



# Welcome to Vanier Court

[www.vaniercourt.ca](http://www.vaniercourt.ca)

*A Guide for New Owners*

## Contents

|     |  |   |
|-----|--|---|
| 1.  | Introduction to Vanier Court .....                                   | 4 |
| 2.  | Around the Building: Amenities and Features .....                    | 4 |
| 2.1 | Enterphone .....   | 4 |
| 2.2 | Garbage and Recycling .....  | 4 |
| 2.3 | Parking.....   | 5 |
| 2.4 | Library .....  | 5 |
| 2.5 | Sauna.....   | 5 |
| 2.6 | Recreation Room.....   | 5 |
| 2.7 | Lockers .....  | 5 |
| 2.8 | 5 <sup>th</sup> Floor Common Deck .....                              | 5 |
| 2.9 | Firewood Storage Area.....   | 6 |
| 3.  | Living at Vanier Court .....   | 6 |
| 3.1 | Bylaws and Rules.....  | 6 |
| 3.2 | Moving In or Out .....   | 6 |
| 3.3 | Strata Fees.....   | 6 |
| 3.4 | Sound and Noise .....  | 6 |
| 3.5 | Security.....  | 7 |
| 3.6 | Building and Garage Access .....                                     | 7 |
| 3.7 | Suite Keys .....   | 7 |
| 4.  | People around the Building.....                                      | 7 |
| 4.1 | Our Resident Caretaker.....  | 7 |
| 4.2 | Strata Council .....   | 8 |
| 4.3 | Current Council Standing Committees .....                            | 8 |
|     | Bylaws and Rules Committee .....                                     | 8 |
|     | Capital Projects Planning Committee.....                             | 8 |
|     | Communications Committee .....                                       | 8 |
|     | Gardening Committee .....  | 8 |
|     | Maintenance Committee.....   | 8 |
|     | Social Committee .....   | 8 |
| 5.  | Emergencies – in case of FIRE or THEATS/HARM – <b>CALL 911</b> ..... | 9 |
| 6.  | Renovations.....   | 9 |

|                                    |    |
|------------------------------------|----|
| 7. Links.....                      | 9  |
| 8. Contacts.....                   | 10 |
| 9. Document Revision History ..... | 10 |

# 1. Introduction to Vanier Court

This guide was put together to provide information about your new home and to answer some common questions new owners may have when becoming residents of Vanier Court.

Here are few facts about our property.

|                                 |   |
|---------------------------------|---|
| <b>Strata Plan #</b>            | VR 255 <a href="http://www.vaniercourt.ca/test/wp-content/uploads/2012/07/1355harwoodstrata.pdf">http://www.vaniercourt.ca/test/wp-content/uploads/2012/07/1355harwoodstrata.pdf</a>                                  |
| <b>Building Street Address</b>  | 1355 Harwood Street   |
| <b>Size</b>                     | 52 strata lots, and two independent parking garages (upper and lower)   |
| <b>Postal Code</b>              | V6E 3W3   |
| <b>First Occupied</b>           | 1975  |
| <b>Architect</b>                | Lort & Lort, who designed several buildings in the West End   |
| <b>Developed by</b>             | Edgecombe Investment Services Ltd. and C.J Oliver Developments Ltd.   |
| <b>Original Developer Folio</b> | Available on the Vanier Court website <a href="http://www.vaniercourt.ca/test/wp-content/uploads/2013/01/vanier-court-folio.pdf">http://www.vaniercourt.ca/test/wp-content/uploads/2013/01/vanier-court-folio.pdf</a> |

# 2. Around the Building: Amenities and Features

## 2.1 Enterphone



Each strata lot has a unique Enterphone ID (aka buzzer number) displayed on the building front door directory. Guests simply enter your buzzer number on the keypad; they do not need to press \* or # to buzz your suite.

Our building Enterphone system is hard-wired to each strata lot and cannot ring mobile phone numbers. You do not need to have a home telephone service (land line) for the Enterphone to operate, simply plug a telephone handset into one of the phone jacks in your suite. To buzz a guest in, press and hold '6' on your handset. If you are on the phone when a guest buzzes your suite, you may not be able to buzz them in.

The Resident Caretaker will update the Enterphone directory with your name after you move in. If changes are required, contact the Resident Caretaker.

