

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES
Monday, March 6, 2017 7:00 PM at Unit #44**

IN ATTENDANCE:

Mike Schmidt
Carol Ohno
Alicia Churchill
David Huang
Heather Little
Brian Arnold

REGRETS:

Erin Miller
Strata Manager – Corinne Campbell

It was moved, seconded and carried that Mike Schmidt would chair the meeting.

CALL TO ORDER: The meeting was called to order by the meeting chair, Mike Schmidt, at 7:04 pm.

Council Code of Conduct was signed by each member present.

APPROVAL OF THE AGENDA: It was moved, seconded and carried to approve the agenda.

APPROVAL OF MINUTES

It was moved, seconded and carried to approve the minutes from the council meeting dated January 16, 2017.

It was moved, seconded and carried to approve the minutes from the council meeting dated January 29, 2017, with one typographical correction.

ELECTION OF OFFICERS

President: Mike Schmidt
Vice-President: Carol Ohno
Treasurer: Heather Little
Secretary: Erin Miller
Repairs and Maintenance: Alicia Churchill (lead), Brian, Mike, David
Privacy Officer: deferred
Landscaping: Brian

FINANCIALS

January 2017 Income Statement was reviewed and no concerns were noted with January entries, however, Council is monitoring how the budget will be affected by high snow removal costs. January's Income Statement is appended to these minutes.

REPAIRS AND MAINTENANCE REPORT

The Repairs and Maintenance report is appended to these minutes.

Alicia and Heather will work on preparing a draft 15-year repair and maintenance financial plan for the Strata Corporation with a target completion date of June 30.

LANDSCAPING

Brian and Alicia will coordinate tree-trimming with Will Braun, NuGreen. Council is working with NuGreen to coordinate an onsite meeting with the City of Burnaby to inspect the back green space bordering Gaglardi for deadfall and pest issues. Council's objective is to have the city contribute to the cleanup.

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. Anonymous correspondence will be disregarded.

Incoming Correspondence: None received.

Outgoing Correspondence: A follow up letter will be sent to PQP and if they do not respond, Small Claims Court proceedings will be initiated.

NEW BUSINESS

- A homeowner has volunteered to order soil and purchase and maintain potted plants to be hung at the mailbox and around the lower parking lot. Council approved a budget of \$250.
- Annual BBQ will be held Saturday, July 22, 2017
- Junk Days – drop off Friday, September 8 to Sunday, September 10. Pickup will be scheduled for Monday September 11, 2017.
- Council approved a \$25 Starbucks Gift Card for the owner that loaned the projector for the AGM.
- A council member brought to Council's attention that they have hired a contractor who works for the Strata Corporation.

ADJOURNMENT

The next council meeting will held on Tuesday, April 11. There being no further official business to transact, the meeting was adjourned at 9:05 pm.

Repairs and Maintenance Report

March 6th 2017

Projects approved

1. Install appropriate drainage in upper parking lot to stop frequent flooding and to prevent rotting of the base of the shed.
2. Power washing of all major parking lots, the retaining wall/asphalt by unit #19 and the area by unit #49.
3. Roof Maintenance
 - clean gutters and all debris off roofs
 - clean skylights
 - minor caulking and flashing repairs if needed

Marksman construction will work directly with the manufacturer of the shingles to address the granular loss of a few areas that were noted last year. If there are any issues identified as installation warranty issues Marksman will work directly with Cambie Roofing to resolve these issues.

4. Pending: There are 3 retaining walls that are in need of replacement. Quotes are pending.

Monthly Maintenance

March

- tree Maintenance in various areas of the complex

April

- power washing all parking areas

May

- window cleaning
- spot cleaning siding
- roof maintenance as discussed

June

- painting of back fences back steps

July

- rebuild of 12 back steps
- possible back door painting (if funds permit)

August

- drainage scopes of 4 problem building as required every year

September

- dryer vent cleaning
- junk days
- concrete and asphalt repairs as needed to the roadway

October

- nothing scheduled as yet

November

- nothing scheduled as yet

December

- gutter cleaning as soon as all the leaves have fallen