



AVONLEA STRATA PLAN LMS 101

**STRATA COUNCIL MEETING MINUTES
THURSDAY, NOVEMBER 15, 2012, 7:00 P.M.**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Vice President
Morris Kozoroski	Council Member
Alicia Churchill	Council Member
Mike McDonald	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 7:10 p.m. by Brian Arnold, President.

2. APPROVAL OF PREVIOUS MINUTES

Council reviewed the minutes of the last Strata Council meeting held on October 11, 2012. Noting no errors or omissions, it was:

MOVED/SECONDED (Churchill/Kozoroski)

To approve the October 11, 2012 Strata Council meeting minutes as distributed.

CARRIED

3. FINANCIAL REPORTS

a. Monthly Reports - October 31, 2012

As Al Abdullah, Treasurer of the Strata Corporation, was unable to attend this evening's meeting, approval of the reports was tabled pending his review. However, it was reported that as of October 31, 2012 the Strata Corporation had \$161,259.97 in the Contingency Reserve Account and \$21,866.78 in the Operating Fund Account and that the Strata Corporation was operating with a small surplus.

b. Accounts Receivable Report

Management reviewed four accounts with significant balances outstanding on their strata fees and indicated that only two of the accounts remain unpaid without a reasonable explanation. A letter and a statement identifying these past due amounts has been issued to these owners with a request to pay them as soon as possible.

4. REPAIRS AND MAINTENANCE

a. Gutter Repairs - Complete

Morris Kozoroski reported that the gutter repairs as previously discussed have been completed by Above All Gutters as requested.

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b. Unit #13 Roof Leak - Complete

It was also confirmed that Circle Property Services and C & C Mechanical have completed the repairs to the B-vent located on the roof of this townhome as well as an outside roofing contractor completing other minor repairs on the roof surface itself.

c. Unit #53 Door Fit Deficiencies - Pending

Council agreed to leave this item on the deficiency list until a report is received from the owner with respect to recent repairs to the door itself.

d. Unit #53 Porch Landing Water Pooling - Pending

It was also agreed that the deficiencies identified with respect to water pooling on the front entrance steps of this unit would remain on the deficiency list until a suitable repair is agreed upon by the contractor.

e. Units #45 Arbour Damage - Pending

Council discussed a recent accident at the entrance of this townhome with respect to a vehicle rubbing up against the entrance arbour causing it to topple over. The contractor responsible for the damage has agreed to pay for all costs related to the accident, however, there will be additional repairs required to the structure by the Strata Corporation as there was some pre-existing damage.

f. Unit #45 Installation of Bollards - Pending

Council agreed to approve, upon receipt of a quotation from Oakdale Services, to install barricade bollards adjacent to the gas valves beside this townhome.

g. Concrete Crack Repairs - Pending

Council also discussed a review of various cracks in concrete driveways in specific locations of the property and agreed to make temporary repairs to reduce any trip hazards and permanent repairs when weather conditions are more favourable for this type of work.

h. Pest Control - Pending

Council discussed a recent request with the existing pest control contractor and agreed that the contract should be cancelled and that services provided by Care Pest & Wildlife Control should be initiated in its place. Management will advise Canadian Pest Control of the termination and engage Care Pest Control to perform these duties.

i. Snow Removal Program

Alicia Churchill and Morris Kozoroski reported to Council on recent discussions with Nugreen Landscaping with respect to the snow clearing activities throughout the complex as Nugreen also performs this type of snow clearing service to various commercial and residential properties within Burnaby. It is anticipated that service will be at a much higher level than the Strata Corporation has previously requested. It was then:

MOVED/SECONDED (Churchill/McDonald)

To approve Nugreen Landscaping as this year's snow removal contractor.

CARRIED

5. PROJECTS**a. Garage Door Replacement Project - Pending**

Council again discussed the need to replace the garage doors throughout the complex and the financial impact it may have on the Strata Corporation and will confirm plans to proceed with this project at the next Strata Council meeting for presentation to the owners at the Annual General Meeting in February.

b. Depreciation Report - Pending

Council also discussed a timeline for engaging a depreciation report and it was agreed that this project should be tabled during the Summer of next year at which point a better understanding of the companies providing these reports will be known.

c. AGM Resolution Discussion

Council agreed that other than a Special Resolution to fund the garage door replacement project, only a front entrance landscape upgrade will be the only other resolution required for presentation at the Annual General Meeting.

6. CORRESPONDENCE

a. Bylaw Violation

Council requested that Management issue a letter to a townhome where the owners have appeared to have left the property vacant as they have travelled outside of the country and request that the owners obtain an inspection report and/or regular inspection of the property to ensure that any mechanical, plumbing or ventilation systems are working properly in the unit during their absence.

7. ADJOURNMENT

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

The next Strata Council meeting will be on Thursday, January 10, 2013 with the Annual General Meeting being scheduled for Thursday, February 21, 2013.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

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