

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES
Tuesday, September 8, 2015- 7:00 PM in Unit 26**

IN ATTENDANCE:

Brian Arnold – President/Landscaping
Carol Ohno – Vice President
Jason Jones – Treasurer/Landscaping
Alicia Churchill – Repairs & Maintenance/Landscaping
Anne Ng – Newsletter Coordinator/Landscaping
Strata Manager – Corinne Campbell

Regrets: Morris Kozoroski- Repair & Maintenance

Council Member Resignation: Mike Schmidt has resigned from council. The strata council thanks him for his service. If anyone is interested in joining the strata council there is a position open.

APPROVAL OF MINUTES

The strata council approved the minutes from the council meeting dated July 22, 2015, as posted.

FINANCIALS

Financial Statement: The financial statements up to July 2015 were reviewed and approved as prepared by Profile Properties. The manager was to follow up on a reallocation and clarify for council.

Accounts Receivable: Accounts Receivables were reviewed at this meeting and the manager was asked to follow up with units with outstanding balances in accordance with the Strata Corporation's bylaws and the *Strata Property Act of British Columbia*. The council agreed to apply late fees, fines and liens in accordance with the strata corporation bylaws on delinquent accounts.

Strata Fee/Levy Payments: Owners are reminded that if they set up pre-authorized payment for the levy payments and/or strata fees with Pacific Quorum you will need to contact Profile Properties to set this up again as the previous paperwork cannot be transferred over.

It is noted that several owners are behind on their levy payments or are short paying the levy amount. Please note late fees will be applied in accordance with the strata's bylaws.

BUSINESS ARISING

1. 2015 Projects

- **Camera Scope and Perimeter Drain Flushing:** council discussed a quotation to do partial flush and camera scope of the drainage between units 1-10, 13-11 and 45-48 as well as to excavate at unit 13 to do ensure that the drainage issues at this unit have been resolved. The council, with one abstention, agreed to proceed with the work. It is council intention to complete the camera scope and perimeter drain flushing for the entire complex eventually.
 - **Replace Missing or Damaged Siding:** three units have been completed and one unit is in progress.
 - **Carwash Area:** the lights have been put on a timer and another electrical issue was found and rectified at the same time. The replacement of a support beam is pending.
 - **Replacement of Back Entry Doors:** five units will be completed in the next few weeks.
 - **Visitor Parking Area:** the new curbing is in place.
 - **Install Garage Venting throughout complex:** tabled.
 - **Upper Parking Planter:** the staining has been completed.
2. **Organic Recycling:** The City of Burnaby has not yet responded to the application that was sent to them. Strata manager will follow up.
3. **Parking Bylaws:** the council discussed that what constitutes the “roadway” will need be clarified in the bylaws at the next general meeting so all owners are clear as to where they may or may not park.
4. **Landscaping Quotes:** council has decided to stay with the current landscaper.
5. **Dryer Vent Cleaning:** council reviewed the quotation for dryer vent cleaning which included changing the fine mesh coverings for bird screen. This quote was approved and the work will be scheduled shortly.
6. **Soil Amender:** the Soil Amender has been applied.
7. **Storage Shed:** the shed has been purchased and will be set up shortly.

NEW BUSINESS:

1. **Irrigation System:** the landscaper will deal with the winterization of the system.
2. **Back Stair Replacement:** a unit had to have the back stairs repaired as an emergency due to the stairs being deemed unsafe. Please note it is the

homeowners responsibility to report issues such as this before it becomes an emergency situation. Extra costs may be charged back to the homeowner when failure to report maintenance issues result in unnecessary charges.

3. **Pest Control:** a unit suspects there is an issue with their chimney. This will be investigated.
4. **Storm Damage:** the strata suffered only minimal storm damage with the top of one tree breaking off and hanging in the tree and a few branches falling into yards. There was no property damage. The tree top will be removed shortly. It was noted there were several trees on city property that are leaning quite badly. Strata manager to follow up with the city.
5. **Arborist:** it was decided to hire an arborist to access a few of the complex's trees to see whether there is a danger of them falling or not prior to deciding if any trees need to be removed.
6. **Common Property/Limited Common Property Alterations:** Owners are reminded that permission from the strata council is required prior to doing alterations that affect common property or limited common property; this includes installing a high efficiency furnace. A notice regarding the installation of this type of furnace will be circulated.

CORRESPONDENCE: Please be advised that correspondence sent to the property management company (including emails), are brought to the next council meeting. A response will then be provided within 5 business days after the meeting or may be reflected in the meeting minutes. Any emergencies should be phoned into the strata management company.

Council received a verbal complaint regarding excessive noise. A letter will be sent to the unit in question

Outgoing Correspondence: the strata manager was asked to send bylaw warning infraction letters to several units.

ADJOURNMENT

The meeting will be held on Monday, November 17, 2015.

There being no further business to transact, the meeting was adjourned at 8:20 p.m.

Corinne Campbell/Strata Manager

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