

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Annual General Meeting**  
**Held on Tuesday, February 24, 2009 at 7:00 p.m. at the Stoney Creek Community School,**  
**2740 Beaverbrook Crescent, Burnaby, B.C.**

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**COUNCIL MEMBERS PRESENT:**

Dave Holbrook	President
Tana Eggleston	Treasurer
Brian Arnold	Communications
Alicia Churchill	Council Member
Al Abdulla	Council Member

**MANAGEMENT:** Craig Carlyle, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Dave Holbrook, President.

**2. CALLING THE ROLL, CERTIFYING PROXIES, ISSUING VOTING CARDS.**

Dave Holbrook introduced the Council and confirmed with Craig Carlyle that 25 of the 57 owners eligible to vote were present (5 by proxy and 20 in person), meeting the 33% requirement of the Strata Property Act; and that voting cards representing the 25 votes have been issued.

**3. PROOF OF NOTICE**

Dave Holbrook confirmed that notice had been given to all owners as per the Strata Property Act.

**4. PRESIDENT'S REPORT**

Dave Holbrook introduced the new property manager, Craig Carlyle, and then the members of the 2008 Strata Council. The President thanked the Council for all their good work. He also thanked a past Council member, Mark James for his contributions.

Dave Holbrook went on to say if there are any owners interested in serving on Council to please consider standing for office tonight.

The President commented on the good work that Morris Kozoroski did during this winter's heavy snow fall. On his own initiative he arranged to bring a large garbage bin on site to help alleviate the overflow.

The President noted that tonight the owners would be considering a roofing initiative. He concluded by saying that the past year had been a good one for the Strata, one notable success being "garbage day".

**5. APPROVAL OF PREVIOUS MEETING MINUTES**

An owner asked that the Insurance Report segment of the previous AGM Minutes be amended to read "flood" instead of "floor".

It was:

**MOVED AND SECONDED** (Suleman/Abdulla)

To approve as amended the Annual General Meeting Minutes of March 3, 2008.

**CARRIED**

## 6. **INSURANCE REPORT**

At this time the Property Manager provided an overview of the Corporations' insurance coverage explaining areas covered limits of coverage, and deductibles. While insurance rates are relatively stable the cost of construction and replacement values on the property have significantly increased affecting the cost of coverage. All owners were provided a copy of the insurance cover note in their notice of this meeting.

### **NOTICE**

Also noted was the fact that owners may be responsible for the Strata's insurance deductible in the event of a claim which emanated from within the owners unit.

Owners should investigate coverage for such deductible charge backs through their individual homeowner's insurance broker.

## 7. **FINANCIAL**

### **a. 2008 Financial Report**

Tana Eggleston reviewed the 2008 Operating Budget stating that the Strata Corporation ended the year with a deficit of \$8,443.52. She noted that Repairs and Maintenance, Snow Removal and Waste Removal all exceeded budgeted costs.

An owner raised his concern that the snow removal contractor did not clear one of the parking lots as part of his duties. Council said they will consider including the clearance of parking lots in next year's contract.

Another owner asked about the accountability of contractors to Council. Alicia Churchill replied that a Council member on the incoming Council will be assigned to sign off on contractors' work before they are paid.

Tana Eggleston added that the new website the Strata is planning will also help keep track of the contractors' work.

An owner asked how often the property manager has to visit the Strata. Another owner also raised this point. The property manager replied that either he or Dan Bourke visit Avonlea at least once per month.

One owner wanted to know if all contractors have Workers Compensation Board (WCB) coverage. Dave Holbrook said that the property manager must make sure that contractors have WCB coverage.

### **b. 2009 Proposed Operating Budget**

Tana Eggleston provided a detailed analysis of the proposed budget for 2009 which has been proposed with a twenty percent increase in maintenance fees. She said costs in a number of areas would be up, with the largest increase being in the snow removal budget.

The principal reason for the proposed twenty percent fee increase, however, is to fund the contingency reserve fund. She said both the roofs will need to be replaced and the complex painted over the coming years.

There followed a discussion of whether using special assessments instead of a maintenance fee increase was a better method of funding these expected maintenance issues.

One individual said it's in the best interest of owners to plan for their future so increasing monthly fees is a smart way to do so. Another owner stated that a special assessment is preferable and suggested doing a "set dollar amount" each year.

A motion was then put to the floor to accept the 2009 Budget as proposed subject to a review of the Property Management Contract at the next Council Meeting.

It was:

**MOVED AND SECONDED** (Weber/Maxwell)

To approve the budget subject to the stated review.

**CARRIED**

**NOTICE RE: STRATA FEES**

With the passing of the budget, new fee rates are effective

**January 1, 2009.** (See attached schedule.)

For those owners paying by way of auto debit, your withdrawal rate will be adjusted automatically.

For those owners paying by cheque, please remit cheques in the new amount including the shortfall.

*Questions regarding your strata fees should be directed to Pacific Quorum Accounting Department at 604-685-3828 or via email: [accounting@pacificquorum.com](mailto:accounting@pacificquorum.com)*

**8. ELECTION OF THE 2009 STRATA COUNCIL**

As the Strata Councils' term expires at this meeting nominations for the 2009 Strata Council were put forward.

Accepting nominations were:

**Dave Holbrook, Tana Eggleston, Brian Arnold, Al Abdulla, Alicia Churchill, Annett Maxwell, Morris Kozoroski, Gabriella Schmidt, Bob Bell and Scott Weber.**

Accepting their nominations and hearing no others, the owners then voted on the 2009 Strata Council.

Elected to Council were: **Tana Eggleston, Brian Arnold, Al Abdulla, Alicia Churchill, Annett Maxwell, Morris Kozoroski and Scott Weber.**

**9. NEW BUSINESS**

A draw was held for a \$100 gift certificate for Lougheed Mall with the winner being Peter Fung and Daisy Lin.

**10. ADJOURNMENT**

There being no further business the meeting was adjourned at 9:07 p.m.

**The next meeting of Council will be on Monday, March 16, 2009 at unit # 26.**

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

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