

STRATA PLAN LMS101 AVONLEA
Minutes of the Strata Council Meeting
Held on Monday, May 4, 2009 at 7:00 p.m. in Unit # 24

COUNCIL MEMBERS PRESENT:	Tana Eggleston	President/Treasurer
	Al Abdulla	Co-Treasurer
	Brian Arnold	Communications
	Scott Weber	Repairs & Maintenance
	Alicia Churchill	Council Member
	Annette Maxwell	Council Member
	Morris Kozoroski	Council Member

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

1. CALL TO ORDER

The meeting was called to order at 7:06 p.m. by Tana Eggleston.

2. APPROVAL OF PREVIOUS MEETING MINUTES

Council reviewed the minutes of the March 16, 2009 Strata Council Meeting.

It was:

MOVED AND SECONDED (Maxwell/Weber)

To approve the May 16, 2009 Strata Council Minutes.

CARRIED

3. FINANCIAL REPORT

a. February 28, 2009 and March 31, 2009 Monthly Report

Tana Eggleston reported that the Contingency Reserve Fund account in the amount of \$144,787.95 was transferred in April from VanCity to Pacific Quorum's account with the Royal Bank. Ms. Eggleston added that the Repairs and Maintenance expenses were high in March due to the light repairs and petty cash expenses. She also noted the strata had incurred a snow removal expense in March for pre-salting.

In February, the strata was charged \$283.50 by a contractor to remove an old dishwasher left by an owner in the garbage enclosure area. Council would like to remind owners that the City of Burnaby will pick up such items for free. Owners can schedule pick up by calling **604-294-7210**. Please note that you must give the Sanitation Department advance notice and that they will only pick up major appliances.

REMINDER

*Owners are reminded that it is their responsibility to remove their old appliances as per bylaw 5.2.
Please do not leave such items on strata property.*

As of March 31, 2009 the Contingency Reserve Account stood at \$168,769.79 and the Operating Account was \$28,579.26.

It was:

MOVED AND SECONDED (Weber/Churchill)

To approve the February 28, 2009 and March 31, 2009 Financial Reports.

CARRIED

4. OLD BUSINESS

- a. Unit # 19 – Flood Restoration (Easy Care). Restoration Work has been approved and is underway.
- b. Unit # 19 – repair water leak (Milani). Repair to Frozen Water Line has been completed.
- c. A quote of \$4,339.00 has been received from NuGreen Landscaping for the repair of damaged bushes and shrubs caused by this winter's severe weather. The repair costs are not covered by the strata's insurance. The Property Manager was directed to arrange a tour of Avonlea with the contractor, Council members Alicia Churchill and Scott Weber, and a representative of Pacific Quorum.
- d. Landscaping repairs at # 55 – repair and turf where drain work was done. Extra turf added to pathway between Units # 53 and # 54. (NuGreen Landscaping) - complete
- e. Unit # 37 – Request to repair street light outside # 37 – pending
Wespac Electrical reported that they have traced the problem to a short in the wiring under the driveway. Repair to the light will require re-routing the wire around the parking area which would be in the \$2,000.00 - \$3,000.00 range. The Property Manager is looking into less expense options.
- f. Backflow Prevention Assembly testing (Xpert Mechanical) – complete
- g. Unit # 41 – water leak (Au Courant) – complete
- h. Unit # 21 – Owner complained of noise emanating from drainpipe. Gutter cleaned above drainpipe (Au Courant) – complete
- i. Unit # 51 – investigate a roof leak (Carlson Roofing) – complete
- j. Unit # 51 – repair warped door (Au Courant) – complete

5. NEW BUSINESS

- a. Power washing of all red brick areas and cleaning of the gutter interiors is scheduled to begin May 6th (Right Choice).
- b. Council discussed the cleaning of windows in complex at both the back and front for an estimated cost of \$1,800.00. A motion was then made to clean the windows in the complex.

MOVED AND SECONDED (Weber/Kozoroski)

CARRIED

Council asked that the contractor give owners two days notice so that they can remove their outside screens.

- c. The Property Manager advised Council that if they wanted a Council member to be a third signatory on the strata's Contingency Reserve Account and Operating Account, they must pass a motion authorizing this and include it in the Minutes so that the Pacific Quorum could provide the Royal Bank with a record of Council's decision.

It was then:

MOVED AND SECONDED (Churchill/Kozoroski)

To include Tana Eggleston and Scott Weber as alternate signing officers on both the Operating Account and the Contingency Reserve Account.

CARRIED

- d. Council wished to remind owners that one of the benefits of the Avonlea website is that it will save the strata the cost of mailing out Council Minutes.

*The Council Minutes will now be posted on the Avonlea website:
<http://avonleastrata.com> . Any owner who would like to continue
receiving a written copy is asked to contact Pacific Quorum.*

- e. Property wide entrance upgrade – A proposal is currently being put out to bid on the cost to upgrade all entrance ways of each townhouse to repair/replace/or repaint all stairs, handrails, and middle divider cap.
- f. Council directed the Property Manager to contract NuGreen Landscaping about the cost to cut a six to ten foot path through the blackberry bushes that run behind Units # 50 - # 60.
- g. New hose in Car Wash area – A new hose with attached gun has been placed in the car wash area replacing the old hose that was cracked.

6. WALKING TOUR OF PROPERTY

Council members and representatives of Pacific Quorum carried out two walking tours of Avonlea in March and April to ascertain repairs that may be immediate or necessary in the future. A third tour is to be scheduled and the landscaping contractor will be invited to attend.

7. MANAGEMENT REVIEW

Council has reviewed the management agreement with Pacific Quorum Properties. Both Council and Management have made a number of suggestions to improve the overall flow of information and communication which both parties have agreed to.

8. ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:12pm.

The next Council meeting is scheduled for Monday, July 20th at Unit # 26.

Attention:

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

Submitted by:

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