



**AVONLEA
STRATA PLAN LMS 101**

**STRATA COUNCIL MINUTES
TUESDAY, JUNE 1, 2011, 7:00 P.M.**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Vice President
Morris Kozoroski	Council member
Stephane Castera	Council member
Yves Jobin	Council member

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. ADOPTION OF PREVIOUS MINUTES

March 22, 2011 Council Minutes

Council reviewed the minutes of the last Strata Council meeting held on March 22, 2011. Noting no errors or omissions,

It was:

MOVED/SECONDED (Arnold/Ohno)

To approve the March 22, 2011 Strata Council meeting minutes as distributed.

CARRIED

3. FINANCIAL REPORT

Monthly Report - April 30, 2011

Council reviewed the April 30, 2011 Financial Report; however as the Treasurer was unable to attend the meeting this evening the report was tabled pending his review.

Management reported that as of April 30, 2011 the report did indicate the Strata Corporation had an Operating Account balance of \$23,899.15 and the Contingency Reserve Fund a balance of \$91,823.12.

It was also reported that one account was significantly in arrears which has been referred to legal counsel for collection.

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4. REPAIRS & MAINTENANCE

a. Townhouse # 1 and 2 Downspout Drainage - Complete

Management reported that Blue Mountain Plumbing and Heating has completed the connection of the downspout and perimeter drainage in front of these two townhouses.

b. Paver Stone Cleaning - Scheduled

Management reported that Men in Kilts has been scheduled to complete the power washing of all paver stone areas and parking areas in the complex the week of June 13 however, a review of a second quote from an independent contractor included various other areas of the property, and included the repainting of the parking lot lines as previously discussed.

It was then:

MOVED/SECONDED (Kozoroski/Ohno)

To approve the quote submitted by James Locks for completion by the end of July.

CARRIED

c. Window Cleaning - Scheduled

Management reported that Men in Kilts is scheduled to begin the window cleaning of all exterior and inaccessible windows on the property beginning the week of June 13, 2011. Notices will be distributed advising owners to remove their window screens during this week.

d. Siding Spot Cleaning - Scheduled

It was also reported that Men in Kilts is scheduled to complete the siding spot cleaning maintenance during the week of June 13, which will include all highly visible wall surfaces which are showing significant soiling.

Notices will be distributed advising owners that the contractors will be working in and around the townhouses during this week.

e. # 58 Water Damage Claim - Pending

Management reported that Circle Property Services has attended to this unit to conduct water damage repairs in the basement area caused by a ruptured water supply line.

f. # 58 Living Room Ceiling Repairs - Pending

Management reported that Circle Property Services has responded and is investigating the source of a water leak, which has caused staining to the ceiling in the units living room. Initial reports indicate that there are no visible leaks from drainage or supply lines, and the ceiling has been left exposed to determine the actual cause of this stain.

g. Garbage Enclosure Repairs

Council reviewed two quotes for the reconstruction of the garbage container area obtained by Management at the Strata Council's request. Two designs were considered, including the reconstruction of the entire area in a similar style and size that currently exists as well as a combination of cedar and chain-link fencing, which would be considered a more durable option. As both quotes were in the mid-\$6,000.00 range it was decided to table the reconstruction of this area and review a quote for basic repairs and repainting of the garbage enclosure at the next strata council meeting.

h. Bark Mulch Installation - Complete

Council reported that the installation of bark mulch in various areas of the property as previously discussed has been completed with many thanks to the owner involved.

i. Parking Area Line Painting - Pending

Morris Kozoroski indicated that the parking area line painting will be completed this July as previously discussed.

5. PROJECTS

a. Roof Project

Management reported that a final payment to Cambie Roofing is still being held back, subject to the completion and proper installation of the dryer vents recently inspected by Interprovincial Roofing Consultants, which indicated that the dryer vents were not properly installed. The amount of the holdback less the Strata Corporation expenses incurred due to deficiencies will be disbursed upon confirmation by Interprovincial Roofing Consultants that the work has been completed.

b. Roof Project Additional Venting

Council also discussed recommendations by Interprovincial Roofing Consultants to install an additional 25 roof vents in Phase 1 of the property. A holdback from the roof proceeds, of approximately \$2,000.00, will be set aside for completion and inspection by Interprovincial Roofing Consultants.

c. Roof Project Refund

Management recommended at this point that after all expenses have been calculated that the surplus should be distributed back to the owners. At this point it is anticipated that the refund to each strata lot based on unit entitlement will range between \$800.00 & \$1,000.00 per unit. This disbursement should take place before the end of July 2011.

6. OTHER BUSINESS

a. # 43 Backyard Improvements

Council reviewed correspondence from the owner of this unit requesting improvements to the backyard area with respect to soggy conditions, however since this condition is prevalent throughout the property, it is outside the Strata Corporations control to make the requested changes. Various owners with similar concerns have undertaken to improve their backyards utilizing paver stones or decking material, at their own expense and subject to prior approval by the Strata Corporation.

b. # 30 Back Step Repairs

Council reviewed correspondence from the owner of this unit requesting repairs to the back steps of their unit. It was decided that the steps would be reviewed and if any safety hazard exist, repairs would be conducted immediately.

c. # 1 Request for Approval to Backyard Area

Council reviewed a request from this owner requesting approval to landscape the backyard, by leveling the yard and installing patio stones on half of the yard and some artificial grass on the other, as well as approval for the replacement of the their gas fireplace with an energy efficient fireplace. With respect to the improvements in the backyard it was understood that the changes have already been completed, and the changes stated in the request have been exceeded without prior approval. Council agreed to review the changes that have been completed for discussion at the next Strata Council meeting.

d. Power Washer Rental

Council reviewed correspondence from an owner, with respect to the rental of a power washer they have purchased and an offer to Avonlea residents who may want to rent it. The proposal suggested that should a homeowner rent the power washer to clean the exterior of their unit then the Strata Corporation will cover the rental costs at a prearranged amount. After a lengthy discussion the proposal was declined.

7. ADJOURNMENT

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

The next Strata Council Meeting is scheduled for Tuesday, July 19, 2011

Submitted by:

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