## 2.2 Garbage and Recycling

Garbage and recycling containers are in the upper garage. A recycling bin is available for each of the following,



- Clean plastic and metal containers stamped with numbers 1, 2, 4 or 5.
- Clean glass jars and bottles without their metal lids or caps.
- Mixed paper including newspapers and paper shredding when placed in sealed paper bags.
- CFL bulbs and household batteries (AAA, AA, C, D); all other batteries and electronic equipment should be taken to an electronics recycling center.
- Organics.

Cardboard boxes must be placed on shelf over the garbage dumpster. The Resident Caretaker will break the boxes down into smaller sizes to fit the paper recycling bins.

A private contractor picks up our garbage twice a week, and recyclables are collected once a week. Please take the time to sort your garbage and recycling correctly into the containers provided.

For additional information about recycling in Vancouver, check the City's website at <http://vancouver.ca/engsvcs/solidwaste/faq.htm>.

## 2.3 Parking

Each strata lot has assigned parking stall/s. Three visitor parking stalls are available in the upper garage. Two exterior visitor parking stalls, reserved for oversized / over height or service vehicles only, are in the driveway to the upper garage. When your guests park, they must display your Visitor Parking pass on the dash. If you have an unused assigned parking stall, please have your visitors park there before using one of our Visitors Parking stalls.



## 2.4 Library

You can find our library on the east side of the second floor. The library contains books, periodicals, board games, and jigsaw puzzles. Feel free to borrow, exchange or donate materials to the library, which is made available with the help of volunteer residents.

## 2.5 Sauna

Our sauna is located on the east side of the second floor and includes both men's and women's change rooms with full facilities. You can reserve the sauna using the sign-out sheet posted outside the sauna door.

## 2.6 Recreation Room

On the east side of the second floor is our Recreation Room. You can reserve the room for gatherings for a day at no cost. Multi-day rentals cost \$25 per day and storage costs \$10 per day. Contact our Resident Caretaker to ensure availability and to book the room.

## 2.7 Lockers

The building locker room is located on the west side of the ground floor. Each suite has an assigned locker. Lockers cannot be swapped or sold. No items are to be stored in the aisle ways; such items may be removed and/or disposed of. If you do not have a key to the locker room, you can request a copy from our Resident Caretaker.

## 2.8 5<sup>th</sup> Floor Common Deck

On the 5<sup>th</sup> floor, there is a small south-facing deck accessible to all owners. The deck is secured using the building access key.

## 2.9 Firewood Storage Area

For owners with wood-burning fireplaces, a secured firewood storage area is available at the north side of the upper garage entry. Contact the Resident Caretaker to obtain a key. When using your fireplace, please be aware of city restrictions as to what and when you may burn. <http://www.metrovancouver.org/services/air-quality/action/residential-wood-burning/Pages/default.aspx>

## 3. Living at Vanier Court

### 3.1 Bylaws and Rules

To ensure the shared enjoyment of all Vanier Court residents, please review and abide by the bylaws and rules of our building. You can find our Bylaws and Rules on our website at <http://www.vaniercourt.ca/bylaws-and-rules/>.

### 3.2 Moving In or Out

Owners and tenants should inform the Property Manager, at least 48 hours in advance, of when they intend to move in or out or have furniture and or heavy goods delivered or removed. Please contact our Resident Caretaker to provide you with an elevator key and to ask that protective pads be hung in the elevator. The Resident Caretaker will provide you with signage to post on each floor to inform neighbors about limited elevator use. When moving, please do not try to prop open the elevator manually as it can cause damage that could lead to expensive repairs.



### 3.3 Strata Fees

All fees including strata (maintenance fees) fees, chargebacks, fines, or other outstanding fees are due on the first day of each month. You can have your monthly fees paid automatically using a pre-authorized debit plan (PAD), on-line banking or by post-dated cheques; contact our Property Manager to make payment arrangements. If you choose on-line banking, please contact the Property Manager for the correct on-line account number. Cheques should be made payable to **The Owners, Strata Plan VR255**.

#### **NOTE: Regarding Utility Usage**

Vanier Court has one water meter, one electricity meter and one natural gas meter for the entire building. All these costs are paid through your strata fees. Be power smart. Everyone is encouraged to turn off their lights when leaving their homes and adjust their thermostats when away to reduce heating costs. Remember --- every little bit of conservation helps!

### 3.4 Sound and Noise

Vanier Court is a wood-framed building, in which noise travels easily. Always be considerate of your neighbors. From time to time, problems are experienced with the transmission of sounds within our building.



