

STRATA PLAN LMS101 AVONLEA
Minutes of the Strata Council Meeting
Held on Tuesday, March 22, 2011 at 7:00 p.m.

COUNCIL MEMBERS PRESENT:	Brian Arnold	Council Member
	Al Abdulla	Council Member
	Morris Kozoroski	Council Member
	Carol Ohno	Council Member
	Stephane Castera	Council Member
	Yves Jobin	Council Member
	Mike MacDonald	Council Member

MANAGEMENT PRESENT: Dan Bourke, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

- a. The meeting was called to order at 7:02 p.m. by Dan Bourke, Property Manager

2. APPOINTMENT OF COUNCIL POSITIONS

Council discussed the appointment of various positions required by the Strata Property Act and for the operations of the Strata Corporation and after a short discussion Council Members were appointed as follows:

Brian Arnold	President
Carol Ohno	Vice President
Al Abdulla	Treasurer
Morris Kozoroski	Maintenance

3. APPROVAL OF PREVIOUS MEETING MINUTES

- a. Council reviewed the minutes of the January 18, 2011 Strata Council Meeting. Noting no errors or omissions;
It was:
MOVED AND SECONDED (Abdulla/Kozoroski)
To approve the January 18, 2011 Strata Council meeting minutes as distributed.
CARRIED

4. FINANCIAL REPORT

a. January 31, 2011 Monthly Report

As the Treasurer has just been appointed, a review of the January 31, 2011 financial report has not been possible, thus approval of the reports was tabled pending the Treasurer's review until the next Strata Council Meeting. Management reported that as of January 31, 2011 the reports indicated that the Strata Corporation had \$18,177.21 in its Operating Account and \$381,708.75 in the Contingency & Special Levy Fund, Roof Account; and that only one account remains significantly past due in special assessment payments.

5. REPAIRS & MAINTENANCE

a. Unit # 58 Water Leak and Condensation - Complete

Management reported that a recent report of minor staining on the ceiling of an upstairs bedroom was reportedly due to excessive condensation in that area of the attic, and inspection by Cambie Roofing and Inter Provincial Roof Consultants resulted in the conclusion that inadequate venting in the gable roofs in phase I was the cause of the condensation. It has been recommended by Inter Provincial Roofing Consultants that additional venting be installed in these areas of the phase I townhomes.

b. Unit #1 & # 2 Downspout Drainage - Pending

Management reported that Blue Mountain Plumbing and Drainage has apologized for delay for the installation of this drainage line as an oversight missed the scheduling of this work.

c. Garbage Enclosure Repairs - Pending

Management reported that repairs were necessary to the garbage enclosure area to the perimeter trellis and will be scheduled for repair next month.

d. Paver Stone Cleaning - Pending

Management also reported that a planned maintenance item to have the paver stones power washed in various locations of the property will be scheduled for late April or early May.

e. Bark Mulch Installation - Pending

Morris Kozoroski reported that the installation of the bark mulch behind townhomes #1 through 10 and #49 through 60 will take place in the next month or two.

f. Window Cleaning

Management proposed that as the roofing project is substantially complete, the cleaning of all inaccessible windows should be performed. Council discussed the need to have this service completed and reviewed a quote from Men In Kilts Commercial Services, and requested that Management schedule this work for first week of June.

g. Siding Cleaning

Council discussed a planned maintenance item to have the vinyl siding in various locations around the property spot cleaned to remove excess amounts of dirt and algae. Council discussed the need to have the entire complex cleaned however, with cost estimates in mind, requested that Management proceed with the planned maintenance item targeting only the worst areas, and schedule this maintenance item for the early part of May.

h. Parking Area Line Painting

Council discussed the repainting of the parking stall lines and will schedule this work for the early part of summer.

6. ROOF REPLACEMENT PROJECT

a. Roof Project

Management reviewed the current status of the roof replacement project and indicated that as of last week the project is now substantially complete. The final inspection by Inter Provincial Roofing Consultants has indicated that all deficiencies have now been completed. Management has also conducted a review of the installation, and indicated that all aspects of the roof project appear to be in order.

Currently the Strata Corporation is holding back \$61,264.00 for a period of fifty-five days from final inspection date, and will be reducing this amount for all costs incurred by the Strata Corporation related to water leak damages during construction, and exclusions from the contract which were performed by the gutter installation contractor.

Management also reported that the impact on the proposed budget for the roof replacement project from the implementation of the Harmonized Sales Tax was \$56,234.65, and that after the proposed installation of additional venting in the gable roofs of phase I, a small surplus for the project will still be possible.

Management also reported that a review of all dryer and furnace venting connections will be requested by Inter Provincial Roofing Consultant.

7. OTHER BUSINESS

b. Newspaper & Flyer Distribution

Council discussed various options for the centralization of local newspapers and flyers and locations where owners could pick up this material, as well as the installation of a box or newspaper stand beside the mailbox area or close to the garbage container area.

Morris Kozoroski will continue to review these options next month.

c. Unit # 50 Request to Install High Efficiency Exterior Wall Vent

Council reviewed a letter from the owners of this townhouse requesting approval for the installation of an exterior wall vent as required for the replacement of the existing furnace with a new high efficiency furnace. Council discussed the need to standardise this approval process, as with the aging furnaces in the complex and requirement to exhaust the replacement furnaces out the side or back of the townhomes; many owners will be requesting this type of approval in the coming years.

After a lengthy discussion, the request was approved by Council.

d. Unit # 54 Request to Install Air Conditioner

Council discussed a request for approval for the installation of an air conditioning unit in the back yard of this townhome. Similar concerns as the previous request were discussed by Council which will be addressed in the near future. After a short discussion, the request was approved by Council.

e. Junk Day

Council discussed the desire to hold an annual junk day for the removal of items that owners no longer need. It was decided that a Junk Day will be held sometime in September.

8. ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:05 p.m.

The next meeting is scheduled for Tuesday, May 10, 2011

Attention:

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

Submitted by:

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