



# Pennyfarthing

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**MINUTES OF THE COUNCIL MEETING, STRATA PLAN VR 1822, BENTLEY PLACE, HELD ON THURSDAY, June 3, 2010 AT 6:00 PM AT 100-1450 CREEKSIDE DR., VANCOUVER, BC**

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**Council in Attendance:**

Kristina Bangma  
Biljana Manojlovic

Jane Davis  
Joan Neville

**Regrets:** Chris Zapadka, Darlene Chow

**Management in Attendance:**

V. Prykhodko, Pennyfarthing Management Corp.

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**CALL TO ORDER**

The Meeting was called to order at 7:30 p.m.

**ADOPTION OF THE AGENDA**

It was **RESOLVED** to accept the Agenda of the Strata Council Meeting held on June 3, 2010 as circulated.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

It was **RESOLVED** to accept Minutes of the Strata Council Meeting held on April 14, 2010 as circulated; no errors or omissions were reported.

**MOTION MOVED, SECONDED, CARRIED**  
(2 in favour, 0 opposed, 2 abstentions)

**ELECTION OF COUNCIL OFFICERS**

It was **RESOLVED** to appoint:

Biljana Manojlovic	Strata Council President
Jane Davis	Vice President
Kristina Bangma	Treasurer

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action involving the Strata Corporation.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. Building Envelope remediation**

Management reported that the building envelope remediation is completed.

**BUSINESS ARISING FROM PREVIOUS MINUTES continued**

The following deficiencies have been reported:

- A window at the S.L. # 5 is difficult to open;
- Drain pipes around the wall perimeter are exposed;
- Wood curb between gravel and soil is not attractive;
- Patches of different stucco colour remain on the north side of the building;
- Some rocks still remain in the grassed area at the back of the building.

A meeting with representatives of Trow Associates and Devcorp Builders will be scheduled to review all issues.

**Owners are asked to report deficiencies after the building remediation project to Management as soon as possible.**

The strata corporation is eligible for PST grant. Management is preparing all necessary documentation, which must be submitted to HPO before June 30, 2010.

**2. Capital Project Plan**

Items to the capital project plan have been discussed. Management will create a draft spreadsheet for the Capital Project Committee to work on.

**3. Parking**

Adjustments to a new parking gate operator have been done, but it is still too noisy. Valley All Doors are contacting the manufacturer for advice in this regard.

Management advised that it is highly recommended to have two safety devices on the garage gates while Bentley Place has only one, infrared eyes. **Management will obtain quotes for the installation of the pneumatic hose as a secondary safety protection.**

Please be advised that ASK Contracting will clean underground parking with a power scrubbing machine on

**Wednesday, July 6, 2010  
between 9 a.m. and 5:00 p.m.**

It is therefore necessary that residents remove their vehicles and all other items from parking stalls prior to the commencement of the cleaning.

Please be advised that neither ASK Contracting nor the Strata Corporation will be responsible for any damage to items or vehicles left in the parking during the cleaning.

Please note that only permitted vehicles and tires are allowed in a parking stall in accordance with the Strata Plan VR 1822 Bylaws.

**4. Other Old Business**

- As at the AGM Owners decided to have a garbage bin opened, Waste Management was contacted to remove the lock;
- Residents are reminded about the City of Vancouver Residential Food Scraps Collection Program. See Notices posted in the building;
- It was noted a few exterior lights not working. Council will check all of them at night and an electrician will be dispatched if necessary.

**FINANCIAL REPORT**

**1. Operating Statements**

Financial Statements for the period ended on April 30, 2010 have been discussed and approved.



**FINANCIAL REPORT continued**

**2. Accounts Receivable**

Management reported a few outstanding strata fees. Corresponding statements were sent to delinquent owners.

**CORRESPONDENCE**

**1. E-mail from the owner of S. L. #17**

The owner requested permission to replace kitchen counter.

**Permission was granted on the condition that all Strata Bylaws are followed.**

**2. E-mail from the owner of S. L. #6**

The owner pointed out some deficiencies after the building envelope remediation on the east side:

- Stucco colour at the north side;
- Unfinished lumber and low level of gravel around the building, etc.

**Trow and Devcorp were contacted in this regard.**

**3. Letter from the owners**

14 owners signed a petition to remove the garbage bin lock.

**The lock was disconnected and will not be reinstalled.**

**4. E-mail from the owner of S. L. #2**

The owner pointed out that a real estate sign holder, which was installed too close to the sidewalk, could be a safety hazard.

**The welder will be asked to shorten the arm.**

**5. E-mail from the owner of S. L. #5**

The owner reported a new bedroom window not working properly.

**The contractor was contacted to repair on warranty basis.**

**6. E-mails from the owner of S. L. # 20**

The Owner asked about Capital Plan Committee, repairs at west exit fire door and other procedures.

**Responses were sent to the owner.**

The owner also requested reimbursement for the purchase of a wireless phone for the kitchen due to fact that exterior telephone cable was cut out during the building envelope remediation. The owner informed that this cable was present when the suite was purchased.

Trow Associates investigated and informed that cable is not original and cannot be installed inside of the building as no conduits were built in that location during the building construction.

The strata corporation is responsible only for the original state of common property, but as a gesture of good will, the owner is offered \$75.00 in satisfaction of the claim.

