



AVONLEA STRATA PLAN LMS 101

**STRATA COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 16, 2014, 7:00 PM**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Vice President
Alicia Churchill	Council Member
Mike McDonald	Council Member
Scott Webber	Council Member

COUNCIL REGRETS:

Morris Kozoroski	Maintenance
Al Abdulla	Treasurer

MANAGEMENT PRESENT:

Dan Bourke, Property Manager
Pacific Quorum Properties Inc.
dan@pacificquorum.com / direct line: 604-306-9111

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Brian Arnold, Council President.

2. APPROVAL OF PREVIOUS MEETING MINUTES

The Council reviewed the minutes of the last Strata Council meeting held on November 6, 2013 noting no errors or omissions.

It was:

MOVED/SECONDED (Churchill/McDonald)

To approve the meeting minutes of the November 6, 2013 as distributed.

CARRIED

3. FINANCIAL REPORT

a. Monthly Reports

Dan Bourke reviewed the Financial Reports, up to and including November 30, 2013 and noted that as of November 30, the Strata Corporation had \$15,558.96 in the Operating Funds account, and \$150,476.71 in the Contingency Reserve Fund (CRF). Dan reported that there were no unanticipated expenses and no significant variances contained in the reports.

It was:

MOVED/SECONDED (McDonald/Churchill)

To approve the November 30, 2013 Monthly Reports as presented.

CARRIED

b. Proposed 2014 Operating Budget

The Council discussed various aspects of the Strata Corporation's operations and reviewed the year end expenses projected to December 31, 2014 and agreed that the Strata Corporation should propose an increase in strata fees of 5% with minor changes to various expense items and specific increases to the Repairs and Maintenance and General expense categories.

After a short discussion, the Council instructed management to prepare the draft budget for presentation to the Owners at the Annual General Meeting in late February.

4. **REPAIRS AND MAINTENANCE**

a. **#51 Water Line Cleaning**

Council confirmed that minor sediment was cleared from the water lines of this townhome, which resulted from the most recent water main repair project.

b. **#1 Water Supply Line Repair**

The Management confirmed that Circle Property Services had completed repairs to the water supply valves of this townhome's washing machine as requested by Council.

c. **Clean Roofs and Gutters**

It was confirmed that Above All Gutter Services, completed roof maintenance and removed all debris from the roof areas and gutters as requested by Council.

d. **#1 Roof Leak**

Management confirmed that Cambie Roofing has been requested to conduct an investigation into the repair of a minor leak in this townhome.

e. **Dryer Vent Cleaning**

The Council confirmed that Air Technologies has completed the cleaning of all dryer vents from the exterior of each townhome and that most townhomes also had Air Technologies perform interior cleaning as well.

f. **#45 and #46 Water Seepage**

Management confirmed that Circle Property Services is conducting an investigation with respect to the water seepage in the backs of these townhomes and has been requested to investigate all perimeter drains and as necessary, perform repairs as required to resolve this problem.

5. **PROJECTS**

a. **Depreciation Report**

Mike McDonald advised the Council that he has reviewed three (3) options for the completion of the Strata Corporation's Depreciation Report and after reviewing sample reports provided by Pacific Quorum Properties, recommended that NORMAC Appraisals be contracted to complete the Report as soon as possible. After a short discussion,

It was:

MOVED/SECONDED (Churchill/McDonald)

To approve the completion of the Depreciation Report in compliance with the *Strata Property Act*.

CARRIED

b. **Exterior Maintenance Projects**

As Morris Kozoroski was not able to attend this evening's meeting, a report was not provided.

c. **Pacific Quorum – PO ONLINE website**

Management advised the Council that at the Strata Corporation's option, Pacific Quorum Properties would provide a complimentary website for the posting of information bulletins and correspondence to Owners if requested. Council discussed this option and as the Strata Corporation already had a website which met the Strata Corporation's needs, the offer was declined.

6. **CORRESPONDENCE**

a. **#20 Request for Designation of Limited Common Property Parking Stall**

Council discussed a request from the Owners of this townhouse regarding the designation of a parking stall on common property for exclusive use of this townhome. After a lengthy discussion, the request was declined.

b. Request to Install Anti-Slip Material

The Council discussed a request received from the Owners of this townhome for the installation of anti-slip material on a walkway leading outside of the property's backyard at the Owner's expense. As the additional walkway was originally by the previous Owner and the safety material may prevent injury, the request was approved.

7. ANNUAL GENERAL MEETING PLANNING

a. Budget

The Council reconfirmed that the proposed Budget should be presented to the Owners at the upcoming Annual General Meeting (AGM) with a 5% increase in strata fees effective January 1, 2014.

b. Bylaws

The Council requested that Management draft bylaws relating to restrictions on composting changes to the rental bylaws that were required landlords acquire a one year lease, and provide up to date tenant and resident information as well as changes to the visitor parking bylaws that would allow unrestricted use of the visitors parking areas by residents of the property and the parking of any type of vehicle in front of townhomes on the roadway.

c. Special Projects

The Council discussed and instructed Management to draft a resolution that would fund Special Exterior maintenance projects throughout the complex in the amount of approximately \$45,000.00 by way of Special Assessments in the amount of \$200.00 each, to be paid over (three) 3 installments in March, June and September 2014.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:23 p.m.

**NEXT MEETING: ANNUAL GENERAL MEETING SCHEDULED FOR
WEDNESDAY, FEBRUARY 26, 2014**

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Dan Bourke, Property Manager

#430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Direct: 604-306-9111

Telephone: 604-685-3828 / Fax: 604-685-3845

Email: dan@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Maintenance Emergency #: 604-685-3828

IMPORTANT INFORMATION Please have this translated
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯
これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
알려드립니다 이것을 번역해 주십시오
सुदनी महत्वपूर्ण कृपया सबसे पहले इसे हिन्दी में या सुदनी में अनुवाद करें

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from *Pacific Quorum Properties Inc.*