



**AVONLEA  
STRATA PLAN LMS 101**

**STRATA COUNCIL MEETING MINUTES  
THURSDAY, MAY 31, 2012, 7:00 P.M.**

**COUNCIL PRESENT:**

<b>Brian Arnold</b>	<b>President</b>
<b>Carol Ohno</b>	<b>Vice President</b>
<b>Morris Kozoroski</b>	<b>Council Member</b>
<b>Alicia Churchill</b>	<b>Council Member</b>
<b>Yves Jobin</b>	<b>Council Member</b>

**MANAGEMENT PRESENT:**

**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 Brian Arnold, President.

**2. APPROVAL OF PREVIOUS MINUTES – MARCH 22, 2012**

Council reviewed the minutes of the last Strata Council meeting held on March 22, 2012.

Noting no errors or omissions, it was:

***MOVED/SECONDED*** (Churchill/Jobin)

To approve the March 22, 2012 Strata Council meeting minutes as distributed.

***CARRIED***

**3. FINANCIAL REPORTS**

**a. Monthly Report - April 30, 2012**

Council reviewed the April 30, 2012 financial reports which indicated that the Strata Corporation had \$144,454.52 in the Contingency Reserve Fund and that the Strata Corporation was operating with a small surplus for the first four months of the fiscal period. As Al Abdullah, Treasurer, was not able to attend this evening's meeting, approval of the reports was tabled pending his review.

**b. Accounts Receivable Report**

Council reviewed the statement of one strata lot currently in collection status and noted that while a lump sum payment in the amount of \$10,000.00 has been received and that regular monthly payments have been reinstated. A significant amount of late payment fees and legal expenses remains outstanding. Council will continue to negotiate a settlement with this owner.

**4. REPAIRS AND MAINTENANCE**

**a. #17 Window Well Repairs - Complete**

Management confirmed that Circle Property Services has completed the repairs to the backyard window well of this townhome as requested.

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**b. Gutter Cleaning and Repairs - Complete**

Morris Kozoroski also reported that the gutter cleaning and minor repairs to the new gutters has been completed as requested from Above All Gutters. However, a few areas may still require minor upgrades.

**c. Unit #36 - Beehive - Complete**

It was reported that AAA Wildlife had completed the removal of a beehive at this location.

**d. Car Wash Backflow Preventer Inspection - Complete**

Management reported that Xpert Mechanical Services has completed the inspection and certification of the backflow preventer located adjacent to the car wash.

**e. Window Cleaning - Underway**

It was reported that Old English Window Cleaners has started the cleaning of all accessible exterior windows as well as spot cleaning of the vinyl siding around the property and power washing of the red paver stones and parking area surfaces in the complex.

**f. Unit #49 – Water Leak - Underway**

Management reported that Circle Property Services is currently performing restoration to this townhome due to a water leak from the owner's bathtub controls. This restoration and deductibles will be charged back to the owner and the owner's homeowner's insurance policy.

**g. Entrance Landscape Water Seepage - Underway**

Management reported that Blue Mountain Plumbing & Drainage is currently investigating an excess amount of water seepage in the landscape areas at the entrance of the building. A report in the next few days is anticipated.

**h. Unit #53 – Entry Door Replacement Quote**

Management presented a quote from Oakdale Build & Service for the replacement of the back door at this townhome and after a short discussion, it was:

**MOVED/SECONDED** (Kozoroski/Churchill)

To approve the quote with minor adjustments, as presented.

**CARRIED**

**i. Unit #53 - Entrance Porch Landing Quote**

Council reviewed a quote from Oakdale Build & Service for the replacement of the front porch at this townhome to reduce the amount of water accumulating on the front steps during the winter months. Council requested Morris Kozoroski to review this with the contractor and obtain a second quote to rectify this problem.

**j. Unit #57 - Tree Root Removal - Complete**

Alicia Churchill reported that the owner of this townhome has resolved the problem with a surface tree root in the backyard of this property.

**k. Unit #22 - Lawn Maintenance - Complete**

Alicia Churchill also reported that the cutting of the grass at the back of this townhome has now been added to the weekly maintenance list.

- l. Backyard Cleanup**

Council discussed a second townhome that has allowed deferred maintenance to continue in the backyard of this property that may affect property values of the adjacent units and requested that Management issue a letter to the owner of this townhome advising them of the responsibility to maintain the backyard with respect to trees, shrubs and flower beds.
  - m. Phase 1 Entrance Archways**

Council reviewed a quote from Oakdale Build & Service for the cleaning and painting of the 13 entranceway archways to each of the townhomes in Phase 1. After a lengthy discuss, it was:  
**MOVED/SECONDED** (Kozoroski/Churchill)  
To approve a quote in the amount of \$7,426.00 plus HST for this item.  
**CARRIED**
  - n. Townhome Entranceway Carpentry Repairs**

Council discussed the need to perform minor repairs throughout the complex at the entrance of each townhome. It was recommended that the contractor performing the archway painting project be instructed to perform these repairs on a time and material basis to a maximum of \$5,000.00. It was:  
**MOVED/SECONDED** (Jobin/Kozoroski)  
To approve up to \$5,000.00 to perform minor carpentry and painting repairs to the entranceway of all townhomes throughout the property.  
**CARRIED**
- 5. PROJECTS**
- a. Upper Planter Project - Pending**

Council discussed the suspension of this project to appoint later on this year.
  - b. Garbage Area Improvements - Complete**

It was reported that carpentry repairs to the garbage area has been completed by Oakdale Build & Service with the painting of the structure to be completed during the summer of this year.
  - c. Exterior Lighting Improvements**

Council reviewed a report from Simple Choice Renovations which provided a review of the electrical services throughout the property and recommendations for the improvements requested by Council. Simple Choice Renovations indicated that the electrical system complies with the Canadian Electrical Code that was applicable at the time when the property was built. However, electrical additions have not been done in accordance with the Canadian Electrical Code. Council has requested a quote from Simple Choice Renovations to perform these repairs for review at the next Strata Council meeting.
  - d. Landscape Improvements**

Alicia Churchill reviewed various suggestions with respect to improvements to the landscape area and indicated that along with the upper parking planter box project and improvements to the entrance sign have been tabled to later on this year subject to review of the financial position of the Strata Corporation.

**e. Depreciation Report**

Council reviewed a quote from RDH Building Engineering Ltd. which provided an overview of the scope of work and reporting methods to complete a depreciation report as required by the *Strata Property Act*. The quote obtained from RDH indicated the cost to the Strata Corporation would be approximately \$7,000.00. This project will be reviewed in further detail later this year for possible implementation.

**6. OTHER BUSINESS**

**a. Avonlea Annual Barbeque**

Council determined that the Avonlea Neighbourhood Barbeque will be scheduled for July 28, 2012. Notices will be posted with further details closer to that date.

**b. Junk Removal Day**

Council also scheduled the annual junk removal days to be September 14, 15, 16 and 17, 2012. Notices and further details will also be posted closer to the dates indicated.

**7. ADJOURNMENT**

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

**The next Strata Council meeting will be on Thursday, July 5, 2012.**

***Submitted by:***

***PACIFIC QUORUM PROPERTIES INC.***

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