**MOTION MOVED, SECONDED, CARRIED  
(all in favour)**

**NEW BUSINESS**

**1. Window cleaning**

Please be advised that Blue Sky Window and Gutter Cleaning will clean all inaccessible windows and gutters on

**Tuesday and Wednesday, June 22-23, 2010  
between 9 a.m. and 6:00 p.m.**

Residents are asked to have all screens removed and windows closed while this work is performed to facilitate the cleaners. Please close your curtains and/or blinds for privacy.

**Should any of your windows or skylights be missed or glass cracked by the cleaners, please contact Pennyfarthing Management Corp. immediately.**

**This schedule depends on weather and may change without notice.**



**NEW BUSINESS continued**

**2. Fire Equipment testing**

The most recent fire alarm was investigated and the contractor reported the fire panel malfunctioning. This issue will be monitored.

**Management will obtain quotes for fire panel monitoring and replacement.**

**Annual Fire Equipment testing will be scheduled in July 2010 upon additional notices.**

**3. Exterior**

It was pointed out some landscaping deficiencies, fence rotten in many locations, rusted railings, etc.

**Council will walk around the building to identify all items, which need repair/upgrade, and this issue will be included into the next meeting Agenda.**

**SCHEDULE OF THE NEXT MEETING**

The next Council Meeting is scheduled on August 5, 2010.

**ADJOURNED**

There was no further business; it was **RESOLVED** to adjourn the meeting. The meeting was adjourned at 8:45 pm.

**MOTION MOVED, SECONDED, CARRIED  
(all in favour)**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

**Please forward all your correspondence to Council and requests to Pennyfarthing Management by mail, phone 604-734-8443, fax 604-734-8413 or e-mail at [virap@pennyfarthing.net](mailto:virap@pennyfarthing.net).**





# Pennyfarthing

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 1822, BENTLEY PLACE, HELD ON THURSDAY, MAY 13, 2010, AT 6:00 P.M. IN THE LOBBY AT 1265 W. 11th AVENUE, VANCOUVER, B.C.**

## **CALLED TO ORDER**

The Strata Council President, B. Manojlovic, called the meeting to order at 6:04 PM.

## **ELECTING THE CHAIR OF THE MEETING**

The Strata Council President, B. Manojlovic, chaired the meeting.

## **CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

It was confirmed the issuance of voting cards and ballots and certification of proxies, as per the requirements of the Strata Property Act.

## **CONFIRMATION OF QUORUM**

Owners were informed that of 20 strata lots in the Strata Corporation VR 1822, ten (10) strata lots were represented in person and four (4) by proxy, which constituted a quorum.

It was **MOVED** by J. Davis (S. L. #16) and **SECONDED** by J. Neville (S.L. # 6) that the quorum requirements had been achieved and the meeting was valid to proceed in accordance with the Strata Property Act.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **PROOF OF NOTICE**

It was **MOVED** by E. Schwartz (S. L. #17) and **SECONDED** by C. Zapadka (S.L. # 15) that the Notice of the meeting dated April 23, 2010 complied with the notice requirements of the Strata Property Act.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **APPROVAL OF AGENDA**

It was **MOVED** by S. Allen (S. L. #12) and **SECONDED** by Y. Chatelain (S. L. #18) to approve the Agenda of the Annual General Meeting as circulated.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **ADOPTION OF PREVIOUS MINUTES**

It was **MOVED** by T. Bentley (S. L. # 2) and **SECONDED** by J. Davis (S. L. #16) that the Minutes of the Special General Meeting held on March 10, 2010, be adopted as circulated.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **REPORT FROM THE PRESIDENT**

Council and Management reported on main issues that Council had dealt with during the last fiscal year, such as:

- Building envelope remediation project was almost completed;
- A few repairs, which are out of the scope of the building envelope remediation project, will be scheduled next week. These include such repairs as water ingress through the patio door on the 3<sup>rd</sup> floor and common hallway ceiling repairs;
- Replacement of the fire sprinkler heads was completed;

**REPORT FROM THE PRESIDENT continued**

- Storm sump, catch basins and corresponding lines were cleaned; failed sump pump was replaced on the emergency basis;
- Council worked on the new Bylaws, which were approved by owners;

The property manager explained that due to the fact that the building was constructed above the parking all grounds are located on the parking waterproofing membrane. Roots of trees and big hedges, landscaping activities may damage it and the strata corporation would be facing a big expenditure earlier than expected. It was also emphasized that no soil, plants or grass should be allowed at the building walls. All soil will be moved away from the building and filled with gravel for better drainage.

The President extended her appreciation to all Council members for their dedicated work during the last year.

**OLD BUSINESS**

Owners discussed the strata corporation's Capital Plan for the next 10 years. The Capital Plan Committee will continue working.

