



AVONLEA STRATA PLAN LMS 101

**STRATA COUNCIL MINUTES
MONDAY, JULY 8, 2013 AT 7:00 PM**

COUNCIL PRESENT:

Brian Arnold	President
Carol Ohno	Vice President
Al Abdullah	Treasurer
Morris Kozoroski	Council Member
Alicia Churchill	Council Member
Mike McDonald	Council Member
Ed Lau	Council Member

MANAGEMENT PRESENT:

Dan Bourke, Property Manager
Pacific Quorum Properties Inc.
dan@pacificquorum.com / Office line: 604-634-3036

1. **CALL TO ORDER**

The meeting was called order at 7:20 pm by Brian Arnold, President.

2. **APPROVAL OF THE PREVIOUS MINUTES**

Council reviewed the last Strata Council minutes held on May 29, 2013. Noting no errors or omissions, it was:

MOVED /SECONDED: (Kozoroski/Abdullah)

To approve the May 29, 2013 Strata Council minutes as distributed.

CARRIED

3. **FINANCIAL REPORTS**

a. **Monthly Reports – May 31, 2013**

Al Abdullah, Treasurer, reported that he has received and reviewed all financial reports up to May 31, 2013 including all bank statements and paid invoices, and that all accounts appeared to be in order. It was also reported as of May 31, 2013 the Strata Corporation had \$47,244.18 in its Operating Funds Account and \$138,473.34 in the Contingency Reserve Fund. After a short discussion, it was:

MOVED / SECONDED (Abdullah/Ohno)

To approve the May 31, 2013 financial reports as presented.

CARRIED

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4. **REPAIRS & MAINTENANCE**

a. **Window Repairs - Pending**

Management confirmed that Accurate Glass has been requested to do a minor repair to a window in town home#19. The owner has been contacted by Accurate Glass to take measurements.

b. **Concrete crack repairs – Complete**

Kozoroski reported that minor repairs to the concrete’s surface to eliminate trip hazards have been completed as requested.

c. **#53 Porch landing repairs - Tabled**

Council advised Management that the repairs requested to the porch landing at town home #53 has been tabled; pending further reviews during the winter month.

5. **PROJECTS**

a. **Garage Door Replacement Project - Complete**

Council advised Management that the installation of the garage door is substantially complete with one door remaining outstanding to complete later this week. As well, there are a number of deficiencies that will be reviewed over the next few weeks to make minor adjustments and ensure all doors are operating properly until such time the deficiencies has been rectified. Council instructed Management to hold back the last two invoices for final payment.

b. **Exterior Structural Improvement: Complete**

Council discussed various structural and cosmetic improvements required around the property with respect to Facia repairs and various substrates. These projects have been long outstanding, and have been pending subject to completion of other major improvement projects. However, due to a possible surplus from the garage door replacement project, Council discussed the possibility of holding a Special General Meeting to request that the complete surplus be a list of transfer to an exterior upgrades project. The Maintenance Committee will complete the needed improvements and will request that the Special General Meeting be held in early September to obtain approval from the owners for the use of these funds.

c. **Front Entrance Signage- Pending**

Alicia Churchill reported that the foundation for the new front entrance signage has been completed and as soon as the foundation has cured properly the new sign will be installed by New Green Landscaping.

d. **Depreciation Report - Quotes and Sample Reports**

Management presented to Council, quotes and sample reports from various contractors providing these services, including Morrison Hershfield Engineers, Normac Appraisal and Marsh Building Inspection. Council will review the individual reports and advise Management of their selection of the company they would like to prepare the report as soon as possible.

6. **CORRESPONDENCE & OTHER BUSINESS**

Management advised Council that three (3) letters has been issued with respect to garage door replacement and noise violations as well as various parking Bylaw Violation Warnings, as parking in-front of town homes is becoming a problem in the recent months. Council is requesting that all owners abide by the Strata Corporation Bylaws. Warning letters will be issued as per the Bylaws and fines assessed to the owners’ accounts if compliance is not achieved.

a. Cigarette Butts on Common Property

Council has received complaints with respect to a specific townhome disposing off cigarette butts on the common property driveway and requested that Management issue letters with respect to this violation as soon as possible.

b. Safety Concerns

Council discussed various complaints with respect to the high speed of travel on the common property driveway and the risks to owners and residents with respects to vehicles driving above this posted speed limits of 15 km per hour. Owners are requested to adhere to this safety concern and report any such violations to Management for issuance a warning letter and/or fines as permitted within the Strata Corporation Bylaw.

7. ADJOURNMENT

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

The next meeting of the strata corporation will be on Monday, September 16, 2013.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Dan Bourke, Property Manager

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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯
これは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
सबुती महत्वकी बिचम सवने बिने खस रिग हा छुल्लम सवबुति

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.*