



**AVONLEA
STRATA PLAN LMS 101**

**ANNUAL GENERAL MEETING MINUTES
THURSDAY, MARCH 7 2013, 7:00 P.M.**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Vice President
Al Abdullah	Treasurer
Morris Kozoroski	Maintenance
Yves Jobin	Council Member
Mike McDonald	Council Member
Alicia Churchill	Council Member

MANAGEMENT PRESENT:

**Lyn Stoll, Property Manager for Dan Bourke
Pacific Quorum Properties Inc.
dan@pacificquorum.com / Office: 604-635-0260**

1. CALL TO ORDER:

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

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

Lyn Stoll confirmed that 60 units eligible to vote 31 were present, 23 in person and 8 by proxy which met the 33% requirement of the *Strata Property Act* to conduct business. It was also confirmed that voting cards representing the 31 owners had been issued and that notice of the general meeting had been distributed as per the *Strata Property Act*.

3. APPROVAL OF PREVIOUS MEETING MINUTES – FEBRUARY 21, 2012

It was

MOVED / SECONDED (#51/#44)

To approve the minutes of the last Annual General Meeting held on February 21, 2012 as distributed.

CARRIED

4. OPENING REMARKS

Brian Arnold, President, reported on various activities of the Strata Corporation in the last 12 months and thanked the Strata Council members and Owners who have volunteered around the property. Particular thanks went to Anthony Steer of TH9 for contributing bark mulch to various areas throughout the complex. Brian also reported on various maintenance activities including but not limited to the completion phase one of replacement and painting of A-frame fascia, power washing, new lighting installation and lag bolt installation to restrict garbage bin movement. Phase 2 of the fascia replacement commences March 18, 2013.

VANCOUVER OFFICE:

Suite 430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: 604-685-3828 Fax: 604-685-3845

www.pacificquorum.com

✓ SURREY OFFICE:

Suite 302 – 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

It was also strongly recommended that owners know where their water shut-off is. In most cases it is found near the hot water tank, close to the floor. Once owners locate this they should tag it. Another reminder is to turn off you water when you go on vacation.

5. INSURANCE REPORT

The Property Manager reviewed the current insurance coverage maintained by the Strata Corporation in addition to all insurance deductible limits and indicated that as of the last appraisal, the replacement value of the property is \$16,820,000 on the current policy. Management also outlined for the owners various features of the Strata Corporation's insurance policy, and that the Strata Corporation's water damage deductible is \$7500.00. The water damage deductible should be reviewed by owners with their homeowner's insurance policy provider to ensure that this limit is met in the event that a loss occurs due to a claim which originates from within the owner's unit.

INSURANCE NOTICE

DEDUCTIBLE CHARGE-BACK:

Please note that subject to your bylaws, owners may be responsible for the Strata Corporation's insurance deductible in the event of a claim which emanates from within an owner's unit. Owners should ensure that coverage for such deductible charge backs are added to their individual homeowner's insurance.

The current water escape deductible is \$7,500.00.

(Please refer to the insurance cover note to review additional important deductible information).

OWNER IMPROVEMENTS / BETTERMENTS:

Please note that any in-unit upgrades and/or betterments completed by the current or any prior owner will not be covered under the Strata Corporation's insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

6. CONSIDERATION OF THE 2013 OPERATING BUDGET

The Property Manager asked if there were any questions on the budget noting that many line items remained the same as last year thought there was a 5% increase to the strata fees. Owners questioned the reason behind the \$7,000 allocation for snow removal. With only one real incident of snow this past budget year, the cost to the strata was \$3,500. Council advised that in the event of a large snowfall even \$7,000 might not be adequate so it was better to have a bit of a cushion. It was also noted that the depreciation report will have to be completed in before December 31, 2013 to be in compliance with the legislation. With questions asked and answered it was:

MOVED / SECONDED (#17/#1)

To approve the 2013 Operating Budget as presented.