**SPECIAL RESOLUTION 1 – APPROVAL TO INITIATE LEGAL PROCEEDINGS**

It was **MOVED** by A. S. Allen (S. L. #12) and **SECONDED** by Y. Chatelain (S. L. #18) that the Special Resolution 1 be accepted as presented:

*"Be it **RESOLVED**, by a three-quarter vote of the Owners, Strata Plan VR 1822 that*

*a) the Owners, of Strata Plan VR 1822, pursuant to Section 171 of the Strata Property Act, be authorized to initiate, as may be required from time to time, legal proceedings in the Supreme Court of British Columbia, or any other court of competent jurisdiction, to collect outstanding strata fees, special levies, legal fees, filing fees, fines, penalties, accrued interest and any other charges owing to the Strata Corporation.*

*b) This Resolution shall remain in full force and effect from the date of passage hereof to the day immediately preceding the next Annual General Meeting of the Owners."*

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**SPECIAL RESOLUTION 2**

It was **MOVED** by J. Davis (S. L. #16) and **SECONDED** E. Schwartz (S. L. #17) to approve the Special Resolution 2 as presented:

*"Be it **RESOLVED**, by a three-quarter vote of the Owners, Strata Plan VR 1822, that Bylaw p. 5.3 be added to the Section Inform Council as follows:*

*5.3. An owner, Tenant, Occupant or Invitee must immediately inform the strata corporation about any safety or maintenance issues with regard to common property, limited common property or a strata lot. An owner who failed to immediately report any urgent issues, which caused damage to the common property, limited common property or a strata lot will be responsible for the strata corporation's costs to repair the damage."*

**Discussion:**

The owner of S. L. # 2 expressed concerns about the wording of the resolution. It was proposed to replace a phrase "responsible for" with "subject to a charge up to".

The owner of S. L. # 17 proposed to remove the word "urgent".

It was **MOVED** T. Bentley (S. L. # 2) and **SECONDED** E. Schwartz (S. L. #17) that the Special Resolution 2 be amended as follows:

*"Be it **RESOLVED**, by a three-quarter vote of the Owners, Strata Plan VR 1822, that Bylaw p. 5.3 be added to the Section Inform Council as follows:*



**SPECIAL RESOLUTION 2 continued**

5.3. An owner, Tenant, Occupant or Invitee must immediately inform the strata corporation about any safety or maintenance issues with regard to common property, limited common property or a strata lot. An owner who failed to immediately report any issues, which caused damage to the common property, limited common property or a strata lot will be subject to a charge up to the strata corporation's costs to repair the damage."

**MOTION MOVED, SECONDED, CARRIED**  
(13 in favour, 0 opposed, 1 abstention)

It was **MOVED** T. Bentley (S. L. #2) and **SECONDED** E. Schwartz (S. L. #17) to approve the Special Resolution 2 as amended.

**MOTION MOVED, SECONDED, CARRIED**  
(13 in favour, 0 opposed, 1 abstention)

**SPECIAL RESOLUTION 3**

It was **MOVED** by J. Davis (S. L. #16) and **SECONDED** by C. Zapadka (S.L. # 15) that the Special Resolution 3 be accepted as presented:

Be it **RESOLVED**, by a three-quarter vote of the Owners, Strata Plan VR 1822, that Bylaw p. 12.7 be amended as follows:

12.7 Except with the written consent of the Strata Corporation, no Owner, Tenant, Occupant, or Invitee shall use a parking stall for any purpose other than parking a Permitted Vehicle, and notwithstanding the generality of the foregoing, no Owner, Tenant, or Occupant shall use a parking stall for storage. The only exception is vehicle tires;

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**SPECIAL RESOLUTION 4**

It was **MOVED** by T. Bentley (S. L. #2) and **SECONDED** by J. Neville (S.L. # 6) that the Special Resolution 4 be accepted as presented:

Be it **RESOLVED**, by a three-quarter vote of the Owners, Strata Plan VR 1822, to transfer unused Building Key Fund in amount of \$180.00 into Capital Project Fund, which will be used for future capital exterior and interior repairs and upgrades.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**MAJORITY VOTE RESOLUTION 1**

It was **MOVED** by K. Bangma (S. L. #8) and **SECONDED** by T. Bentley (S. L. #2) that the Majority Vote Resolution 1 be accepted as presented:

Be it **RESOLVED**, by a majority vote of the Owners, Strata Plan VR 1822, to approve installation of the lock on the garbage bin.

**MOTION MOVED, SECONDED, DEFEATED**  
(3 in favour, 10 against, 0 abstentions)

**CONSIDERATION OF ACCOUNTS**

**Operating Results of the fiscal year 2009/2010**

Despite of some costs increase the strata corporation ended fiscal year 2009/2010 with a surplus of \$7382.84, which was proposed to carry forward into the Operating Fund.

It was **MOVED** by K. Bangma (S. L. #8) and **SECONDED** by C. Zapadka (S.L. # 15) that the operating results of the fiscal year 2009/2010 be accepted as circulated.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)



**CONSIDERATION OF ACCOUNTS continued**

**Proposed Operating Budget for the fiscal year 2010/2011**

Due to increasing prices for electricity, water & sewer, elevator maintenance, etc and HST introduction it is expected that all expenses will go up at least 7% next year.

Therefore it was proposed to increase strata fees by 25% in order to cover all expenses and to allocate \$6000.00 into Contingency Reserve Fund and \$13640.00 into Capital Project Fund.

It was **MOVED** by S. Allen (S. L. #12) and **SECONDED** by E. Schwartz (S. L. #17) that the proposed Operating budget for the fiscal year 2010 / 2011 be accepted as presented.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**NEW BUSINESS**

There was no new business.

Owners acknowledged the amount of work done by Council and Management during the last year and extended their appreciation.

**REPORT OF INSURANCE IN ACCORDANCE WITH CLAUSE 154 OF THE STRATA PROPERTY ACT OF BC**

Management reported that the Strata Corporation is properly insured for its full replacement value as per requirements of the Strata Property Act.

