



Welcome to Vanier Court

www.vaniercourt.ca

A Guide for New Owners

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1. Introduction to Vanier Court

This guide was developed to provide information about your new home at Vanier Court and to answer some common questions new owners may have.

Here are a few facts about our property:

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

2. Around the Building: Amenities and Features

2.1 Enterphone

Each strata lot can have up to two unique enterphone IDs (aka buzzer codes) shown on the directory at the front entrance of the building.

The building's enterphone system can dial both landline and mobile phone numbers. To grant access, press '6' on your keypad; to *refuse* access, simply hang up. A member of the Strata Council will update the enterphone directory with your name after you have moved in. If any changes are needed, please contact the Strata Council at Council@vaniercourt.ca

2.2 Garbage and Recycling

The garbage dumpster and the recycling bins are located in the upper garage. Recycling bins are 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 shredded paper (in a sealed paper bag).
- Light bulbs and household batteries (AAA, AA, C, D). All other batteries and electronic equipment should be taken to an electronics recycling centre.
- Organics.

Cardboard boxes should be flattened and placed on the shelf above the garbage dumpster. The Resident Caretaker will break the boxes down to fit into the paper recycling bins.

Garbage is picked up twice a week, and recyclables are collected once a week. Please take the time to sort your garbage and recycling into the proper containers. For additional information about recycling in Vancouver, check the City's website at <http://vancouver.ca/engsvcs/solidwaste/faq.htm>.

The **shopping carts and dollies** which are stored in this area are provided for residents' use. Please return the carts and dollies immediately after use.

2.3 Parking

Each suite has either one or two assigned parking spaces. In addition, three visitor parking stalls are available in the upper garage, and two exterior visitor parking stalls, reserved for oversized / over-height vehicles and for service vehicles, are located in the driveway to the upper garage. If your guests park in a visitor parking space, they must display your Visitor Parking Pass on the dash so that the owner of the vehicle can be contacted if it needs to be moved. Cars parked in visitor parking spaces without proper guest signs may be towed. If the previous owner of your suite did not leave the Visitor Parking Pass behind, please contact Council at Council@vaniercort.ca for a replacement. If you have an unused assigned parking space, please have your visitors park there rather than in one of the visitor parking stalls.

2.4 Give & Take Shelves

Located in the recycling area in the upper garage, these shelves are used by residents to drop off household items in good condition which they no longer need but which may be useful to someone else. Residents are welcome to take whatever they can use and to drop off other items.

2.5 Workshop

A small workshop is located in the upper garage behind the double doors next to the entrance to the lobby. Residents are welcome to use the workshop or to borrow the tools — but please return any tools immediately after use. For access, use the building entrance key.

2.6 Library

Our small community library is located on the 2nd-floor landing of the short stairwell from the main floor to the 2nd floor on the east side of the building. Apart from books and magazines, the library also includes DVDs, CDs, board games, and jigsaw puzzles. Feel free to borrow or exchange materials or to donate items to the library. The library is kept tidy and organized by a volunteer librarian from among the owners.

2.7 Sauna

Our sauna is located on the east side of the second floor and includes change rooms with full facilities. You can reserve the sauna by signing the sign-out sheet posted on the notice board inside the main door to the sauna. Please remember to turn off the lights and the heater before leaving.

2.8 Recreation Room

On the east side of the 2nd floor is our Recreation Room. Residents can reserve the room for meetings or gatherings for a day at no cost. The fee for multi-day rentals is \$25 per day and for storage \$10 per day. Contact our Resident Caretaker to book the room for events. For storage, apply to the Strata Council.

2.9 Lockers

The building's locker room is located on the west side of the main floor. Each suite has an assigned locker. Lockers cannot be swapped or sold. No items are to be stored in the aisle; such items may be removed and/or disposed of. Use your own padlock for your locker. You can request a key to the locker room from the Resident Caretaker.

2.10 5th-Floor Common Deck

A small south---facing deck that is accessible to all owners is located on the 5th floor next to the elevator. The deck is secured using the building entrance key. Since this deck gives access to the roof (and to the other 5th-floor decks), please make sure that you lock the door behind you when leaving the deck.

