

STRATA PLAN LMS101 AVONLEA
Minutes of the Strata Council Meeting
Held on Tuesday, September 9, 2008, at 7:00 p.m.

COUNCIL MEMBERS PRESENT:	Dave Holbrook	President
	Tana Eggleston	Treasurer
	Brian Arnold	Communications
	Al Abdulla	Council Member
	Allan James	Council Member

MANAGEMENT: Craig Carlyle, Property Manager and
Dan Bourke of
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. INTRODUCTION OF THE NEW PROPERTY MANAGER

Dan Bourke introduced Craig Carlyle as the new Property Manager for Avonlea. Craig has been assigned as the new property manager while Dan Bourke will still be attending all Council Meetings and be assisting Craig during this interim period.

3. APPROVAL OF PREVIOUS MEETING MINUTES

Council reviewed the minutes of the June 2, 2008 Strata Council Meeting.

It was:

MOVED AND SECONDED (Arnold/Eggleston)

To approve the June 2, 2008 Strata Council Minutes, noting that the next meeting date should have read September 9, 2008 not September 10, 2008.

CARRIED

4. FINANCIAL REPORT

Tana Eggleston reported that she has received and reviewed the July 31, 2008 Financial Reports including the bank statements and paid invoices.

Tana noted that after a thorough review all accounts appear to be in order with some minor changes to the re-allocation of landscaping expenses, repair and maintenance expenses, and some recycling expenses.

It was also reported that the Contingency Reserve Fund has a balance of \$155,823.56 and the Operating Account of \$36,326.80.

After a detailed discussion it was:

MOVED AND SECONDED (Eggleston/James)

To approve the July 31, 2008 Financial Reports.

CARRIED

5. REPAIRS & MAINTENANCE

a. Driveway Repairs & Carwash Drainage - Complete

It was reported that a number of driveway repairs have been completed and a drainage burm along the car wash area. Crack repair maintenance was cancelled in lieu of consideration being given to have the driveway surface completely re-sealed. It was also noted that the car wash drainage burm still needs to be raised slightly.

b. Vinyl Siding Cleaning - Complete

It was reported that the vinyl siding cleaning has been completed.

A call back was initiated by the contractor completed the work the week following the originally scheduled date.

c. Tree Pruning - Complete

Two trees at the side of #49 have been removed by Davey Tree, with a credit from the contractor being given for previously completed pruning.

d. Lattice & Wood Trim Repairs - Complete

AuCourant Contracting has completed the repair and painting of various lattice and wood trim pieces.

e. #40 Window Repairs - Complete

It was noted that a request for the repair of a cracked window has been completed.

f. Gutter Cleaning Inside & Out - Complete

It was reported that Right Choice Property Maintenance has completed the cleaning of the inside and outside of all of the gutters on the property.

g. #58, #59, #60 Gutter Repairs - Complete

Repeated cleaning of these areas to clear chronic plugging because of the type of trees adjacent to these units has been completed to screen the gutters on these three units.

h. Pavestone Power washing - Complete

It was also reported that Right Choice Property Maintenance completed the power washing of all pavestone surfaces on the property.

i. Garage Door Painting Touch-ups

AuCourant Contracting is currently working on the garage door paint touch-ups.

j. Phase I Stair Painting

AuCourant Contracting is currently painting the front entrance steps of phase I.

These stairs are being painted as the steps are not protected from the elements like the steps in phase II.

It was also asked to have the steps of the end units of Phase II checked as they are also exposed to the elements that may need some additional work.

k. Garbage Area Painting

It was decided to defer any major repairs to the garbage area pending further review of other types of construction material.

It was decided however, to do cosmetic upgrades to the wall facing the parking area.

l. #27 Garage Roof Repairs

A minor repair to the garage roof of this unit will be completed shortly.

A shingle leak caused damage to the substaight over the garage as it went unnoticed for a long period of time.

m. #37 & # 38 and #55 & 59 Clean-out Installation

Pending repairs from drainage inspection in the spring will be scheduled for this fall.

6. PROJECTS

a. Roof Inspection

Carlson Roofing has reported that their preliminary findings indicate that the roofs are in fairly good shape. Completion of the report is expected within 30 days.

It was also reported that unit #16, # 9, and #8 have recently been sold and no reports of problematic roof conditions were noted in these units.

b. Roof Maintenance

A preventative roof maintenance program was discussed by Council; to engage the roofing contractor that has been working on our roofs for a number of years, to walk over all of the townhouses and check the areas on the roofs that have either been a problem in the past or show noticeable wear and tear damages.

It was:

MOVED and SECONDED (Eggleston/Arnold)

To proceed with the project, not to exceed \$5,000.00.

CARRIED

7. OTHER BUSINESS

a. Yard Waste Recycling

It was requested that management negotiate an increase on the recycling fees to include the two new yard waste containers.

c. Garbage - Reduce, Reuse, and Remove Days

It was noted that the popular Reduce, Reuse, and Remove Days are scheduled for September 13th, 14th and 15th.

There being no further business the meeting was adjourned at 8:59 p.m.

The next meeting of Council will be on Tuesday November 18, 2008.

Attention:

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

Submitted by:

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