

**STRATA CORPORATION LMS 101  
COUNCIL MEETING MINUTES  
Monday, April 4, 2016- 7:00 PM in Unit 44**

---

**IN ATTENDANCE:**

Brian Arnold – President/Landscaping  
Carol Ohno – Vice President  
Al Abdulla - Treasurer  
Alicia Churchill – Repairs & Maintenance/Landscaping  
Anne Ng – Newsletter Coordinator/Landscaping  
Jason Jones  
Steve Miller  
Strata Manager – Corinne Campbell

**Regrets:**

**APPROVAL OF MINUTES**

The strata council approved the minutes from the council meeting dated January 11, 2016.

**FINANCIALS**

**Financial Statement:** It was moved, seconded and carried to approve the financials up to February 2016, as prepared by Profile Properties.

**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. **2016 Projects**
  - a. **Front Entrance Painting:** this in progress
  - b. **Targeted Rot Repair / Exterior Painting:** this will be started need the end of May.
2. **Drainage Issues:** the drainage work at these two units is almost completed. Final repairs and restoration are in progress.
3. **Retaining Wall Replacement:** the retaining wall that needed replacement has been completed.
4. **Back of Property:** the cleanup to the back of the property has been completed.
5. **Bartlett Tree Arborist:** the contractor will be on site in the late spring to finish an item on the quotation approved last year.

6. **Roof Warranty/Roof and Gutter Issues:** council discussed the roof warranty and whether or not the moss was covered under the “algae warranty”. A council member claimed they had all the documentation from the roof replacement warranty and would look into it. It in the event it would not be covered, it was moved, seconded and carried to proceed with moss removal and targeted repairs as per the quotation received.
7. **Automatic Sump Pump (Telus Box):** the automatic sump has been installed. It will need to run all the time in order to ensure the box stays dry.
8. **Downspout Diversion:** a downspout was redirected and drain rock was installed at two units to deal with drainage issues. A further drainage issue and retaining wall was repaired at another unit as well.
9. **Pest Control:** a block of units had to undergo pest control treatment. PLEASE BE ADVISED PEST CONTROL CONCERNS MUST BE REPORTED. FAILURE TO DO SO MAY RESULT IN CHARGEBACKS TO THE UNIT FOR DAMAGE THAT COULD HAVE BE AVOIDED WITH EARLIER ACTION.
10. **Blinds in Door Glass:** Please be advised that the blinds in the door glass are not the strata’s responsibility as it is considered hardware.
11. **Hydro Rooms:** these rooms have been made “pest proof” and water damage caused by the water coming from the “Telus Box” have been repaired.
12. **Other Completed Repairs:**
  - a. 5 Gutters were spot cleaned – the rest will be cleaned with the moss removal.
  - b. 2 back gates were fixed
  - c. a plug dryer vent was fixed
  - d. a fence was repaired a one unit.

### **NEW BUSINESS:**

1. **Foundation Leak:** a basement leak was reported to the strata council. Investigation showed that there was a crack in the foundation and ground water was penetrating the unit due to exterior drainage issues. The repairs were expedited due to the interior damage to the unit and are almost completed with further exterior drainage work pending as well as minor interior repairs. Council discussed the need for a formal scope of work on the quote provided by the strata council for interior repairs. A motion was made and seconded to obtain a formal scope of work. This motion was defeated.
2. **Rotten Back Stairs/retaining wall replacement:** a unit required their back stairs to be replaced due to rot. As the owner was planning on beginning renovations, a quote from her contractor was obtained. During the approved backyard renovation it was also discovered that the retaining wall need to be replaced due to rot as well. The was council discussed this issue and a motion was made for the strata to cover the cost of the stair replacement and retaining wall replacement as it is limited common property, with the understanding that moving forward maintenance and repair of these areas would fall to the owner and future owners. This motion was seconded and carried.

3. **Playing in Lane Ways (NEW STRATA CORPORATION RULE):** council discussed children playing in the laneways. As this is a roadway, for safety and liability reason a motion was made to pass a rule that children could not play in the roadway. The motion passed with 4 in favour, 2 opposed and 1 abstention. Please note this rule is in effect immediately. It was noted that a unit's garage door has sustained damage from the children playing against the door. The owner will be responsible for fixing the damage and/or replacing the door.
4. **Rear Stair and Landing Replacement:** council reviewed a quotation for replacing a rotten rear stairway and landing. After discussion, it was moved, seconded and carried to replace this unit with "Trex" (a composite wood product). This will be used as a test unit when council reviews replacing the majority of the back steps in 2017. A composite product will take much less upkeep and maintenance than pressurized wood due to the climate.
5. **Parking Lot Clean-Up:** a quotation was approved for cleaning up the parking lot.

SUMMER BBQ – The Avonlea Neighbourhood Barbeque will be held on July 23, 2016. Notices and information regarding the Barbeque will be posted on the mailbox bulletin board.

**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. They took the letter under advisement. No action is required.

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

#### **ADJOURNMENT**

The next council meeting will held on May 30, 2016.

There being no further business to transact, the meeting was adjourned at 9:40 p.m.

---

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.**