2.11 Fireplaces and Firewood Storage Area

For owners with wood---burning fireplaces, a locked firewood storage area is available just east of the upper garage entry. Contact the Resident Caretaker for a key. When using your fireplace, please observe City restrictions concerning the times when fireplaces may be used and the materials that may be burned. For

details, visit the following link: <https://metrovanancouver.org/services/environmental-regulation-enforcement/air-quality-regulatory-program/about-the-residential-indoor-wood-burning-bylaw>

Owners whose suites include a fireplace must submit a declaration of compliance with best burning practices and must register their fireplace unless it is not being used. For details, see <https://service.metrovanancouver.org/RIWB/>

3. Living at Vanier Court

3.1 Bylaws and Rules

Living in a shared space can be challenging at times. To ensure the shared enjoyment by all Vanier Court residents, please review and abide by Vanier Court's Bylaws and Vanier Court's Rules. 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 Council and the Resident Caretaker, at least 48 hours in advance, of the date and time when they intend to move in or out or have furniture or other heavy or bulky goods delivered or removed. Please contact the Resident Caretaker to provide you with an elevator key and to hang protective pads in the elevator. The Resident Caretaker will also provide you with signage to post on each floor, to inform neighbours that the use of elevator will be limited for a period of time. Please do not try to prop open the elevator door manually as it can cause damage that could lead to expensive repairs.

3.3 Strata Fees

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

Note Regarding Electricity Usage

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

3.4 Social Activities

Vanier Court's Social Committee organizes events such as the annual Summer BBQ & Potluck in the Courtyard, a Hallowe'en party at the front entrance, and several Holiday events in December. Watch the bulletin board in the lobby for details of upcoming events. If you are interested in organizing an event, the Strata Council can also help you connect with the Social Committee or with other residents to help make it happen!

3.5 Sound and Noise

Vanier Court is a wood-frame building, and thus noise travels easily. Always be considerate of your neighbours.

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 neighbours first. Take the time to introduce yourselves to your neighbours 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 neighbours until they are told. Once they are informed, they are generally very considerate in turning down the volume or trying to keep the noise down. If you are planning a party, let your neighbours know. Everyone hopes that problems can be worked out between neighbours patiently and courteously.

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

The Vanier Court Bylaws permit construction noise only during the following times:

Monday to Friday: 8:00am to 8:00pm

Saturday: 10:00am to 6:00pm.

3.6 Security

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

3.7 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. Garage key fobs are available from the Resident Caretaker for a fee of \$50 per fob, which will be charged to your account.

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

3.8 Emergency Garage Door Operation

If the garage door doesn't close, shut off the power supply (red lever beside the garage door); then wait a moment before turning the power supply back on. This should reset the 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 the door is closing:

1. Don't 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 the garage door). *Please check out the location of the power shut-off lever the next time you are in the garage.*
3. Wait until the garage door has stopped moving before you drive through.
4. There is a button located next to the garage door in both the upper and the lower garage to open the garage door manually.

3.9 Suite Keys

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

Residents who need to give access of their suites for various inspections (such as the annual fire safety check) or for contractors' visits but are unable to do so in person may give their key to the Resident Caretaker for the day, but the key must be collected at the end of the day.

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 12 noon and 1:00 PM to 4:30 PM. See the contacts section below for the email address and phone number of our Resident Caretaker.

Contact the Resident Caretaker directly for enquiries about the following:

- Building keys, garage fobs, and locker room keys.
- Elevator pads
- Package deliveries (but please remember that the Caretaker cannot provide a 24/7 concierge service)

- Suite access
- General maintenance

Except in an emergency (e.g., a plumbing leak or some other problem that can cause damage to the building or to other suites), please avoid phoning or texting the Caretaker outside his regular hours above.

The Resident Caretaker takes direction from the Strata Council. If you have feedback regarding the Caretaker's performance, please forward your comments to Council at Council@vaniercourt.ca

4.2 Strata Council

Our Strata Council is an annually elected group of five to seven owners who act as the board of directors of our strata corporation. The Strata Council manages the corporation with the assistance of our professional property management company. Council's responsibilities include ensuring appropriate repair and maintenance of our common property and common assets.

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

4.3 Council Standing Committees

Vanier Court has several committees made up of volunteers, though not all committees are active at all times. Participation by owners is always welcome and appreciated. A call for volunteers to serve on the standing committees is issued each year shortly after the Annual General Meeting.

Bylaws and Rules Committee

The Bylaws and Rules Committee reviews Vanier Court's existing Bylaws and Rules and provides recommendations to Council on improvements, additions, and deletions. The Committee is convened when Council identifies a need for a 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***, the ***Building Envelope Condition Assessment (BECA) Report***, and other engineering reports as its guides, the Committee makes recommendations to the Strata Council on selecting, funding, and carrying out major projects.

