

**STRATA CORPORATION LMS 101  
COUNCIL MEETING MINUTES  
Monday, January 16, 2017 7:00 PM at Unit 3**

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**IN ATTENDANCE:**

Michael Schmidt - President  
Carol Ohno – Vice President  
Heather Little - Treasurer  
Alicia Churchill – Repairs & Maintenance/Landscaping  
Brian Arnold –Landscaping  
Steve Miller - **regrets**  
Strata Manager – Corinne Campbell

**CALL TO ORDER:** The meeting was called to order by the council president at 7:00 pm.

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

**APPROVAL OF MINUTES**

The minutes of the November 30, 2016 council meeting were approved as distributed.

**FINANCIALS**

**Financial Statement:** The new treasurer approved the November 2016 financials as prepared by Profile Properties. The treasurer submitted the below comments.

November Financials review:

- The petty cash of \$200 was written off as no current council member has these funds
- The SA for exterior repairs was reconciled and offsetting accounts netted out and cleared.
- The Accounts Payable aging for \$2835 was reviewed and determined to be old holdbacks to be paid. This should be cleared in December

December forecast:

- Additional snow removal and general repairs for rot repair and door installations for units 46/47 totaling approximately \$29,000 will be posted in December. It is anticipated that we will have a deficit for the total year 2016, instead of a surplus.

**Accounts Receivable:** Accounts Receivable 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.

**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.

**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 resolution regarding this issue will be presented at the upcoming annual general meeting.

**ANNUAL GENERAL MEETING PREPARATION:** the council reviewed and discussed a draft budget and the resolutions for the upcoming annual general meeting.

**PARKING CHANGES:** The strata council asked the manager to look into a towing contract. The towing company will also be asked to place no parking signs along the upper retaining wall as the registered strata plan deems this area to be part of the laneway and parking is restricted in laneways by Fire Code.

**Insurance Renewal:** the strata council approved the insurance renewal with HUB insurance for February 1, 2017. It is noted that funds for the premium will be borrowed from the contingency reserve fund and paid back over a 12 month period.

**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 correspondence regarding window replacement. The council president has responded to this correspondence.

A unit owner has written to the strata corporation's lawyer once again disputing redacted information on their document request even though no response was received since the lawyer denied the first request for the un-redacted documents in September 2016. The council approved the lawyer's response.

This same unit has made a further document request that will be prepared by Profile Properties.

## **ADJOURNMENT**

The next meeting will be the annual general meeting on February 22, 2017. The Notice for the meeting will be sent out shortly.

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

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Corinne Campbell/Strata Manager

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

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

# REPAIRS AND MAINTENANCE REPORT DEC-JAN

January 16, 2017 11:42 AM

## COMPLETED

Door RE RE at unit 46,47 was completed there are a few painting touch ups to finish in the spring or when weather permits.

Far larger scope of work than anticipated complete rebuild of rim joist new waterproofing and flashing added to building envelope. The porch at unit 46 was modified to ensure that water does not penetrate the building moving forward.

## WEBSITE REQUESTS

285 OWNER REPORTED MOUSE

286 OWNER REPORTED ROOF LEAK STILL PENDING

287 OWNER REPORTED TREE DOWN ON BACK FENCE

288 TEST 3

289 TEST

290 OWNER REPORTED INSIDE KITCHEN TAP NOT WORKING OWNER RESPONSIBILITY

291 TREE DOWN IN BACK OF UNIT 54 CITY PROPERTY

292 OWNER REPORTED WINDOW ISSUES

293 SALTING /SLIPPERY GARBAGE AREA ANONOYMOUS REPORT

294 OWNER REPORTED THE GARBAGE LIGHT IS NOT FUNCTIONING

## WEBSITE REQUESTS

133 TEST

134 TEST

## REPAIRS NEW FORMAT

14 DOUBLED ORDER TREE DOWN AT BACK OF UNIT 5,6

15 BURNT OUT LIGHTS THROUGHOUT PROPERTY 10 BULBS

16 MISSING SIDING ON UNIT ENTRANCE

17VARIOUS TREES AND BRANCHES DOWN THROUGHOUT COMPLEX DUE TO SNOW

Hydro rooms were inspected for rodent activity all are free of infestation but could use a general clean up

As soon as possible.

Given our harsh winter it was discussed that moving forward for 2017 we will have to amend our snow removal

Contract to include mailbox stairs and pathways throughout the complex.