

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Wednesday, July 28, 2010 at 7:00 p.m.**

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**COUNCIL MEMBERS PRESENT:**            Morris Kozoroski            Council Member  
   Carol Ohno                    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**

- a. The meeting was called to order at 7:15 p.m. by Dan Bourke, Property Manager.

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

- a. Council reviewed the minutes of the June 23, 2010 Strata Council Meeting.  
Noting no other errors or omissions;  
It was:  
***MOVED AND SECONDED*** (Ohno/Castera)  
To approve the June 23, 2010 Strata Council meeting minutes as distributed.  
***CARRIED***

**3. FINANCIAL REPORT**

- a. **June 30, 2010 Monthly Report**  
Management reviewed the financial report dated June 30, 2010 and indicated that the Strata Corporation had \$247,874.57 in it's Contingency Fund account, \$38,525.05 in the Bank Operating account, and \$603,352.01 in the Special Levy Roof Replacement account. It was also reported that other than two accounts with insurance water damage claims only one account remained outstanding with special levy payments not paid.  
After a lengthy discussion;  
It was:  
***MOVED AND SECONDED*** (Ohno/Kozoroski)  
To approve the June 30, 2010 Financial Reports as presented.  
***CARRIED***

**4. REPAIRS & MAINTENANCE**

- a. **Unit # 13 Water Ingress Repairs, Carpet Replacement - Complete**  
Management reported that the insurance adjusters have reported the carpet installation is complete.
- b. **Unit # 53 Entrance Landing Repairs - Complete**

The owner of this unit has also reported that the water pooling on the front step of this unit has been resolved with minor repairs.

**c. Unit # 44 Front Entrance Wall Straightening - Complete**

The owner of this town home has reported that AuCourant Contracting has attended to the repairs approved at the entrance of this townhome and the problem corrected.

**d. Mailbox Step Painting - Scheduled for June 29, 2010**

Management reported that AuCourant Contracting has confirmed that the steps adjacent to the mailbox will be painted this week.

**e. Unit # 13, # 6, # 49 Perimeter Drainage Excavation - Scheduled for August 9, 2010**

Blue Mountain Enterprises has confirmed a start date for the repair of perimeter drainage around at the back of two of these units and side of the third town home will begin on August 16, 2010.

**f. Unit # 49 Drywall Damage - Approved**

Management reported that AuCourant Contracting has been given instructions to proceed with the minor drywall repairs to this unit which was caused by water seepage at the side of this townhome last winter.

**g. Townhouse Back Step Paint & Repair Project**

Council reviewed the quotes for the painting and repair to the back steps and railings of each townhouse and expressed concerns over the financial impact this project would have on the Strata Corporation, and after a lengthy discussion decided to delay the project and present a funding proposal to the owners at the next Annual General Meeting.

Any owners with railings or steps that are in need of repair because they present a safety hazard should report their concerns on the Strata Corporation website for immediate attention.

**h. Driveway Crack Repairs -Pending**

Morris Kozoroski reported that he along with Dan Bourke have inspected the cracks in the roadway surface with a representative from Sealtech Industries and are satisfied with the proposed repair process; and the cost estimates to reduce the risk of further deterioration of the roadway. This project will be scheduled for the fall or early spring subject to completion of the roof replacement project.

**i. Parking Area Line Painting - Pending**

At this point no quotes were reviewed as each of the driveway crack repair contractors has indicated the Strata Corporation should contract directly with the painting contractors to perform this work. The project will be discussed at the next Council Meeting as to whether to proceed with the project this fall or next spring.

## **5. ROOF REPLACEMENT PROJECT**

**a. Roof Replacement Project**

Morris Kozoroski reviewed the progress being achieved by Cambie Roofing and indicated that while a number of issues have arisen the work is proceeding as requested, however, completion of the roof may extend into the late fall of this year.

**b. Gutter Replacement Committee**

Council reviewed a number of committee meetings which have been held over the last few weeks, which have concluded with acceptance of a contract proposed by Above All Gutters Inc. in the amount of \$91,840.00. Acceptance of the contract was after an extensive review of a number of quotes and proposals, after which Council determined this contractor would be best suited for the job and meet the requirements of the Strata Corporation.

**6. OTHER BUSINESS**

**a. Tree Management**

Council discussed the need to implement a clearance pruning program around the property removing and/or clearance pruning those trees that are negatively impacting the new roof and new gutter system, and will ask that an Arborist attend to the property and make recommendations as to what should be done. Any owners requesting the removal of trees in their back yards will also be included in the program at the Strata Corporations' expense.

**b. Back Yard Maintenance**

Council discussed again, the requirements for owners to maintain their back yards as a number of these yards have fallen into a deferred maintenance status. This issue will be addressed in the future and those owners with back yards below these standards will be issued letters and requested that a clean up be performed.

**7. ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 8:25 p.m.

**The next Council meeting is scheduled for Wednesday, September 8, 2010.**

Attention:

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

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

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