Communications Committee

The Communication Committee monitors the Vanier Court website and looks after its maintenance and upkeep. The current members are Vanier Court's Web Administrator and the Strata Council's Recording Secretary.

Gardening & Landscaping Committee

The Gardening & Landscaping Committee oversees Vanier Court's garden and landscape maintenance and upkeep. The Committee makes gardening and landscaping recommendations to the Strata Council concerning areas and issues requiring attention, helps to plan future projects, and is actively involved in day-to-day gardening. The area around the garden shed in the northwest corner of the backyard is the Committee's designated work area. For enquiries and suggestions, please email the Committee at Gardening@vaniercourt.ca

Maintenance Committee

The Maintenance Committee is a working group comprised of one or more Council members and the Resident Caretaker. It discusses issues and concerns such as ongoing building repair and maintenance.

Social Committee

The Social Committee plans and organizes Vanier Court's "Social Calendar," including events such as the annual Summer BBQ & Potluck in the Courtyard and other events during the summer, a Hallowe'en party at the front entrance, and several Holiday events in December. All residents are invited to attend these events and are

welcome to contribute to them. For enquiries and suggestions, please email the Committee at Social@vaniercourt.ca

5. Emergencies – in case of FIRE or THREATS/HARM, **CALL 911**

The building fire detection system is **NOT** monitored. In case of fire, **call 911** for the Vancouver Fire and Rescue Service to attend the building. Leave your suite, close your door behind you, activate a fire alarm pull station, leave the building, and congregate across the street.

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's emergency line telephone number on or near your phone.

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, e.g., patios, balconies, and decks. Please check the Vanier Court **Alterations, Additions, Attachments, and Renovation Guidelines** for recommendations and requirements when planning your renovation. **Before starting any alteration to your strata lot and/or the common property, you must apply to the Strata Council for approval of the planned renovation.**

7. Interesting Fact

Harwood Street was named by L.A. Hamilton after Harwood Island (near Powell River), which had been named by Captain Vancouver in 1798 after Edward Harwood, who served as navy surgeon under Captain Bligh aboard the HMS Providence. On 5 April 2016, the island's name was changed to its traditional name of Ahgykson Island. The spelling was changed on 5 April 2025 to ʔaʔgayqsən (island). For further information, visit <https://apps.gov.bc.ca/pub/bcgnws/names/76542.html>

8. Links

Building website	http://www.vaniercourt.ca
Rules	https://www.vaniercourt.ca/test/wp-content/uploads/2025/03/VANIER-COURT-RULES-as-of-20-Feb-2025.pdf
Bylaws	https://www.vaniercourt.ca/test/wp-content/uploads/2025/02/Bylaws-CONSOLIDATED-VANIER-COURT-BYLAWS-with-amendments-up-to-2024.pdf
Associa BC Inc.	https://www.associabc.ca/
Renovations	http://www.vaniercourt.ca/test/wp-content/uploads/2012/07/VanierCourtRenovationGuidelinesforOwners20160712.pdf

9. Contacts

Emergencies, 24 Hours Associa B.C. Inc.	Phone: 604-591-6060 (This is both an office and a 24-hour emergency number) Email: abc.service@associa.ca
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Resident Caretaker Marcel Morais	Phone: 778-861-9171 Email: caretaker@vaniercourt.ca
Strata Council	Email: council@vaniercourt.ca
Building Maintenance Issues	Email: maintenance@vaniercourt.ca
Gardening & Landscaping Committee	Email: gardening@vaniercourt.ca
Social Committee	Email: social@vaniercourt.ca

10. Document Revision History

Version	Date	Editor(s)	Outline of Changes
1.0	November 2011	Wendy Podgursky, Sue Spooner	Document created
2.0	November 2011	Wendy Podgursky	Updates as requested by Council
2.1	June 2013	Wendy Podgursky, Tom Jensen	Updates as requested by Council
2.2	April, 2015	Tom Jensen, Andrew Campbell	Updates as requested by Council
2.3	June 2021	Andrew Campbell, Sue Spooner, Tom Jensen	Updates as requested by Council
3.0	January 2017 <i>[sic]</i>	Kevin Campbell / Web Admin	Update Property Management Owner Personal Info link Updates requested by Council
4.0	July 2025	Christa Canitz	Versions 2.3 (2021) and 3 (2017) amalgamated; general update as reviewed by Council