



**AVONLEA
STRATA PLAN LMS 101**

**STRATA COUNCIL MINUTES
TUESDAY, JANUARY 17, 2012, 7:00 P.M.**

COUNCIL PRESENT:

Brian Arnold	President
Al Abdullah	Treasurer
Carol Ohno	Vice President
Morris Kozoroski	Council member
Yves Jobin	Council Member
Mike McDonald	Council Member

MANAGEMENT PRESENT:

**Dan Bourke, Property Manager
Pacific Quorum Properties Inc.
dan@pacificquorum.com / Office: 604-635-0260**

1. CALL TO ORDER:

The meeting was called to order at 7:10 p.m. by Brian Arnold, President.

2. APPROVAL OF PREVIOUS MINUTES – NOVEMBER 30, 2011

The Council has reviewed the minutes from the last strata meeting held on November 30, 2011. Noting no errors or omissions it was:

MOVED / SECONDED (Ohno/Abdullah)

To approve the November 30, 2011 Strata Council meeting minutes as distributed.

CARRIED

4. FINANCIAL REPORTS

a. Monthly Report – November 30, 2011

Al Abdullah, Treasurer, reported that he has received and reviewed financial statements up to November 30, 2011 including all bank statements and paid invoices and that all accounts appear to be in order. It was also reported that the Strata Corporation had \$130,724.00 in the Contingency Reserve Account and \$10,739.00 in the Operating Account. It was

MOVED / SECONDED (Abdullah/Jobin)

To approve the November 30, 2011 financial report as presented.

CARRIED

b. Accounts Receivable Report

Council reviewed further correspondence from Alexander, Holburn, Beaudin & Lang, Legal Counsel for the Strata Corporation, with respect to the collection of outstanding special assessments and strata fee payments from Strata Lot #34. This letter dated January 11, 2012 indicated that as of that date, after filing a lien against the Strata Lot, payment has still not been received from the Owner. If payment is not received within 14

VANCOUVER OFFICE:

Suite 430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: 604-685-3828 Fax: 604-685-3845

www.pacificquorum.com

✓ SURREY OFFICE:

Suite 302 – 7337 137th Street

Surrey, BC V3W 1A4

Tel: 604-635-0260 Fax: 604-635-0263

days from that date, the Strata Corporation will instruct legal counsel to seek a Conduct of Sale Order in the Supreme Court of British Columbia.

c. Draft 2012 Operating Budget

Council reviewed a draft of a proposed 2012 Operating Budget which indicated a proposal to increase strata fee payments by 5% this year. A line-by-line review of each expense category was then discussed with minor changes being recommended to tree management expenses and landscape improvements. It was noted that the most significant increase to the 2012 Operating Budget is due to increased property insurance premiums and that the Strata Corporation will still continue to contribute \$60,000.00 per year to the Contingency Reserve Fund. Council also discussed specific resolutions to be presented at the Annual General Meeting for the purpose of funding special projects including the garbage container area improvements, outdoor lighting and the funding of a professionally prepared Contingency Reserve Fund Long Term Maintenance Plan. Each of these resolutions will be presented at the Annual General Meeting and specific amounts included in the notice of the general meeting which will be distributed early next month.

5. REPAIRS AND MAINTENANCE

a. Tree Clearance Pruning

Morris Kozoroski reviewed details of a tree clearance pruning project which will be performed by the Strata Corporation's landscape contractor, Nugreen Landscaping and a quotation in the amount of \$3,200.00 to perform this work. After a short discussion it was

MOVED / SECONDED (Kozoroski/Abdullah)

To approve an expense in the amount of \$3,200.00 from the Strata Corporation's Operating Account for this project as discussed.

CARRIED

b. Upper Parking Allan Block Planter Improvements - Pending

As previously indicated this specific project will be discussed in the Spring of 2012.

c. Unit #8 – Water Leak

Council discussed a report of a minor water leak in this townhome which the source has yet to be determined and that Circle Property Services has attended to the property and inspected the attic space and connections to the dryer vent and who has indicated that they will continue to monitor the situation until the source of the leak is determined.

d. Unit #13 – Window Glass Repairs Accurate Glass- Pending

It was reported by the owner of this townhome that Accurate Glass is scheduled to inspect and/or make repairs as necessary to the concerns expressed by this owner.

e. Unit #57 – Water Stain

It was reported that the owner of this townhome has reported a small water stain in the corner of their basement and that Circle Property Services will be dispatched to determine the cause of this problem.

6. OTHER BUSINESS

a. Cambie Roofing Correspondence

Council confirmed that after a review of one outstanding issue, with respect to the final payment offer to Cambie Roofing, management may proceed with the originally approved amount of \$3,604.00 to complete the project.

b. Annual General Meeting

It was agreed that, subject to availability of the meeting venue, the Annual General Meeting of owners should be held on February 21, 2012 and that in addition to approval of the proposed Strata Corporation Operating Budget, three resolutions would be put forward for funding from the Contingency Reserve Fund for improvements to the garbage container area, outdoor lighting and funding for the purpose of obtaining a Contingency Reserve Fund Long Term Planning Report.

c. Snow Removal

Council discussed various aspects of the snow removal contract including the timing of each removal, salting and frequency of service.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 p.m.

The next meeting will be the Annual General Meeting on Tuesday, February 21, 2012.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

302-7337 137th Street

Surrey, BC V3W 1A4

Telephone: (604) 635-0260

Fax: (604) 635-0263 / Direct (604) 306-9111

E-mail: dan@pacificquorum.com

Website: www.pacificquorum.com

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from
Pacific Quorum Properties Inc.