



**AVONLEA  
STRATA PLAN LMS 101**

**STRATA COUNCIL MEETING MINUTES  
THURSDAY, MARCH 22, 2012, 7:00 P.M.**

**COUNCIL PRESENT:**

<b>Brian Arnold</b>	<b>President</b>
<b>Al Abdullah</b>	<b>Treasurer</b>
<b>Carol Ohno</b>	<b>Vice President</b>
<b>Morris Kozoroski</b>	<b>Council Member</b>
<b>Mike McDonald</b>	<b>Council Member</b>
<b>Alicia Churchill</b>	<b>Council Member</b>

**MANAGEMENT PRESENT:**

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

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Brian Arnold.

**2. APPOINTMENT OF COUNCIL POSITIONS**

Council confirmed that following the Annual General Meeting the Council members below were appointed to the following positions:

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

**3. APPROVAL OF PREVIOUS MINUTES - JANUARY 17, 2012**

Council reviewed the minutes of the last Strata Council meeting held on January 17, 2012. Noting no errors or omissions,

It was

***MOVED / SECONDED*** (Ohno/McDonald)

To approve the January 17, 2012 Strata Council meeting minutes as distributed.

***CARRIED***

**4. FINANCIAL REPORTS**

**a. Monthly Report – January 31, 2012**

Al Abdullah, Treasurer, reported that he has received and reviewed all financial statements up to and including January 31, 2012 including all bank statements and paid

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invoices and that all accounts appear to be in order. It was also reported that as of January 31, 2012 the Strata Corporation had \$142,077.19 in the Contingency Reserve Account and \$22,906.50 in the Operating Account. After a short discussion, it was

**MOVED / SECONDED** (Abdullah/McDonald)

To approve the January 31, 2012 financial report as presented.

**CARRIED**

**b. Accounts Receivable Report**

Management reported that the collection action initiated against Strata Lot 44 and discussions between the owner and the Strata Council has resulted in a significant payment to the account. However, a balance remains significant enough that collection action should continue. Council will also discuss the outstanding balance with the owner in an attempt to obtain an acceptable resolution to the matter as soon as possible.

**5. REPAIRS AND MAINTENANCE**

**a. Tree Clearance Pruning - Complete**

Council confirmed that NuGreen Landscaping has completed the tree clearance pruning project as agreed.

**b. Unit #53 - Window Glass Repair - Complete**

Management advised Council that a minor repair to resolve the malfunctioning window in this townhouse has been completed by Accurate Glass as requested.

**c. Unit #57 - Basement Water Stain Repair - Complete**

Management also confirmed that Circle Property Services has attended to this townhome to repair water stain damages which appear to have been from a previous problem which has been resolved.

**d. Vinyl Siding Wind Damage - Complete**

It was confirmed that Circle Property Services has attended to repairs to vinyl siding at one of the townhouses which was due to a recent wind storm.

**e. Upper Parking Lot Planter Project - Pending**

Council discussed the replacement of the wood planter in the center of the upper parking lot with a allan block structure to replace the existing wooden planter box which is in need of repair. Alicia Churchill will obtain an estimate for material costs for presentation at the next Strata Council meeting.

**f. Unit #17 - Window Box Repairs - Pending**

Management also confirmed that Circle Property Services has been requested to attend to repairs to the window box at the back of this townhome.

**g. Gutter Repairs**

Morris Kozoroski reported that Above All Gutters will be requested to review various areas throughout the complex with respect to minor repairs to the gutters in various areas of the complex.

## **6. PROJECTS**

### **a. Garbage Container Area Improvements**

Morris Kozoroski reviewed for Council the preliminary plans for the changes to the garbage container area and will request a written quote from the contractor for presentation and review by Council.

### **b. Exterior Lighting Improvements**

Council discussed the exterior lighting improvements project and various issues related to security and general lighting throughout the complex and requested that Morris Kozoroski review this with an electrical contractor and report back to Council with cost estimates and his recommendations for these changes.

### **c. Contingency Reserve Fund Plan/Depreciation Report**

Management recommended to Council that a review of the needs of the property with respect to the depreciation report as approved by the owners at the Annual General Meeting be tabled to mid-2012 until such time as a complete list of qualified contractors can be reviewed and competitive pricing for this report obtained.

### **d. Landscape Improvement Plan**

Alicia Churchill reviewed various items with respect to improvements to the landscape area including improvements to the front entranceway and the addition of shrubs and perennial plants.

## **7. OTHER BUSINESS**

### **a. Planned Maintenance**

Council discussed various items regarding the planned maintenance plan for the property and requested that quotes be obtained and scheduling be put in place for the spot cleaning of the vinyl siding throughout the complex, window washing and dryer vent cleaning for review at the next Strata Council meeting.

### **b. Phase 1 Entrance Roofing**

Council discussed the possibility of installing roofs over the archways on all townhomes in phase 1 of the property to reduce the exposure to the outside elements these stairs have. While the project has been reviewed in the past, Council requested a further investigation into the costs and the possibility of making this change.

### **c. Garage Sale**

Council discussed the possibility of holding a neighbourhood garage sale in July of this year and will post notices of the exact time and place of this event.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:10 p.m.

**The next Strata Council meeting will be on Thursday, April 12, 2012.**

***Submitted by:***

***PACIFIC QUORUM PROPERTIES INC.***

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