Owners were reminded to ensure that such items as improvements to the strata lot, alternative accommodation and the strata corporation's deductible were covered by the individual strata lot insurance.

**ELECTION OF THE STRATA COUNCIL**

It was **MOVED** by S. Allen (S. L. #12) and **SECONDED** by E. Schwartz (S. L. #17) that the following owners were elected to serve on the Strata Council by acclamation:

B. Manojlovic      S.L. # 10  
J. Davis            S.L # 16  
C. Zapadka        S.L # 15

K. Bangma            S.L # 8  
J. Neville            S.L # 6  
D. Chow              S.L # 7

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**ADJOURNMENT**

There being no other business, it was **MOVED** by E. Schwartz (S. L. #17) and **SECONDED** by B. Manojlovic (S. L. #10) that the Meeting be adjourned. The Meeting was adjourned at 7:56 p.m.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

Minutes of the Annual General Meeting of the Owners, Strata Plan VR 1822, held on Thursday, May 13, 2010, at 6:00 p.m. in the lobby at 1285 W. 11<sup>th</sup> Avenue, Vancouver, B.C., are subject to ratification by the Owners at the next Annual or Special General Meeting.



<b>Bentley Place</b>				
<b>Strata Corporation VR 1822</b>				
<b>Budget for the fiscal year April 1, 2010 till March 31, 2011</b>				
		<b>Financials</b>	<b>2009/2010</b>	<b>2010/2011</b>
		<b><u>31-Mar-10</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<b>Revenue</b>				
Strata Fees		49,606.08	49,606.00	62,007.50
Misc. Income		207.28		
Previous years surplus		7,128.65	7,029.92	7,382.84
<b>Total income</b>		<b>56,942.01</b>	<b>56,635.92</b>	<b>69,390.34</b>
<b>Expenses</b>				
Property Management Fees		7,732.98	8,000.00	9,000.00
Insurance & Appraisal		8,318.48	6,350.00	8,000.00
Bank Service Charges		381.77	300.00	400.00
		<b>16,433.23</b>	<b>14,650.00</b>	<b>17,400.00</b>
<b>Operating Expenses</b>				
Electricity		3,619.19	4,000.00	4,000.00
Water/Sewer		2,431.73	3,000.00	3,000.00
Garbage Removal		2,657.86	2,800.00	2,800.00
		<b>8,708.78</b>	<b>9,800.00</b>	<b>9,800.00</b>
<b>Building Maintenance</b>				
Office & Miscellaneous		1,633.30	750.00	750.00
Janitorial		4,190.12	4,000.00	4,100.00
Supplies		315.16	400.00	400.00
Landscaping		1,000.50	1,500.00	1,500.00
Repairs & Maintenance		2,927.44	8,400.00	10,000.00
Interior repairs		2,419.50	4,500.00	
Fire Protection		729.75	900.00	900.00
Entry phone			100.00	100.00
Elevator		2,381.16	2,500.00	2,500.00
Pest Control		99.75	100.00	100.00
Prof. Fees		1,076.25	1,000.00	1,000.00
Common Fire Sprinkler head replacement		1,119.23	1,000.00	
Window cleaning		525.00	334.35	600.00
Gutter cleaning			800.00	600.00
		<b>18,417.16</b>	<b>26,284.35</b>	<b>22,550.00</b>
<b>Other Expenses</b>				
Contingency Allocation		6,000.00	6,000.00	6,000.00
Capital Project Fund				13,640.34
		<b>6,000.00</b>	<b>6,000.00</b>	<b>19,640.34</b>

<b>Strata Corporation VR 1822</b>				
<b>Budget for the fiscal year April 1, 2010 till March 31, 2011</b>				
		Financials	2009/2010	2010/2011
		<u>31-Mar-10</u>	<u>Budget</u>	<u>Budget</u>
<b>Total operating expenditures</b>		<b>49,559.17</b>	<b>56,734.35</b>	<b>69,390.34</b>
<b>YTD Surplus</b>				
		7,382.84		0.00

Strata lot #	Unit #	Unit Entitlement	Annual Contingency Reserve Contribution	Annual Operating Fund Contribution	Monthly Operating Fund Contribution	Monthly Contingency Reserve Contribution	Total Monthly Distribution
6	101	83	363.77	3395.61	282.97	30.31	313.28
5	102	63	276.11	2577.39	214.78	23.01	237.79
4	103	46	201.61	1881.90	156.83	16.80	173.63
3	104	87	381.30	3559.25	296.60	31.78	328.38
1	105	62	271.73	2536.48	211.37	22.64	234.01
2	106	46	201.61	1881.90	156.83	16.80	173.63
13	201	56	245.43	2291.01	190.92	20.45	211.37
12	202	63	276.11	2577.39	214.78	23.01	237.79
11	203	55	241.05	2250.10	187.51	20.09	207.60
9	204	55	241.05	2250.10	187.51	20.09	207.60
7	205	63	276.11	2577.39	214.78	23.01	237.79
8	206	59	258.58	2413.74	201.15	21.55	222.70
10	207	81	355.00	3313.78	276.15	29.58	305.73
19	301	56	245.43	2291.01	190.92	20.45	211.37
18	302	88	385.68	3600.16	300.01	32.14	332.15
16	303	82	359.39	3354.70	279.56	29.95	309.51
14	304	88	385.68	3600.16	300.01	32.14	332.15
15	305	58	254.20	2372.83	197.74	21.18	218.92
17	306	81	355.00	3313.78	276.15	29.58	305.73
20	401	97	425.13	3968.36	330.70	35.43	366.13
		1369	6000.00	56007.05	4667.27	499.99	5167.26

