

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES
Monday, September 11, 2017 at 7:00 PM at Unit 41**

IN ATTENDANCE:

Michael Schmidt - President
Carol Ohno – Vice President
Heather Little - Treasurer
Alicia Churchill – Repairs & Maintenance/Landscaping
Brian Arnold – Repairs & Maintenance/Landscaping
Erin Miller - Secretary
David Huang - Repairs & Maintenance
Strata Manager – Corinne Campbell

CALL TO ORDER: The meeting was called to order by the council vice president at 7:02 pm.

APPROVAL OF THE AGENDA: The agenda was approved as provided.

APPROVAL OF MINUTES

The minutes of the June 13th, 2017 council meeting were approved. It was noted that the “junk days” dates were incorrect.

FINANCIALS

Financial Statement: The treasurer approved up to the July 2017 financials as prepared by Profile Properties. The treasurer’s operating budget comparison is attached to the minutes.

Accounts Receivable: Accounts Receivable was discussed 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.

REPAIR AND MAINTENANCE REPORT: The council accepted the Repair and Maintenance Report that was provided at the meeting and attached to these minutes.

LANDSCAPING: The landscaping council member reviewed the various landscaping items that have arisen over the past few months. It was noted that council approved providing two owners with \$50.00 gift certificates for their assistance with keeping the plants watered over this very dry, hot summer.

LEGAL ACTION(S): A "Letter of Intent" has been sent to the previous strata management company. No response has been received at this time. A council member has not yet been able to follow up on this issue.

NEW BUSINESS

ORGANICS: The City of Burnaby has once again informed the strata manager that organic recycling was not yet available for this complex due to bear issues as the complex backs onto so much greenspace.

BACK YARD SHRUB MAINTENANCE: It was noted that the council is looking into adding "pruning of the back yards" to the landscaping contract with the next contract renewal in order to keep vegetation away from the building, fences and other structures to prevent damages and rodent ingress.

BACK YARD DECKS: The council approved two renovations for back deck alterations/installations. Indemnity agreements will be signed by both parties.

PREVIOUS BACK YARD RENOVATIONS: Owners that have previously renovated their back yards/decks were provided with indemnity agreements to fill out and return to ensure the strata and any future purchases had the proper records. The strata council thanks the owners that have returned these. It is noted whether they are returned or not they do remain on the unit file and will be provided when realtor's request documentation as the strata is legally bound to disclose any known upgrades to strata lots on their limited common property or common property that an owner (or perspective purchaser) may be responsible for.

BACKYARD TILING LEVELING: Due to drainage work in the back yard of one of the units, the pavers need to be lifted and releveled. As this was for a council member unit this council member left the meeting during this discussion. It was moved, seconded and carried to proceed with the leveling of the patio pavers.

DRAINAGE UPDATES: Further drainage work has been identified for this year in order to ensure that units are not as susceptible to flooding as they have been in the past. As this work is drainage maintenance, the council approved at this meeting to use special levy funds in the amount of approximately \$3500.00.

GARBAGE AND RECYCLING: It was approved via email by majority vote to increase Morris Kozoroski's fee for managing the garbage and recycling area from \$300 to \$400 per month as requested by Morris effective September 1st, 2017.

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.

Incoming Correspondence: Council reviewed several pieces of correspondence from a unit. It was noted the council president left the room while these were discussed. The strata manager will be forwarding council response. It was decided that all correspondence from this unit **MUST** be discussed at strata meetings only from now on.

ADJOURNMENT

The next meeting will be on October 18, 2017. There being no further official business to transact, the meeting was adjourned at 9:05 pm.

