

**STRATA PLAN LMS 101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Monday, January 28, 2008, at 7:00 p.m.**

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<b>COUNCIL MEMBERS PRESENT:</b>	Dave Holbrook	President
	Alicia Churchill	Vice-President
	Tana Eggleston	Treasurer
	Brian Arnold	Council Member
	Mark James	Council Member
	Al Abdulla	Council Member

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

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**1. CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Dave Holbrook, President

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

It was:

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

To approve the November 25, 2007 Strata Council Minutes.

**CARRIED**

**3. FINANCIAL REPORT**

**a. Property Insurance**

Dan Bourke reported that the property insurance was renewed on December 31, 2007.

The existing appraisal was updated to obtain a new value for the replacement cost of the property. With adjustments in labour and material cost included, the new value was increased from \$12,515,843.00 to \$13,600,000.00.

Management then obtained competitive bids from Coastal Insurance, under a new program with Pacific Quorum Properties Inc., and BFL Canada, our current insurance broker.

As the new program with Coastal provides slightly better coverage and was \$1,550.00 below the BFL policy, Coastal Insurance was asked to issue the new insurance.

**b. Monthly Reports**

Tana Eggleston Council reviewed the October, November, & December, 2007 Financial Reports. Tana reported that the strata corporation will end the year with a small surplus of \$3,017.87, a Contingency Reserve Fund Balance of \$136,968.92, and an Operating Account balance of \$32,589.82. It was noted that year end interest adjustments to the CRF Balance will bring the actual CRF balance to \$139,472.85.

It was:

**MOVED AND SECONDED** (Eggleston/James)

To approve all statements up to December 31, 2007.

**CARRIED**

**c. 2008 Draft Operating Budget**

Tana Eggleston presented a draft operating budget for 2008.

After a detailed review of previous years actual expenses, repair and maintenance expenses, and long term CRF planning, Council discussed changes to the current maintenance fee levels.

Special consideration was given to the long term planning of major improvement projects such as roofing, garage doors, and painting projects; and how the cost of these projects if included in the maintenance fees would significantly increase their monthly contribution. It was decided that Council would discuss the issue with the owners at the Annual General Meeting to determine how they would like to address these issues.

It was;  
**MOVED AND SECONDED** (Eggleston/Churchill)  
To present the 2008 Operating Budget with no changes to maintenance fees.  
**CARRIED**

4. **REPAIRS & MAINTENANCE**

a. **Gutter Cleaning - Complete**

b. **Garbage Area Lighting**

Installation of a new light in the garbage container area was approved by Council last month and was to be installed last week; however below freezing weather conditions has prevented the excavation needed to install the new wiring. The new lighting will be hard wired and use photo cell and motion sensors to control its' use.

c. **Sump and Perimeter Drain Maintenance**

Management reported that two perimeter drain maintenance projects are slated for this spring. This first is around unit numbers 37 and 38, and the second along the front of unit numbers 48 through 60. An ongoing program of drainage maintenance was initiated a few years ago and has significantly reduced occurrences of water seepage and major excavation repairs. It was also noted that improved drainage at the front of unit number 60 will also be reviewed.

d. **Mail Box Stair Repairs**

Repairs to a small crack at the top of the mail box stairs is still pending as are a number of cosmetic improvements to the fence and trellis. Repairs will be slated for the spring.

e. **Roadway Repairs**

Management reported that a few roadway repairs including a valve housing, and minor surface cracks will be rescheduled for the spring.

f. **Vinyl Siding Cleaning**

Management reported that spot cleaning of the north facing vinyl walls will be scheduled as a Spring clean-up project which will also include paver stone and power washing maintenance.

g. **Garbage Area Painting/Repair**

Improvements to the garbage container area were tabled for further discussion later this spring.

5. **PROJECTS**

a. **Roof Inspection**

Management reported that the roof inspection will be completed by Carlson Roofing during the month of February. Visual inspection of two units in each of the seven blocks of townhouses will help determine the life expectancy of the roof. Minor repairs as a preventative maintenance program will also be completed during the summer to help extend the life of the roofs.

b. **BC Hydro Replanting Program**

It was reported that BC Hydro will be initiating their replanting program this spring along the berm, between our property and the new substation installation.

6. **OTHER BUSINESS**

a. **Annual General Meeting Date**

Dates for the Annual General Meeting were discussed and it was agreed that the meeting would be scheduled for Monday, March 3, 2008.

**b. \$100.00 AGM Door Prize**

Council approved the presentation of a \$100.00 door prize to one person who attends the Annual General Meeting. Mark it on your calendar; you could be the lucky one.

**c. Recycling Fees**

Council considered a proposed change to the Recycling Fees paid to Calvin Kozoroski. Currently \$80.00 per month, the duties include weekly hauling of the recycling bins from the garbage container area to the street, and back; and the general cleaning of the garbage container area.

It was general agreed that the fee should increase to \$100.00 per month effective January 1, 2008 as the Strata Council is very happy with the service being provided and the timely management and maintenance of the area.

There being no further business the meeting was adjourned at 9:05 p.m.

The next meeting of Council will be the Annual General Meeting on March 3, 2008.

Attention:

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

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

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