CARRIED UNANIMOUSLY

NOTE: REGARDING STRATA FEE PAYMENTS

Please note with the passing of this budget there is a 5% increase in your strata fees for this fiscal period, retroactive to January 1, 2013.

NOTE: REGARDING STRATA FEE PAYMENTS

Owners paying by pre-authorized withdrawal: Those owners currently paying strata fees by way of preauthorized withdrawal will have their fees automatically adjusted April 1, 2013, along with the retroactive shortfall payment to cover the increase portion for the period of January, February and March 2013.

Owners paying by cheque: Please submit your monthly cheque in the new amount, and include the retroactive payment portion for the period of January, February and March, 2013. Strata fees must be made payable to your strata plan number and submitted via mail or in person to the Pacific Quorum office.

If you require any information regarding your account please contact your property accountant, Yahui at 604-635-0260.

7. **3/4 VOTE RESOLUTION #1 – Funding for Garage Door Replacement**

Be it resolved:

That the Owners, Strata Plan LMS 101 approve funding for the replacement of all garage doors in the amount of \$102,700.00 by way of a transfer of \$61,350.00 from the Contingency Reserve Fund and \$61,350.00 by way of a special assessment on all strata lots based on unit entitlement. The special assessment shall be due and payable upon the approval of this resolution and, for the purposes of financial convenience only, may be deferred to May 1, 2013.

It was:

MOVED AND SECONDED (#33/#17)

After a short discussion a vote was called.

25 FOR / 6 OPPOSED

CARRIED

NOTE: REGARDING SPECIAL ASSESSMENT PAYMENTS

Please note with the passing of the above special assessment (see attached assessment payment schedule), payment is due May 1, 2013.

Owners wanting to pay by automatic bank withdrawal: Please note that special assessment payments **will not** be automatically debited from your bank account. Please submit the attached Pre-Authorized Debit Adjustment Form (located at www.pacificquorum.com/forms) if you would like to make your assessment payment(s) by automatic bank withdrawal.

Owners wanting to pay by cheque: Please submit a cheque in the special assessment amount. The cheque must be made out to your strata plan number with “Special Assessment” in the notes section and submitted via mail or in person to the Pacific Quorum office.

If you require any information regarding your account please contact your property accountant, Yahui at 604-635-0260.

8. **3/4 VOTE RESOLUTION #2 – Transfer of Year End Surplus to Operating Account**

Be it resolved:

That the Owners, Strata Plan LMS 101 approve by a 3/4 vote to retain in the operating account the accrued prior years’ surplus in the amount of \$32,889.00 for cash flow purposes.

It was:

MOVED AND SECONDED (#20/#51)

After a short discussion a vote was called.

CARRIED UNANIMOUSLY

9. ELECTION OF THE 2013 STRATA COUNCIL

The Strata Council was thanked for their contributions to the operations of the Strata Corporation last year with specific thanks to Morris for all the maintenance issues he tended to. As the Council's term ends at this evening's meeting, the floor was open for nominations to the 2013 Strata Council. The following names were put forward:

Brian Arnold

Al Abdulla

Carol Ohno

Morris Kozoroski

Alicia Churchill

Michael McDonald

Edward Lau

After accepting their nominations, nominations were closed, a vote called and the above Owners elected to the 2013 Strata Council by acclamation.

CARRIED

10. NEW BUSINESS

Some of the topics discussed included eventual window replacement and future planning for this expense; a need to increase contributions to the CRF for future planning - the Deficiency Report will provide an indication of what is required; back steps need to be replaced possibly next year but they will be tightened up this year and there was a discussion on the eventual need for repiping. Though the existing piping is PVC the replacement will not be the same material.

As there was no further New Business, the Council had all owners put their unit number on their voting cards and place them into a bin. The Property Manager drew the card from TH#57 who won a \$100 gift certificate to The Keg.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:46 p.m.