If you have concerns about noise coming from adjacent suites, try communicating with your neighbors first. Take the time to introduce yourselves to your neighbors and determine acceptable noise levels with each other. If a problem arises, politely ask the person you believe to be the cause of the noise to reduce the noise level. Many people do not know they are disturbing their neighbors until they are told. Once they are informed, they are generally very considerate in turning down the volume level or trying to keep the noise down. If you are going to have a party, let your neighbors know. Everyone hopes that problems can be worked out between neighbors patiently and courteously.

If the unreasonable noise persists after you have contacted your neighbor, contact Strata Council to pursue an alternate remedy. Council may issue warnings or fines if problems persist.

### **3.5 Security**

Vanier Court is a security-conscious building. Please do not admit anyone you do not know to our home and explain to your guests that they may be asked to identify themselves when visiting.

### **3.6 Building and Garage Access**

All building entrances, including the back lane gate, are secured using a conventional key. Copies of this key are available from the Resident Caretaker at a cost of \$10 each.

You can enter the parking garages using a remote-control fob. One fob operates both garage entrances. To exit the garage, you must use the fob or press the push button next to the door. Replacement fobs are available from the Resident Caretaker at a cost of \$45.

Please wait for the garage door to close, both arriving and departing. When escorting guests from the building, please wait to make sure the garage door has closed before returning to your suite.

If the garage door does not close, shut off the power supply (red lever beside garage door), wait a moment and then turn the power supply back on. This should reset programming and return the door to normal operations.

Please keep the following in mind if your car happens to stall under the garage door when it is closing:

1. Do not panic. The door is designed to reverse if it hits something. The door will continue to move up/down until the power is shut off or the obstacle is removed. The timer is set at approximately 25-30 seconds.
2. Shut off the power supply (red lever beside garage door).

### **3.7 Suite Keys**

The building does not have a master key for individual suites. All owners are advised to change their locks whenever there is a change in ownership or residency.



The Resident Caretaker maintains a locked cabinet for owners' keys. You may choose to have a copy of your suite key stored in this box to facilitate access to your suite for package deliveries, in cases of emergencies or when entry is required for the annual fire safety check. Storage of your suite key in this box is entirely optional. Except in emergencies, the Resident Caretaker will not enter your suite without your written or electronic permission for each entry.

## **4. People around the Building**

### **4.1 Our Resident Caretaker**

Vanier Court is privileged to have a live-in caretaker, working Monday through Friday, 8:00 AM to 5:00 PM. See the contacts section below for the email and phone number of our Resident Caretaker.

The Resident Caretaker works out of the electrical room adjacent to the elevator's main floor lobby. Contact the Resident Caretaker directly for inquiries such as:

- Building keys
- Enterphone changes
- Elevator pads

- Package deliveries
- Suite access
- General maintenance

If you have feedback regarding the performance of the Resident Caretaker, please forward your comments to our Property Manager and or Council. The Resident Caretaker takes direction from our Property Manager and the Strata Council.

## 4.2 Strata Council

Our Strata Council is an annually elected group of between five to seven owners who acts as the board of directors of our strata corporation. Strata Council manages the corporation with the assistance of our professional property management company which includes ensuring appropriate repair / maintenance of our common property and common assets.

Strata Council meets regularly and conducts day-to-day business by email, videoconferencing, and telephone. Owners elect Council members at Vanier Court's Annual General Meeting, usually held in late February of each year.

## 4.3 Current Council Standing Committees

Vanier Court has several committees made up of volunteers. Active participation from owners is always welcome and appreciated. To be part of a committee, please contact Strata Council.

### **Bylaws and Rules Committee**

The Bylaw and Rule Committee reviews Vanier Court's existing bylaws and rules and provides recommendation to Council on improvements, additions, and deletions. The committee is convened when Council identifies a need for further review of our Bylaws and Rules or as directed by a General Meeting.

### **Capital Projects Planning Committee**

The Capital Projects Planning Committee plans and prioritizes large capital projects. With the ***Depreciation Report*** and ***Building Envelope Condition Assessment (BECA) Report*** as its guides, the Committee makes recommendations to Strata Council on selecting, funding, and carrying out major projects.

### **Communications Committee**

The Communication Committee, along with our Web Administrator, monitors the Vanier Court website and its maintenance and upkeep.

### **Gardening Committee**

The Gardening Committee monitors general Vanier Court garden and landscape maintenance and upkeep. The committee makes gardening and landscaping recommendations to Strata Council about areas requiring attention and helps to plan future projects.

