

**STRATA CORPORATION LMS 101  
COUNCIL MEETING MINUTES  
Wednesday, July 22, 2015- 7:00 PM in Unit 26**

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**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 June 10, 2015, as circulated.

**FINANCIALS**

**Financial Statement:** The financial statements up to May 2015 were reviewed and approved as prepared by Profile Properties.

**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. It is noted that several owners are behind on their levy payments or are short paying the levy amount. Please note late fees will be applied in accordance with the strata's bylaws.

**BUSINESS ARISING**

**1. 2015 Projects - completed**

- **Moss Removal from Roofs:** this has been completed.
- **Complex Wide Washing of Siding and Gutters:** this has been completed

- **Side Walls/Stair Repairs (5 units):** this has been completed. Owners of these units are asked to ensure the stairs and walls are kept free of dirt and debris.
- **Camera Scope and Perimeter Drain Flushing:** a council member will contact the contractor to begin this work.
- **Fascia Replacement:** the fascia replacement at two units has been completed.
- **Back Stair Replacements:** two units have had their back stairs replaced.
- **Window Casing and Retaining Wall:** a unit had a window casing and their back retaining wall repaired.
- **Siding (3 units):** minor siding repairs were completed free of charge.
- **Upper Planter:** the repairs have been completed; the planter still needs to be stained; it was determined to have it stained a grey colour to match the fences.

## 2. Pending Projects

- **Replace Back Entry Doors (5 units):** this item was tabled.
  - **Replace Missing or Damaged Siding:** repair to one unit is pending.
  - **Carwash Area:** the ceiling repair has been tabled at this time. It was decided that the car wash light would be put on a timer so that it does not remain on all the time.
  - **Painting of Front stairs:** this item has been tabled until the next fiscal year.
  - **Visitor Parking Area:** council approved a quotation to install curbing in the visitor parking area and this has been completed. Two more curbs will be installed across from the visitor parking.
  - **Install Garage Venting throughout complex:** tabled.
3. **Organic Recycling:** organic recycling has been mandatory in the lower mainland since January 2015. The strata manager will co-ordinate with The City of Burnaby to have organic recycling set up at the complex.
4. **Parking Bylaws:** the strata manager reviewed the parking bylaws in conjunction with the disclosure statement with the strata council and it was determined that the current bylaws need to be updated in order to clarify where vehicles are allowed to park. The council has entered into a towing contract to deal with vehicles that park in the “roadway” as this is a violation of the bylaws and of the Burnaby Fire Code.
5. **Landscaping Quotes:** quotes will be obtained for spring.
6. **Dryer Vent Cleaning:** it was determined dryer vent cleaning should be done in September. The strata manager will get a quote.

## **NEW BUSINESS:**

1. **Watering Duties:** the council has divided the complex to ensure hand watering of the trees and shrubs is done by hand now that stage three watering restrictions are in place.
2. **Pest Control:** the current provider has provided the strata with credits as it was determined the bait boxes were not being serviced monthly. Moving forward, a council member has been assigned as a pest control liaison to ensure this doesn't happen again.
3. **Irrigation System:** repairs to the irrigation system have been completed. Council tabled a quotation for adding a new water supply line.
4. **Shed for Strata Storage:** the strata will be purchasing a shed for strata storage.
5. **Soil Amender:** the council approved a quotation for soil amender. It is also noted that it was decided that fallen leaves would be blown into the beds and around the trees rather than removed from the complex to provide natural mulch for these areas.

**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 from two units regarding parking issues. The strata has taken the information under advisement and one warning has been issued as per complaints received in one of the letters.

**Outgoing Correspondence:** the strata manager was asked to send letters bylaw warning infraction letters to several units.

## **ADJOURNMENT**

The meeting will be held on Tuesday, September 8, 2015

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

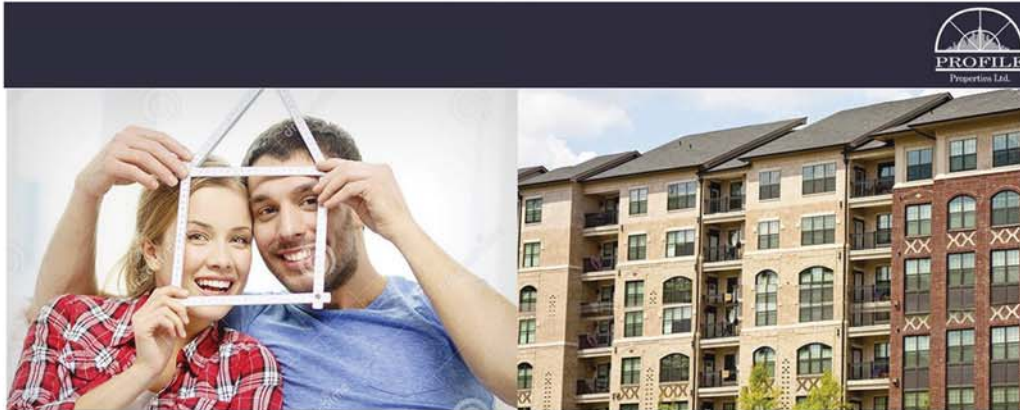
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Corinne Campbell/Strata Manager

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**Please note the above phone # is available 24 hours a day / 7 days a week for strata emergencies calls.**

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