

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Wednesday, January 27, 2010 at 7:00 p.m.**

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**COUNCIL MEMBERS PRESENT:**

Alicia Churchill	President
Al Abdulla	Treasurer
Brian Arnold	Communications
Annette Maxwell	Council Member
Morris Kozoroski	Council Member

**MANAGEMENT:** Dan Bourke, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

- a. The meeting was called to order at 7:05 p.m. by Alicia Churchill, President.

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

- a. Council reviewed the minutes of the November 5, 2009 Strata Council Meeting. Noting no errors or omissions.  
It was:  
***MOVED AND SECONDED*** (Churchill/Maxwell)  
To approve the November 5, 2009 Strata Council Minutes as distributed.  
***CARRIED***

**3. FINANCIAL REPORT**

**a. December 31, 2009 Monthly Report**

Al Abdulla reported that he has received and reviewed the December 31, 2009 and prior months financial reports and confirmed that all accounts appear to be in order. It was reported that as of December 31, 2009 the strata corporation had \$233,055.21 in its Contingency Reserve Account and \$31,041.29 in its Operating Account. The strata corporation ended the year with a small deficit of \$6,296.17 representing less than a 4% shortfall which for the most part can be attributed to the prior years' deficit allocation of \$8,443.56, otherwise all expenditures were fairly close to budget with the exception of repairs and maintenance which was over budget by \$13,117.14.

After a detailed discussion it was:

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

To approve the December 31, 2009 Financial Reports as presented.

***CARRIED***

**b. Unit # 51 Excavation & Perimeter Wall Repairs Funding**

Council reviewed an invoice presented by Milani Plumbing and Drainage for the excavation and repair of the perimeter wall of unit # 51 in the amount of \$9,880.82.

As the cost of excavation and repairs to the below grade wall of this unit would significantly impact the strata corporation's Operating Budget,

It was:

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

To deem the expense as an emergency and approve payment for the amount outstanding from the Contingency Reserve Account.

***CARRIED***

**4. REPAIRS & MAINTENANCE**

**a. Gutter Cleaning - Complete**

It was reported that Right Choice Maintenance has completed the cleaning of the gutters of the townhouses in the complex during the last few weeks of November 2009.

**b. Townhouse Entrance Railing Caps - Complete**

It was reported that all required repairs have been completed by AuCourant Contracting last December.

**c. Unit #52 & Unit #46 Roof Leak Repairs - Complete**

Management reported that two minor roof leaks in these units have been repaired by Carlson Roofing.

**d. Unit #51 Exterior Water Ingress Investigation - Complete**

It was reported that Leak Seekers conducted a review of the exterior envelope and perimeter drainage of this unit and has provided a report of their findings as to the source of the problem.

**e. Unit #49 - Unit #60 Perimeter Drain Flushing - Complete**

It was reported that as part of the water ingress review into unit # 51, Milani Plumbing has completed an inspection and clearing of the perimeter drainage system at the back of these units.

**f. Unit #51 Below Grade Wall Repairs - Complete**

Management reported that the excavation of the window well and the back wall of this unit was deemed necessary to repair the below grade surface by Milani Plumbing and Drainage and as part of the repair, excavated material was replaced with drain rock.

**g. Unit #51 Exterior Envelope Repairs - Pending**

It was reported that a number of repairs to the outside wall at the back of this unit will require minor repairs, which have been outlined in a report presented by Leak Seekers.

**h. Unit #13 Water Ingress Repairs - Pending**

It was reported that a minor leak into the basement of this unit has been reported and a blockage in the perimeter drain removed. It was also reported that a video inspection of the perimeter drainage lines resulted in the detection of damage to the drain pipes, and excavation scheduled for in the next few weeks.

**i. Mailbox Steps Painting - Pending**

The painting of the steps to the mailboxes is scheduled for the summer of 2010.

**j. Unit #44 Front Steps Sidewall Repairs - Pending**

This project is scheduled for the spring of 2010.

**k. Roadway Top Coat & Seal - Pending**

Improvements to the paved surfaces in the complex is pending review and possible repair this summer.

**l. Townhouse Back Entrance - Pending**

Council discussed the need to conduct a survey and estimate of the repairs needed to the back steps of each townhouse. This project will be under review for possible implementation during the summer of 2010.

**5. PROJECTS**

**a. Garbage Area Improvements**

Management reported that the cleaning repairs and installation of concrete barriers as previously discussed are scheduled for Tuesday, February 2, 2010.

**b. Roof Replacement Bids**

Management presented eight bids received from qualified roofing contractors based on specifications drafted by Inter Provincial Roofing Consultants and an onsite meeting with the roof consultants and each of the contractors. The bids ranged between a low of \$362,000.00 to a high of \$1,100,053.00.

After a detailed discussion, Council decided to review each of the four lowest bids and submit follow up questions to each of the contractors with respect to timing of the project, guarantees and extended guarantees by the Roofing Contractors' Association of British Columbia, inspection and oversight of the installation of the new roof by the roofing consultants, and requests for references from each of the contractors. Council also decided to conduct an onsite interview with one of the contractors and meet with the other three contractors if it was deemed necessary. The findings from these meetings will be reviewed and discussed in greater detail by Council at the next regularly scheduled Strata Council meeting.

**6. NEW BUSINESS**

**a. Gutter & Down Pipe Replacement Quotes**

Management reported that four gutter installation contractors have been requested to bid on the installation of new gutters and downpipes, with a closing deadline of February 12, 2010.

**b. Parking Bylaw Enforcement**

Council discussed a ticking process for the enforcement of the parking bylaws and follow up by Pacific Quorum Properties in those instances where penalties must be assessed and / or the removal a vehicle is required.

**c. Home Renovation Tax Credit**

Council reviewed a proposal provided by Pacific Quorum Properties to conduct a review of the Strata Corporation expenditures that may qualify for the Home Renovation Tax Credit and discussed the impact, such a review may have on each of the owners personal income tax returns.

After a detailed discussion, it was deemed that the review was not necessary and the proposal was declined by the Strata Council.

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

***CARRIED***

**7. ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:05 p.m.

**The next Council meeting is scheduled for Monday, February 15<sup>th</sup>, 2010 and the Annual General Meeting scheduled for Wednesday, March 17<sup>th</sup>, 2010.**

Attention:

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

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

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