

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES**

Tuesday, June 13, 2017 7:00 PM at Cameron Community Centre

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 president at 6:55 pm.

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

APPROVAL OF MINUTES

The minutes of the April 11th, 2017 council meeting were approved.

FINANCIALS

Financial Statement: The treasurer approved up to the April 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

GREEN SPACE DISCUSSION: (ongoing) a council member and the landscaper are working with the City of Burnaby to deal with the pest issues that have been discovered in the green space behind the property due to the fallen trees and undergrowth in this area. At this time, the landscaper is focusing on dealing with the complex's immediate landscaping after the harsh winter season.

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 will deliver the letter in person to see if that elicits a response.

NEW BUSINESS

SECURITY CAMERAS AND PRIVACY: As per a notice being mailed to all owners, council is discussing guidelines for installing security cameras. Once guidelines can be established they would be brought to the ownership for approval at a general meeting. Until that time, owners who have installed cameras have been asked to remove them.

ORGANICS: the strata manager will follow up with the City of Burnaby regarding the status of organic recycling for the complex.

BACK YARDS: during the walk around for the fence painting and stair project the council noticed many yards had rotten wood planters or other items of rotten wood or standing water which attracts carpenter ants, termites, rodents and insects to the property. The council will be sending out notices to owners requesting the cleanup of these items and a drop location will be provided for owners' convenience. The council discussed the need for a rule to deal with these types of items.

(The rule below was approved by email after the strata council meeting and is effective immediately)

Rules:

- 1) **An owner who has the use of limited common property, which includes back yards, must repair and maintain it and:**
 - a) **Not store wood and other debris that may attract rodents and pests;**
 - b) **Not create or allow a situation to persist that produces standing water;**
 - c) **Not affix planter boxes to common or limited common property as the soil must not come in contact with the fences or retaining walls. Planter boxes must be stand-alone and constructed and maintained such a way to avoid rot.**

PARKING STALL REQUESTS: Two units have requested to add parking stalls beside their units; the strata council is looking into this with the City of Burnaby to see if this is feasible before making any decisions regarding this issue.

REMINDERS:	SUMMER BBQ – July 22, 2017 JUNK DAY – Sept. 14-17, 2017
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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. Much of the correspondence was not strata corporation business (vandalism, etc.) and as it was already reported to the police, the strata will be letting the proper authorities deal with the issues. The council did address the numerous bylaw complaints about various units around the property. (council member(s) left the room when the complaints about their individual units were discussed). A response will be sent to the unit in question.

ADJOURNMENT

The next meeting will be on August 14, 2017. There being no further official business to transact, the meeting was adjourned at 8:50 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	2017	March			April			YTD		
	Actual	Budget	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
Revenue											
Strata Fees	252,118	264,970	22,081	24,223	2,142	22,081	22,081	-0	88,323	88,323	-0
Prior Years Op Surplus	17,000				0			0	0	0	0
Contingency Transfer	62,185				0			0	0	0	0
Fines					0		300	300	0	300	300
Interest Income	293			8	8		12	12	0	48	48
Late Fees	-103				0		53	53	0	53	53
Other Revenue	0				0			0	0	0	0
Reserve Exterior Repairs	47,896				0			0	0	0	0
Total Revenue	379,389	264,970	22,081	24,231	2,150	22,081	22,446	365	88,323	88,724	401
Expenses											
Admin											
Bank Charges	194	200	17	18	-1	17	18	-1	67	72	-5
Insurance	46,350	45,224	3,769	3,773	-4	3,769	3,773	-4	15,075	15,195	-120
Legal	3,285	500	42	0	42	42	79	-37	167	79	88
Management Fees	15,498	15,246	1,271	1,334	-63	1,271	1,271	0	5,082	5,161	-79
Postage/Photocopies/Misc	2,373	2,500	208	270	-61	208	303	-94	833	607	226
Total Admin	67,699	63,670	5,306	5,394	-88	5,306	5,443	-137	21,223	21,113	110
Building											
Building Maintenance											
Disposal/Recycling	1,288	5,000	417	450	-33	417	300	117	1,667	1,686	-19
General Repairs	70,649	66,000	5,500	0	5,500	5,500	2,701	2,799	22,000	4,817	17,183
Pest Control	4,719	4,500	375	184	191	375	231	144	1,500	735	765
Recycling	3,600		0	0	0	0	0	0	0	0	0
Roof		8,000	667	0	667	667	0	667	2,667	0	2,667
Total Building	80,257	83,500	6,958	634	6,325	6,958	3,232	3,726	27,833	7,238	20,596
Landscape											
Contract	21,773	22,000	1,833	1,814	19	1,833	1,814	19	7,333	7,258	76
Drainage	27,029	4,000	333	0	333	333	0	333	1,333	0	1,333
Outside Improvements	9,358	7,700	642	0	642	642	95	547	2,567	95	2,472
Snow Removal	27,050	12,500	1,042	3,591	-2,549	1,042	0	1,042	4,167	18,227	-14,060
Tree Maintenance	4,263	5,000	417	0	417	417	0	417	1,667	0	1,667
Total Landscape	89,472	51,200	4,267	5,405	-1,139	4,267	1,909	2,358	17,067	25,579	-8,512
Utility	1,548	1,600	133	310	-177	133	0	133	533	299	234
SP Exterior Repairs	97,066				0			0			0
Contingency Reserve	65,000	65,000	5,417	5,417	0	5,417	5,417	0	21,667	21,667	0
Total Expenses	401,042	264,970	22,081	17,160	4,921	22,081	16,000	6,080	88,323	75,896	12,427
Surplus/(Deficit)	-21,654	0	0	7,071	7,071	0	6,445	6,445	0	12,828	12,828

Heather Little
2017-06-01

Repairs and maintenance report May-June

June 12, 2017 1:25 PM

Completed Projects

Drainage in garbage area has been completed there was a catch basin installed and the water was diverted to the sump
At the end of unit 11 we will need to monitor during heavy rain to ensure that it is draining properly

Power washing of parking areas and retaining walls completed

Website Requests

309 anonymous parking
310 basement drywall old rott detected
311 anonymous parking
312 anonymous parking
313 anonymous parking
314 anonymous parking
315 anonymous parking
316 owner reported back gate latch not working
317 owner reported hearing a drip during heavy rain
318 renter reported broken back tap
319 bathroom window needs new glass and seal
320 owner reported back fence gap
321 test

Website Contact us

145 dryer vent plugged
146 anonymous parking
147 owner correspondence regarding back yard
148 owner reported various issues back tap small area of dirt on window sill parking
Issue and inquiry regarding sub station
149 back tap not working

Repairs New Format

26 various back gates not closing safety issue
27 back of unit 11 downspout not connected
28 area by unit 48 is saturated in iron oxide needs to be fixed in the fall

Misc

Back retaining wall at unit 41 needed to be extended work has been completed
Fence project has started there are significant rott issues on many fences
Awaiting quote to fix driveway drainage issue in front of unit 46,47,48
3 Retaining walls need replacement obtained 3 quotes we approved a quote work pending till end of September

Backyards

Inspection completed

- Many yards require Indemnity Agreement signed ASAP
- New rules need to be passed ex no owner may have planter rott in their yard no still water as it attracts rodents
- Gardening issues many units have shrubs that are overgrown we need to discuss amending the gardeners contract to ensure that shrubs and small trees are maintained better
- We need to set up a Rott removal weekend to ensure that all back planters are removed as they are attracting bugs there will be a notice distributed and a July deadline for removal.