

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Monday, March 16, 2009 at 7:00 p.m.**

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<b>COUNCIL MEMBERS PRESENT:</b>	Tana Eggleston	President/Treasure
	Al Abdulla	Co-Treasurer
	Brian Arnold	Communications
	Scott Weber	Repairs & Maintenance
	Alicia Churchill	Council Member
	Annette Maxwell	Council Member
	Morris Kozoroski	Council Member

**MANAGEMENT:** Craig Carlyle, Property Manager and  
Dan Bourke of  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:10 p.m.

**2. APPOINTMENT OF COUNCIL POSITIONS**

Council discussed the various positions needed for the coming year and appointed the following Council Members to these positions.

President - Tana Eggleston

Vice-President - Alicia Churchill

Treasurer - Tana Eggleston and Al Abdulla

Communications - Brian Arnold

**COMMUNICATION WITH COUNCIL**

Please be advised that the most effective way to communicate with the Strata Council is  
through the Avonlea Web Site.

**AVONLEASTRATA.COM**

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

Council reviewed the minutes of the January 29, 2009 Strata Council Meeting. It was noted that the Contingency Reserve Fund total of \$42,708.68 should read \$178,357.21.

It was:

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

To approve the January 29, 2009 Strata Council Minutes.

**CARRIED**

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

##### **a. January 31, 2009 Monthly Report**

Tana Eggleston reported that she had reviewed the January 31, 2009 Financial Report and found everything in order. She said that snow removal costs were high due to this winter's heavy snowfall.

Tana added that Recycling and Waste Removal should be combined into one line item for ease of administration. A motion was then presented to combine Recycling and Waste Removal as one line item in the Budget.

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

**CARRIED**

The Treasurer reported that the Contingency Reserve Fund has a current balance of \$185,930.28 and the Operating Account has a balance of \$18,499.72.

It was:

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

To approve the January 31, 2009 Financial Reports.

**CARRIED**

##### **b. Property Insurance Premium Funding**

Management reviewed payment of the annual property insurance funding in the amount of \$23,754.00. Financing options provided by the insurance company, payment from the Operating Account, or funding from the CRF Account were discussed.

Due to the significant impact the payment would have on the Operating Account it was proposed to make a temporary transfer from the CRF Account which would be transferred back within the fiscal period as per the Strata Property Act.

It was:

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

#### **5. REPAIRS & MAINTENANCE PROCEDURES REVIEW**

Council discussed new procedures to address specific concerns expressed at the Annual General Meeting as to repair and maintenance procedures.

In conjunction with the new strata corporation web site it was decided to appoint two Council Members to the Repair and Maintenance Committee, with Scott Weber being appointed as the committee chair, and Morris Kozoroski as an additional onsite contact.

Procedures were discussed to insure that owners concerns are responded to in a timely manner, Council is informed when trades people are on site performing repairs or conducting service work, and a review process is in place to approve payment of special project invoices.

## REPAIR & MAINTENANCE REQUESTS

Please note that all non emergency repair and maintenance requests will now be processed through the Avonlea Web Site  
**AVONLEASTRATA.COM**

