form the following committees with the respective representatives:

- Building and Landscaping – Brian Leung
- Safety and Security – Brian Chernoff
- Gym – Joseph Tesoro and Kevin Wu

a) **Building and Landscaping:**

Mr. Brian Leung gave an update on the general landscaping around the building and the landscaping improvements that were recently approved.

b) **Safety and Security:**

Mr. Brian Chernoff gave a brief report to the Strata Council regarding the security of the building.

c) **Gym:**

The Gym Committee gave a brief report to the Strata Council.

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

a) **Deficiency List:**

It was noted that the Strata Council is continuing to work with the Developer on rectifying the outstanding deficiency items. It was noted that the Strata Agent will be contacting the Developer to request a timeline to complete the repairs.

b) **PM Report:**

The Strata Agent presented the current Property Manager report which was reviewed by the Strata Council. The list includes a number of items which have either been completed or are being worked on since the last meeting.

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

c) **Commercial Retail/Parking Space:**

It was noted that Aquilini Developments has sold their interest in the Commercial space and that Warrington PCI is representing the new Owners. The Strata Agent will be meeting with Warrington PCI to review the cost sharing agreement and easement.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Rancho's address is **6th Floor - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5**. Correspondence can be sent to the above address or by Fax to 604-684-1956 or by email to melliott@ranchogroup.com.

Strata Council reviewed the September letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision. It was also **MOVED, SECONDED and CARRIED** to assess fines for any units that have not paid their strata fees, special levies, and/or charge backs.

8. **NEW BUSINESS**

a) **Concierge Contract Renewal:**

The Strata Council was advised that CMI, the Concierge Contractor, has requested a 2% increase and after discussion, it was **MOVED, SECONDED, and CARRIED** to approve this increase on the condition that the increase goes towards the building staff.

The Strata Agent was also advised to inform CMI to have the staff be more diligent in terms of not allowing moving and delivery trucks to park too close to the parking entrance on Wylie Street. The Strata Agent was also advised to speak to CMI regarding the extra security guard brought in during moves.

b) **Project Access:**

The Strata Agent was advised to contact the Vancouver Police Department in regards to *Project Access*, which is a program set up to allow emergency access for police personnel in emergency situations when they cannot gain access to the building.

9. **NEXT MEETING**

The next Meeting will be a Strata Council Meeting (**Council Members only**) on **Thursday, March 12th, 2015** at 6:30 p.m. in the meeting room on the 2nd floor at 445 West 2nd Ave.

10. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9:37 p.m.

Respectfully submitted,



Mike Elliott, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agents for Strata Plan EPS984
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STRATA FEES/PRE-AUTHORIZED DEBIT

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