

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES
Wednesday, June 10 2015- 7:00 PM in Unit 26**

IN ATTENDANCE:

Brian Arnold – Pres/Landscaping
Carol Ohno - VP
Anne Ng – Newsletter Coordinator
Morris Kozoroski- Repair & Maintenance
Mike Schmidt – Repairs & Maintenance
Alicia Churchill – Repairs & Maintenance/Landscaping
Jason Jones – Treasurer / Landscaping

Strata Manager – Corinne Campbell

APPROVAL OF MINUTES

The strata council approved the minutes from the council meeting dated May 14, 2015, as circulated.

FINANCIALS

Financial Statement: The financial statements up to April 2015 were reviewed and approved as prepared by Pacific Quorum with a notation that Profile Properties has asked Pacific Quorum to follow up on an outstanding accounts receivable posting.

Accounts Receivable: Accounts Receivables were reviewed at this meeting and the manager was asked to follow up with units with outstanding balances in accordance with the Strata Corporation's bylaws and the *Strata Property Act of British Columbia*. The council agreed to apply late fees, fines and liens in accordance with the strata corporation bylaws on delinquent accounts.

Strata Fee/Levy Payments: Owners are reminded that if they set up pre-authorized payment for the levy payments and/or strata fees with Pacific Quorum you will need to contact Profile Properties to set this up again as the previous paperwork cannot be transferred over.

BUSINESS ARISING

1. 2015 Projects

- **Moss Removal from Roofs:** council approved the quotation from Gorilla Services for moss removal from roofs as required.

- **Complex Wide Washing of Siding and Gutters:** the council approved a quotation from Gorilla Services for the complex wide cleaning of gutters and siding washing. This is to begin on June 22, 2015.
 - **Side Walls/Stair Repairs (5 units):** The council approved a quotation from Marksman Construction for the side wall/stair repair at 5 units. It was noted that this project was deemed an emergency and funds will be borrowed from the Contingency Reserve Fund and paid back once the levy funds are collected.
 - **Painting of Front stairs** (anti-slip to exposed entrances): council reviewed two quotes. The manager was asked to obtain two further quotes.
 - The manager was also asked to obtain budgetary pricing for replacing the stairs with a PVC wood product.
 - **Camera Scope and Perimeter Drain Flushing:** a council member will forward a quote from Mr. Rooter to the council for their consideration.
 - **Replace Back Entry Doors (6 units):** this item was tabled.
 - **Replace Missing or Damaged Siding:** council approved a quotation for repair at one unit.
 - **Carwash Area:** council approved a quotation for replacing a rotten support beam and installing vinyl on the ceiling .
 - **Visitor Parking Area:** council approved a quotation to install curbing in the visitor parking area.
 - Install Garage Venting throughout complex – tabled.
2. **Garage Repairs:** repairs at two have been completed and one unit is pending.
 3. **Repairs to 12 and 13** (insurance claim): repairs to these units have been completed and the council authorized the reimbursement of \$500.00 per unit for their insurance deductibles as per the bylaws.
 4. **Composting (City of Burnaby Rules):** tabled
 5. **Summer Project Deficiencies 2014:** the council approached the contractor regarding deficiencies from the 2014 summer projects. Unfortunately the contractor was not willing to remedy these deficiencies other than to reimburse the strata corporation for the cost of the caulking material.

NEW BUSINESS:

1. **Back Flow Prevention Test:** the back flow prevention testing for the irrigation system as required by the City of Burnaby has been completed.
2. **Design Roofing Report:** council reviewed a maintenance report and will take the findings under advisement.
3. **Parking Enforcement:** the council discussed parking enforcement. The strata manager was asked to look into this issue before any further action would be taken.

4. **Tow Truck Contract:** Strata manager was asked to look into towing contracts for the strata complex.
5. **Bee's Nest Removal:** Strata manager was asked to look into having a bee's nest removed in an environmentally friendly way.
6. **Dryer Vent Cleaning:** the council agreed to do dryer vent cleaning from the exterior only at the end of the summer.
7. **Depreciation Report:** the depreciation report has been finalized and is available for viewing and/or downloading from Profile Properties Profile Link. Details on how to access the portal are attached to these minutes.

CORRESPONDENCE: Please be advised that correspondence sent to the property management company (including emails), are brought to the next council meeting. A response will then be provided within 5 business days after the meeting or may be reflected in the meeting minutes. Any emergencies should be phoned into the strata management company.

Council reviewed correspondence regarding a tree trimming request, garden planter repair request and dryer vent cleaning.

ADJOURNMENT

The meeting will be held on Wednesday, July 22, 2015

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

Corinne Campbell/Strata Manager

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