**BUSINESS ARISING FROM PREVIOUS MINUTES continued**

It was **RESOLVED** to replace the door operator. Council approved the quote from Valley All Doors Distributing Ltd. for replacement of the existing door operator with a new Manaras heavy duty draw bar operator as their quote was more cost efficient.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

It was **RESOLVED** to approve a quote from Blue Sky Window and Gutter Cleaning to clean common interior and exterior **inaccessible** windows and skylights including exterior of the balcony safety glass. Cleaning will be scheduled after the completion of the building envelope repairs.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

Due to complaints about condensation in the suite during the laundry drying City Air Duct Cleaners were dispatched to clean the dryer vent in the strata lot # 8.

**If you noticed condensation on the walls in your suite during drying or it takes too long to dry your laundry please contact Management as soon as possible to schedule extra dryer vent cleaning.**

**Regular dryer vent and chimney cleaning will be scheduled every second year.**

**FINANCIAL REPORT**

**1. Operating Statements**

Financial Statements for the period ended on March 31, 2010 have been discussed and approved.

**2. Accounts Receivable**

Management reported a few outstanding special assessments. Corresponding statements were sent to delinquent owners.

Please be reminded that the **Special Assessment** for the building envelope repairs is due on the first of each month from **April 1<sup>st</sup>, 2010 till August 1<sup>st</sup>, 2010** as decided at the Special General Meeting of the Owners. Please note that all cheques must be **payable to Strata Plan VR 1822** and can be dropped off or mailed to

**Pennyfarthing Management Corp.**  
**100-1450 Creekside Dr.**  
**Vancouver BC, V6J 5B3**

If you would like to have your special assessment directly withdrawn from your bank please fill up and sign the authorization form and return it to our office ASAP by mail, fax or e-mail [virap@pennyfarthing.net](mailto:virap@pennyfarthing.net). Please attach your void cheque if we do not have one.

**Please be reminded that we cannot withdraw funds for the new special assessment from your bank account without your specific authorization to do so.**

**CORRESPONDENCE**

**1. E-mail from the owner of S. L. #16**

The owner reported moisture between glass panes in the bedroom window and a garage door open on Saturday.

**Tymek Glass was dispatched to replace the glass. Devcorp Builders were warned again to ensure that all doors and a gate are closed at all times.**

**2. E-mail from the owner of S. L. #7**

The owner reported moisture between glass panes in the living room window.

**Tymek Glass was dispatched to replace the glass.**



**CORRESPONDENCE continued**

**3. E-mail from the owner of S. L. # 20**

The Owner complained that a council member entered limited common property assigned for the exclusive usage of the strata lot # 20 with City Air Duct Cleaners without prior notification and requested to return a key to the roof door.

**Council apologised to the owner;** unfortunately the contractor did not inform in advance that roof access would be necessary, so access was provided with good intention to save the strata corporation's costs for the 2<sup>nd</sup> visit. In the future Management will be informed about necessity to enter limited common property to ensure that a proper notice is given to the owner.

**Council will have one key to the 4<sup>th</sup> floor common door for emergency purposes only.**

The owner also requested removal of the garbage bin lock.

**See Old Business.**

**Residents are reminded that absolutely nothing is allowed to be attached to exterior walls, balcony ceilings and floors as building envelope can be compromised.**

**No exterior wiring, hooks or other alterations to common or limited common property are allowed without Council's consent in writing.**

**Repairs of the damage to the building envelope will remain a responsibility of the strata lot owner responsible for the damage.**

**Strata plan VR 1822 Bylaws:**

**3.2 No Owner, Tenant or Occupant shall without the consent of the Strata Council:**

- a) except with respect to free standing self contained planter boxes, patio furniture and accessories, and barbecues approved by the Strata Council in writing, place, install or store on his, her or its patio, deck, or balcony any goods or items, including without limiting the generality of the foregoing exercise equipment, bicycles, laundry or carpeting. No objects or articles of any kind shall be hung, draped or displayed over the balcony or from a window of a strata lot. Owners shall be required to remove from a balcony, within (7) seven days of notice from the council or its agents, any object that in the opinion of council detracts from the exterior appearance of the building;*
- c) screw or directly affix any item to the exterior of the building;*

**NEW BUSINESS**

**1. Sump Pump**

Management reported a storm sump pump failure in the parking due to its age (more than 10-year old). A temporary pump was installed until a new one arrived to prevent parking flooding.

As catch basins were cleaned last time in 2001, it was necessary to clean them including adjacent drainage lines before the pump installation. It was recommended to clean all catch basins every 5-7 years.

It was **RESOLVED** to approve replacement of the sump pump on emergency basis.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**SCHEDULE OF THE NEXT MEETING**

The next Council Meeting will be scheduled after the AGM.

