

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Tuesday, September 16, 2009 at 7:00 p.m. in Unit # 26**

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<b>COUNCIL MEMBERS PRESENT:</b>	Tana Eggleston	President/Treasurer
	Alicia Churchill	Vice-President
	Al Abdulla	Co-Treasurer
	Brian Arnold	Communications
	Scott Weber	Repairs & Maintenance
	Morris Kozoroski	Repairs & Maintenance
	Annette Maxwell	Council Member

**MANAGEMENT:** Dan Bourke, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

- a. The meeting was called to order at 7:10 p.m. by Tana Eggleston.

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

- a. Council reviewed the minutes of the May 4, 2009 Strata Council Meeting. Noting Alicia Churchill Vice-President was present at the meeting. It was:  
**MOVED AND SECONDED** (Maxwell/Eggleston)  
To approve the May 4, 2009 Strata Council Minutes as amended.  
**CARRIED**

**3. FINANCIAL REPORT**

**a. July 31, 2009 Monthly Report**

Tana Eggleston reported that she has received and reviewed all reports, statements, and paid invoices up to July 31, 2009 and all accounts appear to be in order. It was reported that as of July 31, 2009 the Contingency Reserve Fund had a balance of \$198,608.03, the balance in the Operating Account was \$25,339.81, and the current operating deficit was \$13,913.50, for the most, part due to higher than normal repair and maintenance expenses. After a detailed discussion it was:  
**MOVED AND SECONDED** (Weber/Kozoroski)  
To approve the July 31, 2009 and prior Financial Reports.  
**CARRIED**

**b. Accounts Receivable Report**

It was reported that one account remains significantly past due. While the amount in arrears is under \$500.00, the owner has not acknowledged their responsibility to pay the past due amounts. It was decided, due to the small amount, to pursue the matter in small claims court vs. the far more expensive path of collection in Supreme Court.

#### **4. REPAIRS & MAINTENANCE**

**a. Street Light Globe Cleaning - Complete**

**b. Car Wash Diverter Improvements - Complete**

After a review of the area with Council and Management, the concerns expressed earlier have been resolved.

**c. #49 Roof Moss Removal - Complete**

It was reported that the moss on the roof of this unit was removed this summer during the dryer months, by AuCourant Contracting.

**d. Water Damage Repairs #19, #24, #51 - Complete**

It was reported that damage to the three units above, which was caused by two outside water tap leaks and one minor roof leak, has been repaired. Insurance claims have been filed and reimbursement forth coming.

**e. Catch Basin, Sump, & Sanitary Sewer Cleaning - Complete**

As part of the ongoing perimeter drainage program, it was reported that all catch basins, sumps, and sanitary sewer lines have been cleaned and/or flushed by McRae's'

**f. Fire Hydrant Plant Project - Complete**

Many thanks to Alicia Churchill and her husband for completing the installation of the new planter around the fire hydrant in front of the mail boxes.

**g. Townhouse Entrance Painting - Final Stages**

It was reported that the touch-up painting of the entrances to each of the townhouses is entering its' final phase. Repair and painting to a number of divider and end cap railings is all that is needed.

**h. #37 Pole Light Wiring - Complete**

It was reported that the re-wiring of the pole light in front of #37 was completed by AuCourant Contracting for significantly less than what WesPac Electrical had originally quoted.

**i. #36 Gutter Cover Proposal - Declined**

Council reviewed a quote for the installation of gutter covers on this unit and other units around the property. Due to the significant cost for this installation in all areas similar to the unit that had initiated the request and as the roof replacement project may include the installation of new gutters when the strata corporation decides to have the roof replaced, the installation of gutter covers at this location was declined.

**j. Garbage Container Area - Pending**

A review of approximate costs for the installation of concrete barriers around the inside perimeter of the garbage container area was discussed.

As availability to the barriers in such a small quantity at a reasonable cost was an issue, the only supplier of the barriers in this area could not provide us with a firm price at this time.

It is anticipated that a production run of the barriers this fall will result in easier access to the barriers and installation to follow shortly thereafter.

**k. Fall Planned Maintenance - Pending**

Items that are in the planned maintenance program for this fall include the Gutter Cleaning and Snow Clearing readiness.

**5. NEW BUSINESS**

**a. Roadway Top Coat & Seal Project - Pending**

It was decided that the project would be reviewed again in the Spring of 2010.

**b. Townhouse Back Entrance Painting**

Due to the number of requests this summer to have the painting of the back entrances of each townhouse reviewed, Council agreed to look at this project next spring, for complete in the summer of 2010.

**6. PARKING BYLAW CHANGE REVIEW**

**a. Council discussed in detail a number of changes to the parking bylaws that they would like to have reviewed.**

Due to the impact on the property, it was agreed and any changes to the bylaws would be discussed at the next regular Council meeting for possible presentation at the Annual General Meeting next year.

**7. UNIT ENTITLEMENT CHANGES REVIEW**

**a. Management presented a minor discrepancy in the calculation of strata fees for each unit.**

Based on the standard calculation of strata fees, using a method based on unit entitlement, the strata corporation has been using a less complicated method of calculating strata fees, based on unit type, set in place by the developer when the property was developed.

While the variance between these two methods of calculating fees is very slight, the unit type method does not comply with the Strata Property Act.

A solution to this issue is to either convert the calculation of strata fees to the unit entitlement calculation method, or include the unit type calculation method in our bylaws.

Council will review and discuss this issue at the next few meetings and put it forward to the owners at the Annual General meeting early next year.

**8. ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:05m.

**The next Council meeting is scheduled for Tuesday, November 3, 2009.**

Attention:

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

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

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