The next Strata Council meeting will be determined by Council upon return of the Property Manager

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Dan Bourke, Property Manager

408 - 7337 137th Street

Surrey, BC V3W 1A4

Telephone: (604) 635-0260

Fax: (604) 635-0263 / Office (604) 634-3036

E-mail: dan@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Maintenance Emergency: 604-635-0260



AVONLEA - LMS 101
MONTHLY STRATA FEE SCHEDULE
PERIOD COVERING JANUARY 1, 2013 THROUGH DECEMBER 31, 2013
5% INCREASE OVER PRIOR YEAR

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UNIT	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL MONTHLY STRATA FEES	TOTAL ANNUAL STRATA FEES
ANNUAL TOTALS:				\$160,689.76	\$60,000.00	\$220,689.76	
1	1	2012	1.79%	\$239.18	\$89.31	\$328.48	\$3,941.80
2	2	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
3	3	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
4	4	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
5	5	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
6	6	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
7	7	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
8	8	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
9	9	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
10	10	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
11	27	1861	1.65%	\$221.23	\$82.60	\$303.83	\$3,645.97
12	28	1886	1.67%	\$224.20	\$83.71	\$307.91	\$3,694.95
13	29	1876	1.67%	\$223.01	\$83.27	\$306.28	\$3,675.35
14	30	1877	1.67%	\$223.13	\$83.31	\$306.44	\$3,677.31
15	31	1874	1.66%	\$222.77	\$83.18	\$305.95	\$3,671.44
16	32	1893	1.68%	\$225.03	\$84.02	\$309.06	\$3,708.66
17	33	1886	1.67%	\$224.20	\$83.71	\$307.91	\$3,694.95
18	34	1888	1.68%	\$224.44	\$83.80	\$308.24	\$3,698.86
19	35	1813	1.61%	\$215.52	\$80.47	\$295.99	\$3,551.93
20	36	2394	2.13%	\$284.59	\$106.26	\$390.85	\$4,690.19
21	37	1879	1.67%	\$223.37	\$83.40	\$306.77	\$3,681.23
22	38	1878	1.67%	\$223.25	\$83.36	\$306.61	\$3,679.27
23	39	1873	1.66%	\$222.65	\$83.14	\$305.79	\$3,669.48
24	40	1858	1.65%	\$220.87	\$82.47	\$303.34	\$3,640.09
25	41	1881	1.67%	\$223.60	\$83.49	\$307.10	\$3,685.15
26	42	1880	1.67%	\$223.49	\$83.45	\$306.93	\$3,683.19
27	43	1859	1.65%	\$220.99	\$82.52	\$303.50	\$3,642.05
28	44	1859	1.65%	\$220.99	\$82.52	\$303.50	\$3,642.05
29	45	1878	1.67%	\$223.25	\$83.36	\$306.61	\$3,679.27
30	46	1883	1.67%	\$223.84	\$83.58	\$307.42	\$3,689.07
31	47	1875	1.66%	\$222.89	\$83.23	\$306.12	\$3,673.40
32	48	1884	1.67%	\$223.96	\$83.62	\$307.59	\$3,691.03
33	49	1878	1.67%	\$223.25	\$83.36	\$306.61	\$3,679.27
34	50	1881	1.67%	\$223.60	\$83.49	\$307.10	\$3,685.15