**ADJOURNED**

There was no further business; it was **RESOLVED** to adjourn the meeting. The meeting was adjourned at 8:45 pm.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

**Please forward all your correspondence to Council and requests to Pennyfarthing Management by mail, phone 604-734-8443, fax 604-734-8413 or e-mail at [virap@pennyfarthing.net](mailto:virap@pennyfarthing.net).**





# Pennyfarthing

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**MINUTES OF THE COUNCIL MEETING, STRATA PLAN VR 1822, BENTLEY PLACE, HELD ON FRIDAY, MARCH 19, 2010 AT 6:00 PM AT 100-1450 CREEKSIDE DR., VANCOUVER, BC**

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**Council in Attendance:**

Kristina Bangma  
Biljana Manojlovic  
Chris Zapadka

**Regrets:**

**Management in Attendance:**

V. Prykhodko, Pennyfarthing Management Corp.

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**CALL TO ORDER**

The Meeting was called to order at 6:05 p.m.

**ADOPTION OF THE AGENDA**

It was **RESOLVED** to accept the Agenda of the Strata Council Meeting held on March 19, 2010 as circulated, subject to the following amendments:

To add to *New Business*:

*Window Cleaning*

*AGM*

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

It was **RESOLVED** to accept Minutes of the Strata Council Meeting held on November 25, 2009 as circulated; no errors or omissions were reported.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action involving the Strata Corporation.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. Building Envelope remediation**

In accordance to the decisions made by Owners at the Special General Meeting the works started at the front of the building. Management reported on the progress of the building envelope remediation.

- Penthouse level: windows and a door on the east side have been replaced, overhangs were installed above two exposed doors;
- Structural repairs at the suite #106 have been completed, new membrane installation is in progress;
- Repairs to the 2<sup>nd</sup> floor balconies are in progress;
- Repairs under the sliding door in 301 have been completed;
- East wall: all windows have been replaced and in-suite repairs completed in most of the suites.

**BUSINESS ARISING FROM PREVIOUS MINUTES continued**

Per the engineers recommendations it was **RESOLVED** to approve repairs at the balcony joint of the suite #302 and sliding door replacements in the suites # 102 and 106 within the budget.

**MOTION MOVED, SECONDED, CARRIED  
(all in favour)**

**2. Parking**

A leak into the parking have been reported on two occasions: from the plugged exterior drain and when the membrane at the front entrance has been removed. Devcorp Builders rectified these problems.

A few complaints about parking gate being noisy have been received.

Overhead Door have been dispatched for maintenance. They recommended to upgrade rails and reverse delay and to replace rollers and the operator.

**Management will obtain another opinion in this regard.**

**3. Other Old Business**

A jibbet for the real estate signs has been received. Management will arrange installation.

**FINANCIAL REPORT**

**1. Operating Statements**

Financial Statements for the period ended on February 28, 2010 have been discussed.

**2. Accounts Receivable**

Management reported that there were no outstanding strata fees or assessments.

Please be reminded that the **Special Assessment** for the building envelope repairs is due on the first of each month from **April 1<sup>st</sup>, 2010 till August 1<sup>st</sup>, 2010** as decided at the Special General Meeting of the Owners. Please note that all cheques must be **payable to Strata Plan VR 1822** and can be dropped off or mailed to

**Pennyfarthing Management Corp.  
100-1450 Creekside Dr.  
Vancouver BC, V6J 5B3**

If you would like to have your special assessment directly withdrawn from your bank please fill up and sign the authorization form and return it to our office ASAP by mail, fax or e-mail [virap@pennyfarthing.net](mailto:virap@pennyfarthing.net). Please attach your void cheque if we do not have one.

**CORRESPONDENCE**

**1. E-mail from the owner of S. L. #13**

The owner reported stolen keys and remote controls.

**Remote controls have been deleted from the system.**

**2. E-mails from the owner of S. L. # 12**

The owner complained that contractors changed the schedule of window replacement without notification and entered the strata lot without proper notice. No in-suite cleaning was done after the each window installation.

**A complaint was forwarded to Devcorp Builders and to Trow Associates. Contractor re-assured that this omission would never happen again.**

**3. E-mails from the owner of S. L. # 20**

The owner reported a mould smell in the den and emphasized the importance of a Capital Plan, Financial Plan and Timeline Strategy for the building.

**Trow Associates were asked to investigate on the source of smell. Capital Project Plan Committee was created.**

The owner asked permission to keep tires in the underground parking. **Permission was granted.**

**A corresponding Bylaw amendment will be proposed at the next AGM.**



### **CORRESPONDENCE continued**

Due to the fact that grass in front of the building was ruined by animals looking for beetles, the owner proposed to create a low maintenance garden with rocks, ground cover and bark mulch, to remove trees against the fence and to consider replacement of shrubs with tall low maintenance grasses.

**Council thanked the owner for suggestions. This issue will be revisited after the construction completion.**

The owner complained that raccoons are coming to the 4<sup>th</sup> floor through scaffolding. Specialists were contacted they recommended to eliminate any food sources which attract animals to the property. One of the recommendations was to lock the garbage bin and it was approved by Council.

**Residents are reminded that feeding of birds attracts animals to the property. It is a violation of the Strata Plan VR 1822 Bylaws.**

The owner offered to paint elevator frames if the strata corporation pays for paint. **Permission was granted.** The owner reported exterior lights not working properly. **As all timer adjustments were unsuccessful, a timer for the exterior lighting have been replaced.**

#### **4. E-mails from the owner of S. L. #5**

The owner expressed concerns about plants being damaged during the construction; they were planted on the east side of the building at the owner's costs.

**Contractors were asked to be careful as much as possible during the construction, so existing plants can be saved.**

#### **5. Renovation Request from the owners of the S. L. # 14**

The owners requested permission to renovate the strata lot including replacement of kitchen and bathroom cabinets, carpet and linoleum replacement, etc.

