



**AVONLEA  
STRATA PLAN LMS 101**

**STRATA COUNCIL MEETING MINUTES  
THURSDAY, SEPTEMBER 6, 2012, 7:00 P.M.**

**COUNCIL PRESENT:**

<b>Brian Arnold</b>	<b>President</b>
<b>Carol Ohno</b>	<b>Vice President</b>
<b>Morris Kozoroski</b>	<b>Council Member</b>
<b>Alicia Churchill</b>	<b>Council Member</b>
<b>Yves Jobin</b>	<b>Council Member</b>
<b>Al Abdulla</b>	<b>Council Member</b>

**MANAGEMENT PRESENT:**

**Dan Bourke, Property Manager  
Pacific Quorum Properties Inc.  
[dan@pacificquorum.com](mailto:dan@pacificquorum.com) / Office: 604-634-3036**

**1. CALL TO ORDER**

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

**2. APPROVAL OF PREVIOUS MINUTES**

Council reviewed the minutes of the last Strata Council meeting held on July 5, 2012. Noting no errors or omissions, it was:

***MOVED/SECONDED*** (Churchill/Ohno)

To approve the July 5, 2012 Strata Council meeting minutes as distributed.

***CARRIED***

**3. FINANCIAL REPORTS**

**a. Monthly Reports - July 31, 2012**

Al Abdullah, Treasurer, reported that he has received and reviewed all financial reports up to and including July 31, 2012 including all paid invoices and bank statements and that all accounts appear to be in order. It was also reported that as of July 31, 2012 the Strata Corporation had \$32,426.16 in the Operating Account and \$144,831.12 in the Contingency Reserve Fund. It was also noted that as of July 31, 2012 the Strata Corporation was operating with a surplus.

**b. August 31, 2012 Draft Financial Report**

Management reviewed for Council a draft of the August 31, 2012 financial report indicating that many of the improvement projects approved by Council have been funded and paid for in August reducing the surplus significantly, however, within the budget limits set out in the financial report.

**c. Accounts Receivable Report**

Management reviewed for Council all outstanding accounts with respect to past due maintenance fees and indicated that only one account remains significantly past due and that contact information with the owner's estate has been received. It was also noted that legal action against this particular strata lot has been suspended and that while the sale of

**VANCOUVER OFFICE:**

Suite 430 - 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
Tel: 604-685-3828 Fax: 604-685-3845

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

**☑ SURREY OFFICE:**

Suite 408 - 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

the property will take some time, all legal fees, late payment penalties and costs will be covered on the transfer of title.

#### **4. REPAIRS AND MAINTENANCE**

**a. Landscape Water Seepage - Complete**

Management reported that Blue Mountain Services Ltd. has completed the installation of a below grade drain at the entrance of the property.

**b. Unit #53 Entry Door Replacement - Complete**

It was also reported that the installation of a back door of this townhome has been completed by Oakdale Build & Service as requested.

**c. Rodent Bait Stations - Complete**

Management also confirmed that Canadian Pest Control has been contracted to install nine rodent bait stations around the perimeter of the property as a preventative measure in the coming months.

**d. Electrical Room Cleaning - Complete**

Morris Kozoroski reported that the electrical rooms around the property have been inspected and cleaned by Mischa Fletcher and sanitized in conjunction with the pest control program.

**e. Gutter Repairs - Pending**

Morris Kozoroski reported that a review of the gutter repairs requiring service will be conducted this fall during the rainy season when specific areas of concern can be observed by the contractor. A review of the current financial position of the Strata Corporation ensured that funds would be available for this specific project.

**f. Unit #53 - Porch Landing Repairs - Pending**

It was also reported that repairs to the porch on the particular townhouse are pending as weather conditions have not resulted in any specific problems over the summer months.

**g. Unit #13 - Roof Leak Repair - Pending**

Management advised Council that Cambie Roofing has been informed of a minor leak around the dryer vent of this particular townhome and will follow up with an inspection and repair under the Strata Corporation's Roof Warranty Program.

**h. Unit #52 - Tree Pruning - Pending**

Management advised Council that Nugreen Landscaping has been advised of additional tree pruning for townhomes #43 and #52 with respect to trees on the outside of the back yards of these townhomes overhanging the back yard.

**i. Unit #21 - Door & Window Repairs - Pending**

Management also confirmed that a request for the replacement of a back door to this townhome has been approved and Oakdale Build & Service will be requested to provide a quote as well as window repairs to be inspected by Accurate Glass.

## 5. **PROJECTS**

### a. **Exterior Lighting Improvements - Complete**

The Strata Council confirmed that other than a few outstanding fixtures, the lighting improvement project is substantially complete as per the contract with Simple Choice.

### b. **Phase 1 and 2 Carpentry Fascia Repairs - Complete**

Morris Kozoroski reported that the requested repairs in phase 1 and phase 2 to the Strata Corporation's fascia have been completed by Oakdale Build & Service. However, there are a number of areas in phase 2 that will be scheduled for completion and require additional funding in the early part of next year.

### c. **Phase 1 Entrance Cover Painting - Complete**

It was also reported that Oakdale Build & Service completed the repainting of the entrance structures to each of the townhomes in phase 1 as requested.

### d. **Garage Door Replacement**

Council discussed the possibility of replacing all garage doors throughout the complex as a special project next year. The discussion led to other possible projects including the repair of the back steps to each of the townhomes. However, a request for a quote from Overhead Door for budget purposes would be required and discussed at the next Strata Council meeting.

### e. **Landscape Improvements**

Alicia Churchill informed Council that a number of special projects will be discussed and proposed for funding in next year's operating budget and a quote obtained to place a soil amender product in the flower beds around the property will be obtained for discussion at the next Council meeting.

### f. **Depreciation Report**

Management advised Council that no action has been taken with respect to obtaining a depreciation report however this information will be reviewed in the coming months and presented to the owners at the Annual General Meeting in 2013.

### g. **Garage Door Replacement - Pending**

Council requested Management obtain quotes for the replacement and for budgeting purposes of the garage doors in the complex. This item will be scheduled as a long term planning item, and subject to adequate funding, be presented to the owners at the Annual General Meeting.

## 6. **CORRESPONDENCE**

### a. **Unit #16 - Request for Rental Status**

Council reviewed a request from the owner of this townhome with respect to approval of rental status for their townhome and as the Strata Corporation allows for a maximum of five rental units within the complex, approval was granted.

**b. Food Scraps Recycling Program**

Council discussed a request by an owner to review the City of Burnaby's Food Scraps Recycling Program and after a lengthy discussion, it was determined that due to the ongoing waste control issues currently within the complex, the addition of an additional program would not be in the best interest of the Strata Corporation at this time. However, when the City of Burnaby's Food Scraps Recycling Program is fully developed, the Council will review the program again.

**7. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:15 p.m.

**The next Strata Council meeting will be on Thursday, October 11, 2012.**

***Submitted by:***

***PACIFIC QUORUM PROPERTIES INC.***

*408-7337 137<sup>th</sup> Street*

*Surrey, BC V3W 1A4*

*Telephone: (604) 635-0260*

*Fax: (604) 635-0263 / Direct (604) 634-3036*

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

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

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and 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 a seven (7) day advance order from  
*Pacific Quorum Properties Inc.*