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UNIT	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL MONTHLY STRATA FEES	TOTAL ANNUAL STRATA FEES
35	51	1883	1.67%	\$223.84	\$83.58	\$307.42	\$3,689.07
36	52	1860	1.65%	\$221.11	\$82.56	\$303.67	\$3,644.01
37	53	2132	1.89%	\$253.44	\$94.63	\$348.07	\$4,176.90
38	54	1850	1.64%	\$219.92	\$82.12	\$302.03	\$3,624.42
39	55	1851	1.64%	\$220.04	\$82.16	\$302.20	\$3,626.38
40	56	1873	1.66%	\$222.65	\$83.14	\$305.79	\$3,669.48
41	57	1861	1.65%	\$221.23	\$82.60	\$303.83	\$3,645.97
42	58	1861	1.65%	\$221.23	\$82.60	\$303.83	\$3,645.97
43	59	1873	1.66%	\$222.65	\$83.14	\$305.79	\$3,669.48
44	60	1851	1.64%	\$220.04	\$82.16	\$302.20	\$3,626.38
45	11	1803	1.60%	\$214.33	\$80.03	\$294.36	\$3,532.34
46	12	1818	1.61%	\$216.12	\$80.70	\$296.81	\$3,561.72
47	13	1818	1.61%	\$216.12	\$80.70	\$296.81	\$3,561.72
48	14	1788	1.59%	\$212.55	\$79.36	\$291.91	\$3,502.95
49	15	2100	1.86%	\$249.64	\$93.21	\$342.85	\$4,114.20
50	16	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
51	17	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
52	18	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
53	19	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
54	20	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
55	21	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
56	22	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
57	23	1839	1.63%	\$218.61	\$81.63	\$300.24	\$3,602.87
58	24	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
59	25	1830	1.62%	\$217.54	\$81.23	\$298.77	\$3,585.23
60	26	2049	1.82%	\$243.58	\$90.95	\$334.52	\$4,014.29
TOTAL:		112646	100%	\$13,390.81	\$5,000.00	\$18,390.81	\$220,689.76



AVONLEA - LMS 101
SPECIAL ASSESSMENT SCHEDULE
GARAGE DOOR REPLACEMENT PROJECT
DUE MAY 1, 2013

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UNIT	SPECIAL ASSESSMENT DUE MAY 1, 2013	TOTAL SPECIAL ASSESSMENT
ANNUAL TOTALS:				\$61,350.00	
1	1	2012	1.79%	\$1,095.79	\$1,095.79
2	2	1830	1.62%	\$996.67	\$996.67
3	3	1839	1.63%	\$1,001.57	\$1,001.57
4	4	1839	1.63%	\$1,001.57	\$1,001.57
5	5	1839	1.63%	\$1,001.57	\$1,001.57
6	6	1839	1.63%	\$1,001.57	\$1,001.57
7	7	1839	1.63%	\$1,001.57	\$1,001.57
8	8	1839	1.63%	\$1,001.57	\$1,001.57
9	9	1839	1.63%	\$1,001.57	\$1,001.57
10	10	1830	1.62%	\$996.67	\$996.67
11	27	1861	1.65%	\$1,013.55	\$1,013.55
12	28	1886	1.67%	\$1,027.17	\$1,027.17
13	29	1876	1.67%	\$1,021.72	\$1,021.72
14	30	1877	1.67%	\$1,022.26	\$1,022.26
15	31	1874	1.66%	\$1,020.63	\$1,020.63
16	32	1893	1.68%	\$1,030.98	\$1,030.98
17	33	1886	1.67%	\$1,027.17	\$1,027.17
18	34	1888	1.68%	\$1,028.25	\$1,028.25
19	35	1813	1.61%	\$987.41	\$987.41
20	36	2394	2.13%	\$1,303.84	\$1,303.84
21	37	1879	1.67%	\$1,023.35	\$1,023.35
22	38	1878	1.67%	\$1,022.81	\$1,022.81
23	39	1873	1.66%	\$1,020.09	\$1,020.09
24	40	1858	1.65%	\$1,011.92	\$1,011.92
25	41	1881	1.67%	\$1,024.44	\$1,024.44
26	42	1880	1.67%	\$1,023.90	\$1,023.90
27	43	1859	1.65%	\$1,012.46	\$1,012.46
28	44	1859	1.65%	\$1,012.46	\$1,012.46
29	45	1878	1.67%	\$1,022.81	\$1,022.81
30	46	1883	1.67%	\$1,025.53	\$1,025.53
31	47	1875	1.66%	\$1,021.17	\$1,021.17
32	48	1884	1.67%	\$1,026.08	\$1,026.08
33	49	1878	1.67%	\$1,022.81	\$1,022.81
34	50	1881	1.67%	\$1,024.44	\$1,024.44

