

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Tuesday, January 29, 2009 at 7:00 p.m.**

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<b>COUNCIL MEMBERS PRESENT:</b>	Dave Holbrook	President
	Tana Eggleston	Treasurer
	Brian Arnold	Communications
	Alicia Churchill	Council Member
	Al Abdulla	Council Member

**GUEST:** Mike Schmidt: Unit # 1

**MANAGEMENT:** Craig Carlyle, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

a. The meeting was called to order at 7:20 p.m.

**2. GUEST**

a. **Maintenance Issues**

Mr. Schmidt addressed the Council about two letters written to the Property Manager concerning repairs and maintenance issues around the property.

Mr. Schmidt stated in his letters, that as a home owner he is very concerned over the lack of supervision of contractors working at our complex, and that there are numerous projects that are started and supposedly finished that the contractors are paid for when in fact the jobs are not complete.

Mr. Carlyle's letter in response to Mr. Schmidt stated that many of the contractors used by the strata corporation are used because they offer value for the dollar and receive positive feedback from the owners at Avonlea and other strata corporation properties. When work is being performed on site, Mr. Bourke is in regular communication with the contractor either in person or by phone to resolve any issues that may arise. It was also stated that all work is reported complete by the contractor, owner, property manager, or strata council before payment of an invoice is processed.

b. **Parking Violations**

Mr. Schmidt also disputed in a letter a number of parking violation notices issued to him for vehicles parked in front of his unit.

Mr. Schmidt stated in the letter that he is currently having his unit renovated and it is the contractors car which has all his tools and equipment in it. It is the contractor who is parked in front of his unit and it was Mr. Schmidts' understanding that a contractor could park in front of a unit when work was being done.

Mr. Carlyle had responded to Mr. Schmidts' letter and stated that no provisions in the Strata Corporations' bylaws permitted a contractor to park in front of his unit while conducting renovations.

His letter would be considered as a request to have the fines reversed and reviewed by the Strata Council at this evenings meeting.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

Council reviewed the minutes of the November 18, 2008 Strata Council Meeting.

It was:

**MOVED AND SECONDED** (Abdulla/Arnold)

To approve the November 18, 2008 Strata Council Minutes, and amend item 8 to read: The annual general meeting is scheduled for Tuesday, February 24<sup>th</sup>, 2009.

**CARRIED**

#### **4. FINANCIAL REPORT**

##### **a. December 31, 2008 Monthly Report**

Tana Eggleston reported that she had reviewed the December 31, 2008 Financial Report and found everything in order. She noted that the strata corporation was over budget this year mainly due to greater than expected costs for Repairs and Maintenance, Snow Removal, and Waste Removal

The Property Manager reported that the Contingency Reserve Fund has a balance of \$42,708.68 and the Operating Account of \$35,146.65.

After a discussion it was:

**MOVED AND SECONDED** (Eggleston/Abdulla)

To approve the December 31, 2008 Financial Reports.

**CARRIED**

##### **b. Proposed 2009 Operating Budget**

The Treasurer provided a detailed analysis of her proposed 2009 Operating Budget which will be presented to the owners at the Annual General Meeting. The proposed budget will include a twenty percent maintenance fee increase primarily so that the Strata Corporation can increase its contribution to the Contingency Reserve Fund Capital. An increased contingency fund will better prepare the Strata for future big projects.

#### **4. REPAIRS & MAINTENANCE**

##### **a. #38 and #55 Install Clean-outs (Milani Plumbing) – Complete**

It was reported that the new clean-outs have been installed along the perimeter drain lines behind unit #55 and #38.

##### **b. #60 Install Curb Drain (Milani Plumbing) – Complete**

It was also reported that a new drain has been installed in the driveway of unit #60 to drain away the roadway run off.

##### **c. #22, #30, #55, #56, #58 Roof Repairs (Carlson Roofing) – Complete**

Minor roof repairs to the above units have been completed by Carlson Roofing.

##### **d. #20 Roof Repair due to Snow Damage (Au Courant) – Complete**

Winter snow accumulations on the short roof at the back of this unit caused significant damage to the area over the kitchen of this unit.

##### **e. Garage Door Painting (Au Courant) – Complete**

Minor paint repairs to all garage doors were completed by AuCourant Contracting.

- f. **#33 and #34 Gutter Damage (Au Courant) – In progress**  
Gutter damage caused by excessive snowfall.
- g. **Garage Door Repairs #38 (Au Courant) – Pending**  
The contractor is looking for matching parts to complete these repairs.
- h. **Carwash Drainage (A.C. Paving) – Pending warmer weather**  
The contractor will overlay another layer of asphalt to improve the drainage.
- i. **Garbage Container Painting**  
Prep work for the painting of the outside of the garage door was interrupted by the winter storms.
- j. **Gutter Cleaning (Right Choice) – Pending better weather**  
Winter gutter cleaning of the inside of the gutters will be scheduled pending warmer weather.
- k. **#51 Envelope issues – in progress**  
Au Courant will repair a gap in the siding and they will also investigate why, during heavy rains, there is an occasional leak next to the unit's back door. Damage to a dryer vent caused by a squirrel will be looked at by Carlson Roofing.
- l. **#1 Mould Investigation (Easy Care Restoration) – Pending report**  
A report by the Owner of a possible mould problem in the utility room next to this unit is being investigated by Easy Care Restoration.

5. **PROJECTS**

- a. **Preventive Roof Maintenance Program**  
After carrying out a site inspection in November, 2008 Carlson Roofing provided a quote of \$500.00 per building section to: supply and install new asphalt shingles where existing ones are damaged or missing; re-new sealant at chimney caps and B vent collars; install shims and sealant at skylight back pan flashing and step flashing junctions where the possibility of water ingress is present; supply and install new fresh air vents where existing are cracked; remove lint from dryer vents. The work previously approved by Council will proceed early in the spring.
- b. **Roof Inspection Report**  
Attic inspections were completed in thirteen units last fall and the contractor says in his written report that the findings were quite normal with just a few noted deficiencies. Most units had some minor staining on the sheathing, around the dryer vent and some units had lint in their attics. He recommends regular cleaning. The contractor says there is a possible active roof leak at #52 and further investigation is recommended.  
The contractor also recommends the installation of a ridge vent when roof replacement is carried out. This would increase the minimum standard button venting which currently exists.
- c. **Garbage Container Area Project**  
Council will consider the Property Manager's suggestion that the garbage container area be rebuilt as is, but that the inside back wall be lined with

concrete barriers.

d. **Roadway Patch & Seal Project – pending a quote from A.C. Paving**

Council asked that the paving contractor include repairing the front entrance sidewalk to the complex in their quote.

6. **AGM PLANNING**

- a. Council confirmed that the annual general meeting will be held on Tuesday, February 24<sup>th</sup>, 2009 in the Community Room at Stony Creek Community School, 2740 Beaverbrook Crescent. Pre-registration begins at 6:30pm and the meeting begins at 7pm.

7. **CORRESPONDENCE**

a. **# 1 - \$50 Parking Violation letters**

Council has agreed to waive the parking violation fines imposed on unit # 1 because the vehicle in question belonged to a contractor. The owner pointed out that contractors park in front of units all the time, and those owners have not been fined.

8. **ADJOURNMENT**

There being no further business the meeting was adjourned at 9:45 p.m.

**The next meeting will be the Annual General Meeting on Tuesday, February 24<sup>th</sup>, 2009 at 7pm. The meeting will be held at the Stoney Creek Community School, 2740 Beaverbrook Crescent. Pre-registration begins at 6:30pm.**

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

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