

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES
Monday, November 16, 2015- 7:00 PM in Unit 8**

IN ATTENDANCE:

Brian Arnold – President/Landscaping
Carol Ohno – Vice President
Alicia Churchill – Repairs & Maintenance/Landscaping
Anne Ng – Newsletter Coordinator/Landscaping
Strata Manager – Corinne Campbell

Regrets: Jason Jones – Treasurer/Landscaping
Morris Kozoroski- Repair & Maintenance

APPROVAL OF MINUTES

The strata council approved the minutes from the council meeting dated September 8th, 2015 with an amendment that the next meeting date should have read “Monday, November 16th, 2015.

FINANCIALS

Financial Statement: The approval of the financials was deferred due to the treasurer’s absence.

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.

BUSINESS ARISING

1. 2015 Projects

- **Camera Scope and Perimeter Drain Flushing:** The partial flush and camera scope of the drainage between units 1-10, 13-11 and 45-48 as well as to excavate at unit 13 as been completed. More flushing and camera inspections will be scheduled in the next fiscal year.
- **Replace Missing or Damaged Siding:** this has been completed.
- **Carwash Area:** The replacement of support beams has been completed.
- **Replacement of Back 5 Entry Doors:** this will be completed this fiscal year.
- **Fascia Repairs:** unit 40 completed
 - **Fascia gutter repair:** unit 60 completed

- **Fascia by Garage:** unit 53 and 49 completed.
- 2. **Organic Recycling:** The City of Burnaby still has not yet responded to the application that was sent to them. Strata manager will follow up.
- 3. **Dryer Vent Cleaning:** this has been completed and the correct size mesh has been installed on the exterior of the vents. It is noted that the strata only covers exterior cleaning of the dryer vents.
- 4. **Storage Shed:** the shed has been set up.
- 5. **Storm Damaged Tree:** the top of the storm damaged tree has been removed.
- 6. **Arborist Recommendations:** an arborist recommended the immediate remove of some trees as they were deemed unsafe. Council has agreed to proceed.

NEW BUSINESS:

1. **Window Replacement:** two units are having window replaced due failed window seals. One unit also required a new hinge. After discussion council determined that a window hinge wasn't considered hardware of the window and it would be covered by the strata corporation.
2. **Squirrels:** Pest control attended a unit to remove squirrels from an attic and seal an entry point.
3. **Insurance Appraisal:** the council reviewed the current insurance appraisal and agreed to proceed with the appraisal program renewal as this is required by the strata's insurance company.
4. **Insurance Renewal:** the strata corporation's insurance policy is due for renewal for January 1, 2016. Manager will forward the quotation as soon as possible.
5. **Roof Cleaning:** contractor will be on site shortly to remove the leaves and debris from the roof.
6. **Budget Discussion:** the council discussed the budget for the next fiscal year.

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 corresponded regarding a bylaw warning letter received. No action is required

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

ADJOURNMENT

The meeting will be held on January 11, 2016

There being no further business to transact, the meeting was adjourned at 8:50 p.m.

Corinne Campbell/Strata Manager

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