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UNIT	SPECIAL ASSESSMENT DUE MAY 1, 2013	TOTAL SPECIAL ASSESSMENT
35	51	1883	1.67%	\$1,025.53	\$1,025.53
36	52	1860	1.65%	\$1,013.01	\$1,013.01
37	53	2132	1.89%	\$1,161.14	\$1,161.14
38	54	1850	1.64%	\$1,007.56	\$1,007.56
39	55	1851	1.64%	\$1,008.10	\$1,008.10
40	56	1873	1.66%	\$1,020.09	\$1,020.09
41	57	1861	1.65%	\$1,013.55	\$1,013.55
42	58	1861	1.65%	\$1,013.55	\$1,013.55
43	59	1873	1.66%	\$1,020.09	\$1,020.09
44	60	1851	1.64%	\$1,008.10	\$1,008.10
45	11	1803	1.60%	\$981.96	\$981.96
46	12	1818	1.61%	\$990.13	\$990.13
47	13	1818	1.61%	\$990.13	\$990.13
48	14	1788	1.59%	\$973.79	\$973.79
49	15	2100	1.86%	\$1,143.72	\$1,143.72
50	16	1830	1.62%	\$996.67	\$996.67
51	17	1830	1.62%	\$996.67	\$996.67
52	18	1830	1.62%	\$996.67	\$996.67
53	19	1830	1.62%	\$996.67	\$996.67
54	20	1839	1.63%	\$1,001.57	\$1,001.57
55	21	1839	1.63%	\$1,001.57	\$1,001.57
56	22	1839	1.63%	\$1,001.57	\$1,001.57
57	23	1839	1.63%	\$1,001.57	\$1,001.57
58	24	1830	1.62%	\$996.67	\$996.67
59	25	1830	1.62%	\$996.67	\$996.67
60	26	2049	1.82%	\$1,115.94	\$1,115.94
TOTAL:		112646	100%	\$61,350.00	\$61,350.00

VANCOUVER OFFICE:
Suite 430 - 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: 604-685-3828 Fax: 604-685-3845
info@pacificquorum.com



SURREY OFFICE:
408 - 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263
surrey@pacificquorum.com

PRE-AUTHORIZED BUSINESS DEBIT ADJUSTMENT (*STRATA*)

1. This form is for use by owners who are already paying strata fees by pre-authorized bank debit.
2. The authorized adjustment(s) is/are valid only for the dates and amounts stipulated below.

NAME OF OWNER(S) _____

BUILDING NAME _____ STRATA PLAN # _____

UNIT # _____ STRATA LOT # _____ TELEPHONE _____ EMAIL _____

I/We authorize the strata corporation agent **Pacific Quorum Properties Inc.** and the financial institution designated (account information currently used for payment of strata fees) **to add the following amounts to the recurring monthly debit.**

I/We understand that this request must be received by the 25th of the preceding month (or the last working day before the 25th, if that day falls on a weekend or holiday), and that requests received after the 25th will be adjusted on the next processing date together with any additional amounts authorized for the next processing date.

SIGNATURE(S) OF ACCOUNT HOLDER(S) _____

NAME OF ACCOUNT HOLDER (IF DIFFERENT FROM NAME OF OWNER(S)) _____

DATE SUBMITTED _____ [DATE RECEIVED _____]

SCHEDULE OF PRE-AUTHORIZED DEBIT (P.A.D.) ADJUSTMENT(S)

PAYMENT FOR (*check one*) → OUTSTANDING ACCOUNT BALANCE [] SPECIAL ASSESSMENT []

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

OTHER: ADD MONTHLY \$ _____ FOR _____ (LOCKER/PARKING/OTHER) STARTING FROM THE FIRST DAY OF _____ (MONTH/YEAR)