

**STRATA CORPORATION LMS 101  
COUNCIL MEETING MINUTES  
Friday, November 4, 2016 6:30 PM at Cameron Recreation Complex**

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**IN ATTENDANCE:**

Brian Arnold – President//Repairs & Maintenance/Landscaping  
Carol Ohno – Vice President  
Heather Little – Treasurer  
Alicia Churchill – Repairs & Maintenance/Landscaping  
Anne Ng – Landscaping/Newsletter Coordinator  
Steve Miller – Council Member  
Mike Schmidt – Council Member

**CALL TO ORDER:** The meeting was called to order at 6:32pm by Chair Brian Arnold.

**RESIGNATION LETTER:** Jason Jones' advised council of his resignation by correspondence to Strata Manager Corinne Campbell.

Council asked Mike Schmidt if he would stand to fill the vacancy, and Mike agreed. Members were asked for additional nominations and none were offered. It was:

***MOVED/SECONDED*** (Ohno/Churchill):  
To appoint Mike Schmidt to council.  
***CARRIED***

**APPROVAL OF JULY 18, 2016 MINUTES:** Council reviewed the July 18, 2016 minutes. Council member Steve Miller voted his approval; council members Brian Arnold, Alicia Churchill, Anne Ng and Carol Ohno declined to approve the minutes. Heather Little and Mike Schmidt did not vote as they were not on council at that time.

**FINANCIAL STATEMENTS:** The Treasury position is vacant. Council requested Heather Little to accept nomination.

***MOVED/SECONDED*** (Churchill/Ohno):  
To appoint Heather Little to the Treasurer position.  
***CARRIED***

**REPAIRS AND MAINTENANCE:** A full report was tabled until next meeting. Alicia Churchill reported that the painting and drainage projects have been completed pending the review of financials.

It has been discovered that inspections were not conducted by the original builder to ensure proper venting into attics. Work has been done on units 25 & 26 to properly connect venting to the soffits. The homeowners were responsible for the costs to replace the fans and the interior ductwork, and the Strata Corporation was responsible for the costs of the exterior vents, vent covers and connecting ductwork. A full report will be discussed at the next council meeting.

**TERMINATION OF CONTRACT WITH PROFILE PROPERTIES:**

Profile Properties advised council that they are terminating its service contract, effective January 31, 2017.

Owners will be advised to download any documents they wish to retain from their individual web portal pages provided by Profile.

Council is obtaining quotes from property management companies for consideration. Quotes will include pricing for property management companies to oversee repairs and maintenance, as Alicia Churchill has made the suggestion that Council may like to consider the option of having the property manager oversee repairs and maintenance. Council designated Mike Schmidt as lead on this project. The next step is to shortlist and interview candidate companies.

### **NEW BUSINESS:**

1. **PACIFIC QUORUM PROPERTIES (PQP):** A demand letter will be finalized by council to send PQP.
2. **OAKDALE:** A demand letter will be finalized by council and sent to Oakdale.
3. **CORRESPONDENCE:**
  - Alicia Churchill brought to the council's attention that she hired a contractor who had previously worked for the Strata. The same contractor had previously done work for Units 25 & 26.
  - Brian Arnold, Heather Little and Will Braun from landscaping company NuGreen will meet with the City of Burnaby to discuss the removal of felled trees that have been left on the green space belonging to the Strata Corporation. Projects have been initiated to minimize the risk to the property of ants, carpenter ants, termites and other pests caused by the deadfall. These projects will be ongoing and Council will talk with the City about their involvement.
  - Heather Little disclosed to council that she voluntarily withdrew from the Chartered Professional Accountants British Columbia (CPABC) as a member in April, 2016.
  - Brian Arnold provided copies of a guide entitled "New Council Member Basics" for each member to review and to improve each member's ability to serve as a council member.

The document included a Code of Conduct which each member reviewed and signed.

### **4. PETITIONS FOR BRIAN'S REMOVAL FROM COUNCIL AND TERMINATION OF PROPERTY MANAGER:**

Discussion was held without the presence of Brian Arnold and Steve Miller (named petitioner).

Council will prepare a detailed response to address each item stated in the petitions. The response package will be delivered to each petitioner and will be also be included in the agenda at the AGM.

The attending council members gave Brian a vote of confidence, unanimously.

**ADJOURNMENT:** No further official business to transact, the meeting was adjourned at 9:03pm. The next Council meeting will be held **November 30, 2016** at 7pm.

**The Annual General Meeting is tentatively scheduled for February 22, 2017.**