

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Wednesday, June 23, 2010 at 7:00 p.m.**

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**COUNCIL MEMBERS PRESENT:**

Brian Arnold	Vice President
Morris Kozoroski	Council Member
Carol Ohno	Council Member
Stephane Castera	Council Member
Yves Jobin	Council Member

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

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**1. CALL TO ORDER**

- a. The meeting was called to order at 7:05 p.m. by Brian Arnold, Vice President.

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

- a. Council reviewed the minutes of the April 21, 2010 Strata Council Meetings. Noting that the meeting scheduled for May 19, 2010 was held informally on May 20, 2010 to discuss roofing issues and was not minuted. Noting no other errors or omissions; It was:  
**MOVED AND SECONDED** (Arnold/Jobin)  
To approve the April 21, 2010 Strata Council meeting minutes as distributed.  
**CARRIED**

**3. FINANCIAL REPORT**

**a. April 30, 2010 Monthly Report**

Management reviewed the financial report dated April 30, 2010, and indicated that the Strata Corporation had \$237,734.98 in the Contingency Reserve Fund and \$603,352.01 in the Special Levy Roof Replacement Account.

It was also reported that the Strata Corporation is operating with a small surplus in the amount of \$2,264.76.

The financial reports were then tabled pending the Treasurer's review.

**b. Accounts Receivable Report**

Management reported that only one owner has not paid the Roof Project Special Assessment as of June 23, 2010.

Council would like to thank all owners who paid their special assessments on time and as agreed.

#### **4. REPAIRS & MAINTENANCE**

**a. Maintenance Committee Review**

Management reported that the maintenance committee has recently completed an inspection of various issues around the property and will make recommendations in today's report.

**b. Unit # 13 Water Ingress Repairs - Carpet Replacement**

It was reported that the approved replacement of the carpet in the basement of this unit has yet to be installed; however the Strata Corporation's Insurance adjusters will be coordinating this repair.

**c. Mailbox Step Repainting - Approved**

Management reported that the painting of the steps, adjacent to the mailbox has been approved and the contractor has been instructed to proceed with this project.

**d. Unit # 53 Entrance Landing Repairs - Approved**

It was reported that minor repair to the landing at the front entrance of this town home has been approved, to eliminate the pooling of water on the front steps.

**e. Unit # 49 Drywall Damage - Approved**

It was also reported that the drywall repairs to this unit have been approved for restoration, as the likelihood of a reoccurrence of water seepage, at this time, is unlikely.

**f. Unit # 44 Front Entrance Wall Straightening - Pending**

Council reviewed an updated quote for the realignment of the wall along the front steps of this unit received from AuCourant Contracting in the amount of \$1,121.00.

It was:

***MOVED AND SECONDED*** (Kozoroski/Jobin)

To proceed with the work as soon as possible

***CARRIED***

**g. Townhouse Back Step Paint & Repair Project - Review**

Council discussed a long outstanding repair and maintenance project to repair, sand, and repaint all back stairs of 56 units; and reviewed a quote from AuCourant Contracting which estimating the project at \$24,283.81.

Council will re-discuss this project at the next regularly scheduled strata council meeting and determine whether or not they can proceed at this time.

**h. Perimeter Drainage Excavation - Pending**

Council discussed three quotes, obtained for the excavation and repair of perimeter drainage of unit numbers 6, 13 and 49. As there was a significant difference in the cost estimates between the three contractors who reviewed the project, Council discussed in detail the criteria set out for the work and how the over site of the project would be handled, if the low quote from Blue Mountain Services was approved.

After a lengthy discussion;

It was:

***MOVED AND SECONDED*** (Kozoroski/Arnold)

To approve Blue Mountain Services for the repair work in the amount of \$8,163.75.

***CARRIED***

**i. Driveway Crack Repairs - Pending**

Council will discuss this project in detail at the next Council Meeting.

**j. Parking Area Line Painting - Pending**

Council will also discuss this project at the next Council Meeting.

**5. ROOF REPLACEMENT PROJECT**

**a. Roof Project Committee**

As Council had reviewed the contracts and specifications at a committee meeting held on May 20, 2010, post approval was given, awarding the contract to Cambie Roofing Inc. as discussed at the Annual General Meeting with construction anticipated to start early July.

**b. Gutter Replacement Committee**

The gutter replacement committee discussed various aspects of the new gutter system to be installed either during or shortly after the installation of the new roof, and various aspects of the gutter project that were directly related to the installation of the roof. The committee will report back to Council at the next Council Meeting with their findings.

**6. OTHER BUSINESS**

**a. Tree Management**

Council discussed various tree management projects around the property and the need to provide clearance pruning for those trees that are touching any surface on the exterior of the townhouses and/or are contributing to excessive amounts of leaves in the gutter systems.

**TREE REMOVAL REQUESTS**

Owners are advised that the maintenance and pruning of trees within the back yards of each townhouse is an owner's responsibility, however, the Strata Corporation's policy has been; that if the owner requests to have a tree removed, the cost of removal would be borne by the Strata Corporation.

Any Owners wishing to have trees permanently removed from the back yard of their unit, should contact Dan Bourke at 604-635-0260.

**b. Back Yard Maintenance**

Council discussed the requirement for owners to maintain their back yards as a few townhomes have fallen into a deferred maintenance status with little or no clean up, or tree and shrub pruning being performed.

## 7. ADJOURNMENT

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

**The next Council meeting is scheduled for July 28, 2010.**

Attention:

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

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#302 – 7337 137th Street

Surrey, BC V3W 1A4

Téléphone: (604) 635-0260 / Fax: (604) 635-0263

E-mail: [dan@pacificquorum.com](mailto:dan@pacificquorum.com)

Website : [www.pacificquorum.com](http://www.pacificquorum.com)