



AVONLEA STRATA PLAN LMS 101

**STRATA COUNCIL MEETING MINUTES
WEDNESDAY, MAY 29, 2013, 7:00 PM**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Vice President
Morris Kozoroski	Council Member
Alicia Churchill	Council Member
Mike McDonald	Council Member

REGRETS:

Al Abdullah	Treasurer
Ed Lau	Council Member

MANAGEMENT:

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 7:10 pm by Brian Arnold, President.

2. APPROVAL OF THE PREVIOUS MINUTES

Council reviewed the minutes of the last Strata Council Meeting held on January 17, 2013 and April 22, 2013. Noting no errors or omissions it was:

MOVED/ SECONDED (Kozoroski/ McDonald)

To approve both the January 17, 2013 and April 22, 2013 Strata Council meeting minutes as distributed.

CARRIED

3. FINANCIAL REPORTS

a. Monthly Reports – April 30, 2013

As Al Abdullah, Treasurer, was unable to attend the Strata Council meeting this evening, approval of these reports was tabled pending his recommendation. It was noted however, that as of April 30, 2013, the Strata Corporation had \$3,133.55 in the Operating Funds Account and \$182,645.53 in the Contingency Reserve Account and that after specific adjustments the Strata Corporation is operating very close to the year to date budget.

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 408 – 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

4. REPAIRS & MAINTENANCE

a. Installation of Boards – Complete

It was confirmed that Oakdale Services has completed the installation of the boards beside Townhome #45 as requested.

b. Townhome #45 – Arbor and Sidewall Damage Repairs – Complete

It was also confirmed that Oakdale Services completed the re-construction of the arbor at the front entrance to townhome #45 and the damaged sidewall and that cost in the amount of approximately \$2,000.00 will be charged back to the contractor at fault.

c. Backflow Testing – Complete

Management confirmed that Xpert Mechanical Services had completed the annual testing of the backflow preventer, as required by the City of Surrey.

d. Townhome #52 – Rear Entry Door Replacement – Complete

It was confirmed that the rear door replacement of townhome #52 has been completed by Oakdale Services as requested.

e. Sump Pump Cleaning – Complete

Council also confirmed that McCrey's Pump Service has completed the cleaning of the sump pumps throughout the property, as requested.

f. Siding and Vent Repairs – Complete

Morris Kozoroski reported that Lawn Green has completed the siding repairs as requested, as well as the replacement of the roof vents between townhomes #49 and #60. Additional roof vents are required to out of town homes in Phase 1 of the property however, to maintain the Strata Corporation's warranty coverage, a contractor with membership in the Roofing Contractors Association of British Columbia will be required as well as an inspection of the installed vents inspected by Inter Provincial Roofing Consultants.

g. Gutter Repairs – Complete

Morris Kozoroski reported that the gutter repairs requested to be completed by Above All Gutters have been completed, however additional maintenance will be required in other locations around the property.

h. Townhome #10 – Entrance Sidewall Repairs – Complete

It was also reported that Oakdale Services had completed the entrance sidewall repairs to townhome #10, as requested.

i. Tree Pruning and Tree Removal – Complete

NuGreen Landscape Services had completed the removal of a number of trees around the property, as well as the transferring of various other trees that were rubbing up against townhomes.

j. Townhome #43 – Window Repair – Complete

Management confirmed that Action Glass has completed the replacement of a window with a broken seal as requested by the Owner.

k. Concrete Crack Repairs – Pending

Morris Kozoroski reported that Oakdale Services will be requested to conduct crack repairs in various locations around the property.

l. Window Cleaning

Alicia Churchill presented a quote from Sea to Sky Window Cleaning Services and recommended approval of the quote in the amount of \$1,820.00 plus GST. After a short discussion it was:

MOVED/ SECONDED (Churchill/ McDonald)

To approve the quotation as presented.

CARRIED

m. Vinyl Spot Cleaning Project

Alicia Churchill presented a quote from Sea to Sky Window Cleaning Services for the purpose of doing spot of various areas of the vinyl siding throughout the complex. After a short discussion it was:

MOVED/ SECONDED (Churchill/ McDonald)

To approve the quotation in the amount of \$1,410.00 plus GST as presented.

CARRIED

5. PROJECTS

a. Garage Door Replacement Project - Underway

Council discussed progress with respect to the replacement of the garage doors and indicated that all aspects of the project are moving ahead very smoothly. The installation of the new doors has provided the property with an updated, cosmetically appealing appearance to the townhomes.

b. Front Entrance Signage – Underway

Alicia Churchill also indicated that the installation the new address signage should be completed within the next two weeks.

c. Depreciation Report – Pending

Management confirmed that quotations will be presented at the next regularly scheduled Strata Council meeting, for review by Council. It is anticipated that upon review of the quotes and the various types of depreciation reports available, that approval to obtain a report will be given at the September Strata Council meeting.

6. CORRESPONDENCE

a. Bylaw Violations

Council reviewed various correspondence with respect to Bylaw violations and indicated that parking bylaw violations are on the increase and that all Owners are requested to adhere to the Strata Corporations Bylaws and not park in front of their townhomes.

PARKING BYLAW VIOLATIONS

All residents and Owners are reminded that Owners or occupants may not park or store commercial and recreational vehicles, trailers, boats or equipment of any kind on common property at any time and that the parking of vehicles on roadways is prohibited. Furthermore, vehicles must not be parked in front of any units where the vehicle is parallel to the garage door or any wheels are on the common property roadway.

Residents should also be aware that parking is defined as the vehicle not in motion or unattended for a period of more than 10 minutes.

TOWNHOME REAR STEPS PAINT

All Owners are reminded that if they wish to paint the back steps of their townhome they may do so and that colour codes, for the correct colours for the steps may be obtained from the Strata Council. A special notice will be distributed to all Owners in the next short while advising them of this policy and the correct colour codes to obtain, in the event that they wish to undertake maintenance of their back steps.

b. Summer BBQ

Council confirmed that the neighbourhood summer BBQ will be held on July 20, 2013 and that notices will be distributed with respect to the specific details of this event.

c. Junk Day

Council also confirmed that the annual Junk day events will be between September 13 – 16 and that notices about this event will also be distributed, providing Owners and residents with the details of this event.

7. ADJOURNMENT

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

The next meeting will be held on July 8, 2013 at 7:00 pm.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Dan Bourke, Property Manager

408 - 7337 137th Street

Surrey, BC V3W 1A4

Telephone: (604) 635-0260

Fax: (604) 635-0263 / Office (604) 634-3036

E-mail: dan@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Maintenance Emergency: 604-635-0260

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata 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 advance order from *Pacific Quorum Properties Inc.*