### **Maintenance Committee**

The Maintenance Committee is a working group comprised of a Council member/s and the Resident Caretaker. It discusses issues and concerns including ongoing building repair and maintenance.

### **Social Committee**

The Social Committee organizes various activities such as backyard BBQs, Halloween Haunted Houses, Christmas parties and garage sales.



## 5. Emergencies – in case of FIRE or THEATS/HARM – **CALL 911**

The building fire detection system is **NOT** monitored. In case of fire, **call 911** so that Vancouver Fire and Rescue Service attends the building. Leave your suite, close your door behind you, activate a fire alarm pull station and leave the building. Congregate across the street so that it can be determined that no one is left in the building.

In the event of an emergency pertaining to the building and common areas, contact the Property Management emergency number immediately (see below), and assist with the situation if possible. For safety assurance, please keep the Property Management emergency line telephone number saved in a safe place.

## 6. Renovations

Considering the age of our building, many owners want to undertake renovations (alterations, additions and/or attachments) to their suites and/or the common property. Check out our Vanier Court **Alterations, Additions, Attachments and Renovation Guidelines** for recommendations and requirements when planning your renovation. **Before commencing any alteration to your strata lot and/or the common property, requests must be made to Strata Council and be approved.**



## 7. Links

|                  |   |
|------------------|---|
| Building website | <a href="http://www.vaniercourt.ca">http://www.vaniercourt.ca</a>   |
| Rules            | <a href="http://www.vaniercourt.ca/test/wp-content/uploads/2021/04/VANIER-COURT-RULES-Ratified-25-Feb-2020-amended-2-Feb-2021-6-April-2021-and-ratified-27-April-2021.pdf">http://www.vaniercourt.ca/test/wp-content/uploads/2021/04/VANIER-COURT-RULES-Ratified-25-Feb-2020-amended-2-Feb-2021-6-April-2021-and-ratified-27-April-2021.pdf</a>   |
| Bylaws           | <a href="http://www.vaniercourt.ca/test/wp-content/uploads/2019/04/CONSOLIDATED-VANIER-COURT-BYLAWS-adopted-January-26-2015-as-amended-February-20-2018-and-as-amended-February-5-2019-and-Bylaw-2c-adopted-June-12-1989.pdf">http://www.vaniercourt.ca/test/wp-content/uploads/2019/04/CONSOLIDATED-VANIER-COURT-BYLAWS-adopted-January-26-2015-as-amended-February-20-2018-and-as-amended-February-5-2019-and-Bylaw-2c-adopted-June-12-1989.pdf</a> |
| Associa BC Inc.  | <a href="http://associa.ca">http://associa.ca</a>   |
| Renovations      | <a href="http://www.vaniercourt.ca/test/wp-content/uploads/2012/07/VanierCourtRenovationGuidelinesforOwners20160712.pdf">http://www.vaniercourt.ca/test/wp-content/uploads/2012/07/VanierCourtRenovationGuidelinesforOwners20160712.pdf</a>   |

## 8. Contacts

|  |   |
|--|---|
| <b>Emergencies, 24 Hours<br/>Associa B.C. Inc.</b> | Phone: <b>604-591-6060</b> (This is both an office and a 24-hour emergency number)<br>Email: <a href="mailto:abc.service@associa.ca">abc.service@associa.ca</a> |
| <b>Resident Caretaker<br/>Marcel Morais</b>        | Phone: <b>778-861-9171</b><br>Email: <a href="mailto:caretaker@vaniercourt.ca">caretaker@vaniercourt.ca</a>   |
| <b>Strata Council</b>                              | Email: <a href="mailto:council@vaniercourt.ca">council@vaniercourt.ca</a>   |
| <b>Building Maintenance Issues</b>                 | Email: <a href="mailto:maintenance@vaniercourt.ca">maintenance@vaniercourt.ca</a>   |

## 9. Document Revision History

| <b>Version</b> | <b>Date</b>   | <b>Editor (s)</b>                     | <b>Outline of Changes</b>       |
|----------------|---------------|---------------------------------------|---------------------------------|
| 1.0            | November 2011 | W Podgursky,<br>S Spooner             | Document created                |
| 2.0            | November 2011 | W Podgursky                           | Updates as requested by Council |
| 2.1            | June 2013     | W Podgursky,<br>T Jensen              | Updates as requested by Council |
| 2.2            | April, 2015   | T Jensen,<br>A Campbell               | Updates as requested by Council |
| 2.3            | June 2021     | A Campbell,<br>S Spooner,<br>T Jensen | Updates as requested by Council |