



**AVONLEA
STRATA PLAN LMS 101**

**STRATA COUNCIL MEETING MINUTES
THURSDAY, MAY 22, 2014, 7:00 PM**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Council Member
Mike McDonald	Treasurer
Morris Kozoroski	Repair & Maintenance Coordinator
Mike Shmidt	Parking & Safety
Annie Ng	Council Member

COUNCIL REGRETS:

Carol Ohno	Vice President
Domenico Celli	Council Member

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 7:10 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 March 19, 2014, noting that the April 17, 2014 Strata Council meeting was rescheduled to today's date. Noting no other errors or omissions,

It was:

MOVED/SECONDED (Kozoroski/McDonald)

To approve the March 19, 2014 Strata Council meeting minutes as distributed.

CARRIED

3. FINANCIAL REPORT

a. Monthly Reports

Mike McDonald, Treasurer, reported that he has received and reviewed all Financial Reports up to and including April 30, 2014, including all bank statements and paid invoices, and that all accounts appear to be in order. It was also reported that as of April 30, 2014, the Strata Corporation had \$48,168.09 in the Operating Funds Account and \$173,774.12 in the Contingency Reserve Fund.

After a short discussion,

It was:

MOVED/SECONDED (McDonald/Kozoroski)

To approve the April 30, 2014 Financial Reports as presented.

CARRIED

4. **REQUEST TO REMOVE LATE FEES**

The Council reviewed a request from an Owner who, as a result of not receiving past due notices, incurred significant late payment fees as the notices were not passed on to the offsite Owner by the resident living in the townhome. As all other payments have been received on time, the Council approved the request, subject to all other miscellaneous items being paid in full by June 30, 2014.

5. **REPAIRS AND MAINTENANCE**

a. **#45 / #46 Water Seepage**

Complete – Management advised the Council that all repairs to the drainage at the back of these two townhouses has been completed with the addition of a vertical drain being installed from each of the two window wells to the perimeter drainage system along the footings of the townhouses.

6. **PROJECTS**

a. **Depreciation Report**

Management advised the Council that Normac Appraisals is in the information gathering phase for the purpose of providing the Strata Corporation a Depreciation Report for review this summer, or early fall. This Report will be utilized for future planning projects and presentation to the Owners at the Annual General Meeting.

b. **Exterior Maintenance Projects**

Morris Kozoroski reported to the Council on various exterior maintenance projects, including the installation of roof vents, which is now complete, and the installation of additional soffit venting, which should start in early June. Morris also informed the Council of an exterior cleaning project, which will fall under the normal operating expenses of the Strata Corporation.

7. **CORRESPONDENCE**

a. **#24 – Request to Install Backyard Patio**

The Council reviewed plans for the installation of a wooden backyard patio behind unit #24. As the patio meets the general guidelines of other existing wooden patios the request was approved subject to any additional costs incurred by the Strata Corporation in the event repairs are required to the backyard drainage, or pest control costs will be the responsibility of the Owners of townhome #24.

b. **#24 – Request to Install Barbeque Area Cover**

The Council reviewed a request from the Owners of this townhome to install a backyard barbeque cover. As it would appear, the request would meet the standards of other similar structures in the property, the request was approved subject to a final review and submission of a picture or drawing describing the cover, and that it meets the same standards as other patio and barbeque covers in the complex.

c. **Strata Council Meeting Schedule**

The Council reviewed various dates, establishing Strata Council meetings for the next five (5) months, and agreed that the following Council meetings will be scheduled for: June 26, July 24, September 11, October 16, and November 20, 2014.

d. **Owners List Updates**

Management informed the Council that a recent request for Owners to provide current mailing address information and/or emergency contact information has resulted in just over half of the Owners responding. A second request to those Owners who have not provided this information will be sent out in the coming weeks.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:10 p.m.

NEXT COUNCIL MEETING: THURSDAY, JUNE 26, 2014

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Dan Bourke, Property Manager

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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

सुदुही महत्वकी बिनाम सबदे बिने बेस बिग एा सुदुही महत्वकी

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.*