**Permission was granted on the condition that all Renovation Strata Bylaws are followed.**

#### **6. E-mail from the owner of S. L. # 8**

The owner complained about problems with the dryer vent.

**City Air Duct Cleaners have been dispatched.**

### **NEW BUSINESS**

#### **1. Locking of the garbage bin**

Due to complaints about raccoons and mess around the garbage bin, Council decided to install a padlock on it. Keys were distributed to owners.

Unfortunately, Waste Management reported that the bin needs to be repaired or replaced in order to lock it. **Council approved replacement of the bin. Management will work to arrange it at no charge to the strata.**

**Unfortunately, Waste Management notified us about the delay with delivery of the lockable garbage container.**

**We expect to receive it by March 26, 2010.**

#### **2. Window Cleaning**

Council discussed a few quotes for window cleaning. Management is to obtain quotes for cleaning common windows on the inside as well.

**This maintenance will be scheduled after the completion of the building envelope repairs.**

#### **3. Capital Project Plan**

Per Owners' instructions at the SGM Management is obtaining recommendations of the engineers and contractors on the building envelope maintenance and approximate costs.

**A meeting of the Capital Project Plan Committee will be scheduled.**



**NEW BUSINESS continued**

**4. AGM**

Council discussed the Agenda for the Annual General Meeting of the Owners. In order to allocate more money into Contingency Reserve Fund and due to the HST introduction a 10% strata fee increase will be proposed.

**Tentatively, AGM was scheduled on May 13, 2010.** Proper Notices of the meeting will be sent to all owners as per requirements of the Strata Property Act.

**SCHEDULE OF THE NEXT MEETING**

The next Council Meeting was scheduled on April 14, 2010.

**ADJOURNED**

There was no further business; it was **RESOLVED** to adjourn the meeting. The meeting was adjourned at 8:15 pm.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

**If you would like to receive a .pdf copy of Strata Council Meeting Minutes by e-mail  
please send your request in writing to the Management  
(an authorization form is available upon request)**

**It would save your Strata Corporation cost for the postage and photocopy.**

**Please forward all your correspondence to Council and requests to Pennyfarthing  
Management by mail, phone 604-734-8443, fax 604-734-8413 or e-mail at  
virap@pennyfarthing.net.**

**Emergency contact number for Pennyfarthing Management Corp. is  
604-734-8443**

**(in case of emergency after business hours, on weekends or holidays please dial "0" to  
speak to the operator and on-call property manager will be paged)**





# *Pennyfarthing*

**MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 1822, BENTLEY PLACE, HELD ON WEDNESDAY, MARCH 10, 2010, AT 6:30 P.M. IN THE LOBBY AT 1265 W. 11TH AVENUE, VANCOUVER, B.C.**

## **CALLED TO ORDER**

The Strata Council President, B. Manojlovic, called the meeting to order at 6:31 PM.

## **ELECTING THE CHAIR OF THE MEETING**

The Strata Council President, B. Manojlovic, chaired the meeting.

## **CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

It was confirmed the issuance of voting cards and ballots and certification of proxies, as per the requirements of the Strata Property Act.

## **CONFIRMATION OF QUORUM**

Owners were informed that of 20 strata lots in the Strata Corporation VR 1822, thirteen (13) strata lots were represented in person and five (5) by proxy, which constituted a quorum.

It was **MOVED** by S. Hall (S. L. #9) and **SECONDED** by C. Zapadka (S.L. # 15) that the quorum requirements had been achieved and meeting was valid to proceed in accordance with the Strata Property Act.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **PROOF OF NOTICE**

It was **MOVED** B. Hirsch (S.L. # 14) and **SECONDED** by C. Zapadka (S.L. # 15) that the Notice of the meeting dated February 9, 2010 complied with the notice requirements of the Strata Property Act.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **APPROVAL OF AGENDA**

It was **MOVED** by S. Allen (S. L. #12) and **SECONDED** by J. Davis (S. L. #16) to approve Agenda of the Special General Meeting as circulated.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **ADOPTION OF PREVIOUS MINUTES**

It was **MOVED** by C. Zapadka (S.L. # 15) and **SECONDED** by L. Hirsch (S.L. # 14) that the Minutes of the Special General Meeting held on August 11, 2009, be adopted as circulated.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

## **OLD BUSINESS**

There was no old business.

## **SPECIAL RESOLUTION 1 – TO APPROVE SPECIAL ASSESSMENT FOR THE EXTERIOR BUILDING REPAIRS**

It was **MOVED** by J. Davis (S. L. #16) and **SECONDED** by D. Chow (S. L. # 7) that the Special Resolution 1 be accepted as presented:

**SPECIAL RESOLUTION 1 continued**

- A) *"Be it RESOLVED, by a three-quarter vote of the Owners, Strata Plan VR 1822, that the east wall remediation project be extended to the penthouse east wall and a special assessment in the aggregate amount of \$ 40,000.00 be assessed against all strata lots in accordance with unit entitlement for the urgent repairs to the unit #106 and exterior repairs to the south elevation 2<sup>nd</sup> floor balconies. This assessment will be payable in five (5) equal payments commencing April 1<sup>st</sup>, 2010. If costs of the project exceed \$40,000.00, they shall be paid from the Contingency Reserve Fund.*
- B) *Be it RESOLVED, by a three-quarter vote of the Owners, Strata Plan VR 1822, that the Strata Council be empowered to utilize the Contingency Reserve Fund to finance this project until special assessment funds are collected from the owners in full.*
- C) *Where an owner fails to pay this special assessment on or before a due date, outstanding special assessment amount will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, an owner who fails to pay on or before a due date will incur a fine of \$50 per month until assessment is paid in full."*

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**SPECIAL RESOLUTION 2**

The resolution was not voted as the Special Resolution 1 has been approved.

