



**AVONLEA
STRATA PLAN LMS 101**

**STRATA COUNCIL MINUTES
WEDNESDAY, JULY 13, 2011, 7:00 P.M.**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Vice President
Al Abdullah	Treasurer
Morris Kozoroski	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:

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

2. ADOPTION OF PREVIOUS MINUTES

June 1, 2011 Council Minutes

Council reviewed the minutes of the last Strata Council meeting held on June 1, 2011.

Noting no errors or omissions,

It was:

MOVED/SECONDED (Ohno/Jobin)

To approve the June 1, 2011 Strata Council meeting minutes as distributed.

CARRIED

3. FINANCIAL REPORT

Monthly Report May 31, 2011

Al Abdullah, Treasurer, reported that he has received and reviewed all financial statements up to and including May 31, 2011, including all bank statements and paid invoices, and all accounts appear to be in order. It was also reported that as of May 31, 2011 the Strata Corporation had \$137,087.44 in the Contingency Reserve Account and \$29,715.76 in the Operating Account.

After a short discussion,

It was:

MOVED AND SECONDED (Abdullah/Ohno)

To approve the May 31, 2011 financial reports as presented.

CARRIED

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4. REPAIRS & MAINTENANCE

a. Paver Stone Cleaning - Complete

Morris Kozoroski reported that James Loucks has completed the paver stone power washing as requested.

It was also noted that the line painting of the parking stalls was completed shortly thereafter making a significant cosmetic improvement to the property.

b. Sump Pit Repair - Complete

Management reported that Blue Mountain Services has completed the cleaning of the sump pit, beside unit # 48 as requested.

c. Garbage Area Repairs - Pending

Morris Kozoroski reported that the garbage area cosmetic repairs, are due for completion by the end of July.

d. Window Cleaning - Complete

Management reported that Men in Kilts has completed the window cleaning with only a few minor deficiencies reported.

e. Siding Spot Cleaning - Complete

It was also reported that the Men in Kilts team has completed the cleaning of the vinyl siding in various locations around the property, and it was reported that not all vinyl siding areas in the complex were requested for cleaning.

A review of the specific areas will be completed prior to payment of this invoice.

f. #58 Water Damage Claim - Complete

Management reported that damage due to a water line break in the basement of this unit has been completed by Circle Property Services.

g. #58 Living Room Ceiling Stains - Pending

Management reported that the initial water stains in the ceiling of this townhome, have now been confirmed as a bathtub drain leak, which would be covered by the Strata Corporation.

h. #1 Front Step Repairs - Pending

It was reported that temporary repairs to secure the front steps of this townhouse have been completed by Circle Property Services.

Further repairs are required and will be included as part of the upcoming summer project.

i. Front Step Maintenance Phase 1

Council reviewed a quote from James Loucks which detailed the cleaning, painting, and repair maintenance, to the front steps of Phase 1 of the complex; being units #1 through #10, #'s 45, 46, 47, & 48, and #49 through #60; in the amount of \$6,545.00 plus HST.

Council discussed various aspects of this project and requested that the contractor include all end units with exposed front steps throughout the complex as part of this project.

After a lengthy discussion,

It was:

MOVED AND SECONDED (Kozoroski/Castera)

To approve the maintenance work as described.

CARRIED

5. ROOF REPLACEMENT PROJECT

a. Dryer Vent Repairs - Underway

It was reported that Cambie Roofing has scheduled the final completion, for the connection of the dryer vents in the attics of a number of townhomes throughout the complex on July 16, 2011. Upon completion of this last deficiency, Interprovincial Roof Consultants will be requested to approve the final payment.

b. Disbursement of Surplus Special Assessment Payments

Management provided Council with a schedule of disbursements, with respect to each of the strata lots receiving a refund of the surplus special assessment proceeds for the roof replacement project, which will be mailed out before the end of the month to each owner.

6. OTHER BUSINESS

a. # 1 Permission to Landscape Backyard - Review

Council discussed at length, issues related to the approval requested from the owners of this townhome, to the backyard of their strata lot, and indicated that while prior approval was not given, it was also understood that the backyard had been increased in size, which was not part of the original request. Council discussed at length the requirements for receiving prior approval and requested that Management issue a letter advising the owner that they are in violation of the Strata Corporation bylaws, as to not receiving prior approval; as well as requesting that the expansion of the backyard be reversed to its original size.

b. Junk Day

Council discussed this popular event which allows owners to dispose of any unwanted items on a specific weekend each year and decided to hold a similar event on the weekend of September 16, 17 and 18th, 2011.

Notices will be posted advising owners of the procedures for disposing of their items and on the final day all remaining items will be removed from the property.

7. ADJOURNMENT

There being no further business the meeting was adjourned at 9:05 p.m.

The next Strata Council Meeting is scheduled for Wednesday, September 21, 2011

Submitted by:

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