Corinne Campbell/Strata Manager

PROFILE PROPERTIES LTD. #108-2331 Marpole Ave, Port Coquitlam, BC

V3C 2A1 Ph: (604) 464-7548 Fax: 604-464-1005

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

LMS 101 Avonlea
2017 Operating Budget

	2016 Actual	2017 Budget	May			June			July			YTD		
			Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
Revenue														
Strata Fees	252,118	264,970	22,081	22,081	-0	22,081	22,081	-0	22,081	22,081	-0	154,566	154,566	-0
Prior Years Op Surplus	17,000				0			0			0	0	0	0
Contingency Transfer	62,185				0			0			0	0	0	0
Fines				150	150			0	40	40	0	0	490	490
Interest Income	293			18	18		19	19	27	27	0	0	111	111
Late Fees	-103			153	153		3	3	53	53	0	0	262	262
Other Revenue	0				0			0			0	0	0	0
Reserve Exterior Repairs	47,896			0	0			0	30,873	30,873	0	30,873	30,873	0
Total Revenue	379,389	264,970	22,081	22,401	321	22,081	22,103	22	22,081	53,074	30,993	154,566	186,302	31,737
Expenses														
Admin														
Bank Charges	194	200	17	18	-1	17	18	-1	17	18	-1	117	126	-9
Insurance	46,350	45,224	3,769	3,773	-4	3,769	3,773	-4	3,769	3,773	-4	26,381	26,513	-132
Legal	3,285	500	42	0	42	42	0	42	42	0	42	292	79	213
Management Fees	15,498	15,246	1,271	1,271	0	1,271	1,271	0	1,271	1,271	0	8,894	8,972	-79
Postage/Photocopies/Misc	2,373	2,500	208	300	-92	208	34	174	208	105	104	1,458	1,045	413
Total Admin	67,659	63,670	5,306	5,361	-55	5,306	5,095	211	5,306	5,166	140	37,141	36,736	405
Building														
Building Maintenance														
Disposal/Recycling	1,288	5,000	417	686	-269	417	300	117	417	636	-219	2,917	3,308	-391
General Repairs	70,649	66,000	5,500	1,173	4,327	5,500	8,321	-2,821	5,500	1,800	3,700	38,500	16,111	22,389
Pest Control	4,719	4,500	375	378	-3	375	347	29	375	257	118	2,625	1,717	908
Recycling	3,600		0	0	0	0	0	0	0	0	0	0	0	0
Roof		8,000	667		667	667	0	667	667	0	667	4,667	0	4,667
Total Building	80,257	83,500	6,958	2,237	4,721	6,958	8,968	-2,009	6,958	2,693	4,265	48,708	21,135	27,573
Landscape														
Contract	21,773	22,000	1,833	1,814	19	1,833	1,814	19	1,833	1,814	19	12,833	12,701	133
Drainage	27,029	4,000	333		333	333	1,638	-1,305	333	0	333	2,333	1,638	695
Outside Improvements	9,358	7,700	642		642	642	0	642	642	0	642	4,492	95	4,397
Snow Removal	27,050	12,500	1,042		1,042	1,042	0	1,042	1,042	0	1,042	7,292	18,227	-10,935
Tree Maintenance	4,263	5,000	417		417	417	0	417	417	0	417	2,917	0	2,917
Total Landscape	89,472	51,200	4,267	1,814	2,452	4,267	3,452	814	4,267	1,814	2,452	29,867	32,660	-2,794
Utility	1,548	1,600	133	278	-145	133	0	133	133	206	-73	933	783	150
SP Exterior Repairs	97,066				0			0	30,873		-30,873	0	30,873	-30,873
Contingency Reserve	65,000	65,000	5,417	5,417	0	5,417	5,417	0	5,417	5,417	0	37,917	37,917	0
Total Expenses	401,042	264,970	22,081	15,108	6,973	22,081	22,932	-851	22,081	46,169	-24,088	154,566	160,104	-5,539
Surplus/(Deficit)	-21,654	0	0	7,294	7,294	0	-829	-829	0	6,905	6,905	0	26,198	26,198

Repairs and Maintenance July, August, Sept

September 5, 2017 11:16 AM

COMPLETED PROJECTS

- back fences painted and target Rott repair completed much more damage than anticipated 2 units had to be completely rebuilt
- Coastal Landscape completed 4 retaining walls the original scope was 3 but upon investigation it was discovered that a neighbouring wall was compromised Council decided to go ahead and replace as this wall was also tied in to the original scope
- many owners received letters to remove rotten garden ties from their backyards, everyone complied with the notice and all the rotten debris was disposed off site

OWNER WEBSITE REQUESTS

- 322-owner requested assistance with rott removal and reported rott on retaining wall
- 323-renter reported issue with back tap
- 324-missing siding
- 325-owner reported mould in basement
- 326-squirrel nest on roof
- 327-wasp nest
- 328-back yard request for alteration

CONTACT US

- 150-inquiry regarding fence painting and grass cutting
- 151-assistance required regarding back yard rott removal
- 152-mice in unit
- 153-inquiry regarding documents
- 154-complaint regarding painters
- 155-car wash hose leaking
- 156-back door needs realign and questions regarding due date of special assessment
- 157-question regarding back steps rebuild

MISC

- Drainage work to the front of units 46,47,48 has been approved will commence soon in preparation for the winter
- 4 target buildings will be flushed and scoped in preparation for Fall rains
- In preparation for next year we are awaiting a report of urgent retaining walls that require immediate replace.