**NEW BUSINESS**

As a front door key and a remote control were stolen owners discussed re-keying of the building. **It was decided not to re-key at this time. Management is to delete stolen remote controls from the system.**

Future capital projects for the building have been discussed. **S. Allen (S. L. #12) volunteered to help with Capital Project Plan.**

Locking of the garbage bin has been discussed. Keys were distributed at the meeting. **Waste Management is scheduled to install a padlock on the garbage bin on March 15, 2010.**

**ADJOURNMENT**

There being no other business, it was **MOVED** by J. Davis (S. L. #16) and **SECONDED** by C. Zapadka (S.L. #15) that the Meeting be adjourned. The Meeting was adjourned at 7:15 p.m.

**MOTION MOVED, SECONDED, CARRIED**  
(all in favour)

**Minutes of the Special General Meeting of the Owners, Strata Plan VR 1822, held on Wednesday, March 10, 2010, at 6:30 p.m. in the lobby at 1285 W. 11<sup>th</sup> Avenue, Vancouver, B.C., are subject to ratification by the Owners at the next Annual or Special General Meeting.**



**Special ¾ Vote Resolution 1 – To approve special assessment for the exterior building repairs**

- A) "Be it **RESOLVED**, by a three-quarter vote of the Owners, Strata Plan VR 1822, that the east wall remediation project be extended to the penthouse east wall and a special assessment in the aggregate amount of \$ 40,000.00 be assessed against all strata lots in accordance with unit entitlement for the urgent repairs to the unit #106 and exterior repairs to the south elevation 2<sup>nd</sup> floor balconies. This assessment will be payable in five (5) equal payments commencing April 1<sup>st</sup>, 2010. If costs of the project exceed \$40,000.00, they shall be paid from the Contingency Reserve Fund.
- B) Be it **RESOLVED**, by a three-quarter vote of the Owners, Strata Plan VR 1822, that the Strata Council be empowered to utilize the Contingency Reserve Fund to finance this project until special assessment funds are collected from the owners in full.
- C) Where an owner fails to pay this special assessment on or before a due date, outstanding special assessment amount will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, an owner who fails to pay on or before a due date will incur a fine of \$50 per month until assessment is paid in full."

**This Special levy is payable on the first of each month from April 2010 till August 2010.**

**This Section Applies Only To Owners Currently Paying By Pre-Authorized Payment  
(Optional)**

**RE: BENTLEY PLACE, STRATA PLAN VR 1822, UNIT #\_\_\_\_\_, STRATA LOT #**

\_\_\_\_\_  
*Surname/First Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*Province*

\_\_\_\_\_  
*Postal Code*

I/We hereby authorize

\_\_\_\_\_  
*Name of Financial Institution*

\_\_\_\_\_  
*Branch Address*

\_\_\_\_\_  
*Account Number*

*Chequing      Savings      Current*

\_\_\_\_\_  
*Type of Account (Check One)*

to debit my/our account indicated above, on the first of each month, to cover special levy due by the undersigned to the STRATA CORPORATION of Strata Plan VR 1822

I/We undertake to inform Pennyfarthing Management Corp. of any change in the account or address information provided in this authorization within fifteen (15) days after the change occurs. If the account is transferred to another financial institution, this authorization becomes null and void on the date of the transfer, and it will be necessary to provide a new authorization to Pennyfarthing Management Corp.

This authorization may be canceled at any time upon written notice by me/us. Any delivery of this authorization to you constitutes delivery by me/us.

I/We warrant that all persons whose signatures are required to sign on this account have signed this agreement below.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

For verification purposes please enclose one of your personal cheques marked "VOID" with this form and return to:  
Pennyfarthing Management Corp., #100 – 1450 Creekside Drive, Vancouver BC V6J 5B3

**If you use same account as your strata fees, no additional void cheque is necessary.**

**Bentley Place****Strata Corporation VR 1822****Special Assessment for the exterior repairs on the south elevation****April 1, 2010 to August 1, 2010**

Strata lot #	Unit #	Unit Entitlement	Total Special Assessment	Special Assessment monthly
6	101	83	2425.13	485.03
5	102	63	1840.76	368.15
4	103	46	1344.05	268.81
3	104	87	2542.00	508.40
1	105	62	1811.54	362.31
2	106	46	1344.05	268.81
13	201	56	1636.23	327.25
12	202	63	1840.76	368.15
11	203	55	1607.01	321.40
9	204	55	1607.01	321.40
7	205	63	1840.76	368.15
8	206	59	1723.89	344.78
10	207	81	2366.69	473.34
19	301	56	1636.23	327.25
18	302	88	2571.22	514.24
16	303	82	2395.91	479.18
14	304	88	2571.22	514.24
15	305	58	1694.67	338.93
17	306	81	2366.69	473.34
20	401	97	2834.19	566.84
		1369	40000.00	8000.00