### 6. REPAIRS AND MAINTENANCE

- a. **Garbage Area Door painting** (Au Courant Contracting) - Complete  
It was reported that after a short improvement of weather conditions the painting of the garbage area gate has been completed.
- b. **#60 and #55 Install Cleanouts** (Milani Plumbing) - Complete  
It was reported that the installation of two new clean-outs outside the above units has been completed. Residual clean-up work and landscape maintenance is pending better weather.
- c. **Gutter Cleaning** (Right Choice Building Maintenance - Pending Review  
It was reported by Council that Right Choice Building Maintenance has been on site and completed the gutter cleaning in January.  
Management expressed some concern over recent gutter blockages which will be reviewed to confirm that debris in the gutters was not pre-existing the recent rain storms.
- d. **#51 Roof Leak/Water Seepage** (Carlson Roofing; Au Courant Contracting; Easy Care Restoration) - Complete  
It was reported that it was determined that a recent water leak to the above unit was due to a roof leak. Damage to the above unit was significant and restoration work performed by Easy Care Restoration and AuCourant Contracting. Management will be reviewing the file to claim what amount of the expenses can be claimed under our insurance property.
- e. **#25; #50; #52 Minor Leak Repairs** (Carlson Roofing) - Complete  
It was reported that reports of minor roof leaks in the above units have been repaired by Carlson Roofing.
- f. **#52 Minor Paint/Drywall Repairs** (Au Courant Contracting) - Complete  
It was reported that minor paint and drywall repairs have been completed in this unit related to the water damage repairs in unit #51.
- g. **#59; #60 Minor Gutter Repairs** (Au Courant Contracting) - Complete  
Council was advised that repairs to the gutters at the back of this unit have been completed.

- h. #20 Roof Awning Repair** (Au Courant Contracting) - Complete  
It was reported that repairs to a roof awning over the kitchen of this unit that was damaged due to excessive weight during the winter snow storms has been completed.
- i. Car Wash Burn** (AC Paving) - Pending warmer weather.  
Council was advised that the raising of the car wash burn to prevent car wash detergents from getting into the nearby creeks will be completed when the weather warms up.
- j. #28 Garage Door Panel Repair** (AuCourant Contracting) - Pending  
Council was also advised that a quote for repairs to the bottom of the garage door at #28 has been received in the amount of approximately \$1,400.00.
- k. #55 Landscape Restoration** (NuGreen) – Pending warmer weather  
It was noted that the general clean-up of the area behind this unit and lawn remediation will be started as soon as the weather improves and growing conditions are available for the planting or seeding of new lawn.
- l. Landscape Winter Damage** (NuGreen) - Pending  
NuGreen Landscaping will be preparing a quote to replace all damaged plants in Avonlea caused by this winter's heavy snowfall. An insurance claim may be filed to cover the cost.

## **7. PROJECTS**

- a. Preventative Roof Maintenance** (Carlson Roofing) - Complete  
It was reported that Carlson Roofing has completed an exterior roof inspection and conducted preventative maintenance repairs to those areas showing visible wear.
- b. Garbage Area Enclosure Replacement**  
Council discussed this project in detail and agreed that Morris Kozoroski would research this matter and bring suggestions to the next council meeting. It was also agreed that the garbage area enclosure would be looked at during the planned walkthrough of the complex by Scott Weber, Craig Carlyle and Dan Bourke.

## **8. NEW BUSINESS**

### **a. Management Contract Review**

Council confirmed receipt of a copy of the management contract with Pacific Quorum Properties and would review the agreement and hold a separate meeting to discuss any changes they might light to make.

After discussing these issues with Pacific Quorum any changes to the contract would be reported at the next Council meeting.

### **b. #36 Request to Install Gutter Screens**

Council discussed a request from the owner of the above suite to have gutter screens installed on her garage gutters.

As many of the areas experience similar problems the issue will be reviewed with cost estimates to install screens on all gutters within close proximity to trees.

### **c. #5 Request to Install No Parking Sign**

Council also reviewed a request to install a no parking sign adjacent to the garage door of the above unit. As the original sign was removed when the fences were replaced the request was approved.

### **d. Avonlea Web Site**

It was reported that all functions of the Avonlea Web Site are now up and running. Owners are asked to log on to **AVONLEASTRATA.COM** to become familiar with this feature.

The web site will help reduce the administration cost for the strata corporation, provide a more effective method of communicating with Council and Management, and provide and make it easier for owners to report service request.

## **10. ADJOURNMENT**

There being no further business the meeting was adjourned at 9:18 p.m.

**The next meeting is scheduled for 7pm on Monday, May 4<sup>th</sup>, 2009 at Unit # 24.**

Attention:

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

Submitted by:  
**PACIFIC QUORUM PROPERTIES INC.**  
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