



**AVONLEA
STRATA PLAN LMS 101**

**STRATA COUNCIL MEETING MINUTES
THURSDAY, JANUARY 17, 2013, 7:00 P.M.**

COUNCIL PRESENT:

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

MANAGEMENT PRESENT:

Dan Bourke, Property Manager
Pacific Quorum Properties Inc.
dan@pacificquorum.com / Office: 604-634-3036

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Brian Arnold, President.

2. APPROVAL OF PREVIOUS MINUTES

Council reviewed the minutes of the last Strata Council meeting held on November 15, 2012. Noting no errors or omissions, it was:

MOVED/SECONDED (Churchill/Kozoroski)

To approve the November 15, 2012 Strata Council meeting minutes as distributed.

CARRIED

3. FINANCIAL REPORTS

a. Monthly Reports - December 31, 2012

Al Abdullah, Treasurer, reported that he has received and reviewed all financial reports up to and including December 31, 2012 including all paid invoices and bank statements and all accounts appear to be in order. It was also reported that as of December 31, 2012 the Strata Corporation had \$175,222.30 in the Contingency Reserve Account and \$31,230.79 in the Operating Funds Account. After a short discussion, it was:

MOVED/SECONDED (Abdulla/Kozoroski)

To approve the December 31, 2012 financial reports as presented.

CARRIED

b. Accounts Receivable Report

Management reviewed all accounts receivable for council and indicated that only one account remains outstanding with a significant balance which will be resolved with an estate sale in due course.

c. 2013 Operating Budget Review

Council discussed various changes to the proposed Operating Budget which will be presented to the owners at the upcoming Annual General Meeting and will present the budget with a 5%

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increase to strata fees. This increase will be, for the most part, to fund an increase to the Contingency Reserve Fund while other expense items will be adjusted based on projections for the upcoming year.

4. REPAIRS AND MAINTENANCE

a. Unit #53 Door Fit Deficiencies - Complete

Management confirmed that Oakdale Build Services has completed the deficiencies to the back door of this townhome as requested.

b. Unit #53 Porch Landing Water Pooling - Pending

Council also discussed various options for the draining of water from this porch landing and will discuss these repairs with Oakdale as soon as possible.

c. Unit #45 Arbour Damage - Pending

Morris Kozoroski reported that NuGreen Services has agreed to partially pay for damage to the arbour of this townhome. As previous damage existed prior to the collision, a cost sharing formula has been agreed to by NuGreen.

d. Unit #45 Installation of Bollards - Pending

Council also discussed the cost of the installation of bollards at the side of townhome #45 to provide protection against a similar damage occurrence. After a short discussion, it was:

MOVED/SECONDED (Kozoroski/Churchill)

To approve an expense of \$7,650.00 for repairs to the arbour at townhome #48 charging back approximately \$2,000.00 to NuGreen Landscaping Services and \$4,800.00 for the repairs to the side of townhome #10 which has experienced a similar type of decay to the side of the front steps.

CARRIED

e. Concrete Crack Repairs - Pending

Council confirmed that Oakdale Build Services has reviewed various cracks around the property and will make corrective repairs as soon as possible.

5. PROJECTS

a. Garage Door Replacement Project - Pending

Council reviewed a quote from Vancouver Overhead Door for the replacement of all garage doors throughout the complex. As this item has been discussed expensively over the last year, it was decided to proceed with the proposal for funding at the Annual General Meeting next month. The funding formula will be with 50% from the Contingency Reserve Fund and 50% by way of a special assessment to owners.

b. Depreciation Report - Pending

Management confirmed that a number of specialized companies have presented proposals for providing depreciation reports to the Strata Corporation and upon review of the specific reports, Council will proceed with this project during the summer of 2013.

6. **OTHER BUSINESS**

a. **Bylaw Violation**

Council requested that Management issue a letter to a townhome where the owners have appeared to have left the property vacant as they have travelled outside of the country and request that the owners obtain an inspection report and/or regular inspection of the property to ensure that any mechanical, plumbing or ventilation systems are working properly in the unit during their absence.

7. **ADJOURNMENT**

There being no further business, the meeting was adjourned.

**The next meeting will be the Annual General Meeting scheduled for
Thursday, February 21, 2013.**

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Dan Bourke, Property Manager

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