

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Wednesday, November 5, 2009 at 7:00 p.m. in Unit # 26**

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<b>COUNCIL MEMBERS PRESENT:</b>	Alicia Churchill	Vice-President
	Al Abdulla	Co-Treasurer
	Brian Arnold	Communications
	Scott Weber	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 7:12 p.m. by Alicia Churchill, Vice-President.

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

- a. Council reviewed the minutes of the September 16, 2009 Strata Council Meeting. After a brief discussion, it was:  
**MOVED AND SECONDED** (Maxwell/Abdulla)  
To approve the September 16, 2009 Strata Council Minutes as distributed.  
**CARRIED**

**3. RESIGNATION OF STRATA COUNCIL PRESIDENT**

- a. As Tana Eggleston, President of the Strata Council has sold her townhome and moved from the property, Alicia Churchill as Vice-President will assume the responsibilities of the Strata Council President. Al Abdulla, Co-Treasurer will now assume the responsibilities as Treasurer for the Strata Corporation and will now receive the Treasurer's copy of the financial reports including the bank statements and paid invoices. The Council expressed their appreciation and thanks for all of Tanas' hard work and efforts over the years, acting as a Council Member, Treasurer, and President at various times during that period.

**4. FINANCIAL REPORT**

**a. September 30, 2009 Monthly Report**

It was reported that as of September 30, 2009 the Strata Corporation had a balance in its Contingency Reserve Account in the amount of \$212,382.24, and the balance in the Operating account was \$22,577.99. It was also reported that as of September 30, 2009 the Strata Corporation was operating in a deficit position of \$7,120.68 due primarily to increased repairs and maintenance expense in the first nine months the year.

After a detailed discussion it was:

**MOVED AND SECONDED** (Weber/Maxwell)

To approve the September 30, 2009 Financial Reports as presented.

**CARRIED**

**b. Authorization to Initiate Small Claims Action**

Council was advised that as per a decision at the last Council Meeting, to pursue one account which remain significantly past due, through the Small Claims Court of British Columbia, that a motion is required to authorize the filing of small claims action, which will be implemented immediately as a rule, and presented at the Annual General Meeting for presentation to the owners for approval as a new bylaw.

After a brief discussion it was:

***MOVED AND SECONDED*** (Churchill/Abdulla)

To initiate Small Claims Actions in the Provincial Court of British Columbia to collect those amounts necessary for past due maintenance fees.

***CARRIED***

**4. REPAIRS & MAINTENANCE**

**a. Unit # 22 Roof Leak - Complete**

It was reported that a small roof leak in unit # 22 of the property has been repaired by Carlson Roofing.

**b. Unit # 54 Roof Leak - Complete**

It was also reported that a small roof leak in unit # 54 has also been repaired by Carlson Roofing.

**c. Gutter Cleaning - Scheduled for November 16, 2009**

Council was advised that the Gutter Cleaning in the complex is scheduled to begin November 16, 2009 and to be performed by Right Choice Property Maintenance.

**d. Snow Removal Readiness - Confirmed**

Council was advised that contracts are in place for the snow removal and salting of the common driveways in the complex in the event of a winter storm with the same contractor as the previous two years; Liberty Snow Removal.

**e. Townhouse Entrance Railing Caps - Pending**

Council was advised that a number of minor issues still remain outstanding with this project specifically of the painting of a number of divider railing caps, which are hoped to be completed within the next few weeks.

**f. Unit # 51 - Water Ingress**

Council was advised that a reoccurring water leak at the back door of this townhome has been reported, and a company specializing in leak detection has been contracted and requested to attend and investigate the source of the problem.

**g. Unit # 44 Entrance Sidewall Repairs**

Council discussed a request from the owner of the townhome to conduct repairs to a sidewall at the front steps of their townhome. It was reported that while the sidewall is slightly out of alignment and has some excess movement; most of the entrance sidewalls on the end units of each block of townhomes, has some movement in the wall; however the wall needs to be straightened and the work schedule for next Spring.

**h. Roadway Top Coat & Seal**

Council reconfirmed that this project will be reviewed in the summer of 2010.

**i. Townhouse Back Entrance Repairs**

Council also confirmed that this project will also be scheduled for the summer of 2010.

**5. PROJECTS**

**a. Garbage Area Improvements**

Council reviewed a quote for the installation of concrete barriers around the inside perimeter of the garbage container area. The installation will be designed to reduce the risk of damage to the garbage area walls by the City of Burnaby's Garbage Removal trucks.

After a brief discussion it was:

***MOVED AND SECONDED*** (Weber/Arnold)

To approve the installation of five concrete barriers at a cost of approximately \$1,100.00 as presented.

***CARRIED***

**6. NEW BUSINESS**

**a. Roof Replacement**

Council reviewed a quote from Inter Provincial Roof Consultants for the preparation of a condition report, drafting of specifications and oversight of the installation of a new roof. The three phases of the installation process were discussed in detail and the need to present, at the next Annual General Meeting, quotes for the project.

It was then:

***MOVED AND SECONDED*** (Weber/Churchill)

To approve the drafting of specifications, for the purpose of obtaining budget quotes for presentation at the Annual General Meeting for the replacement of the roof, as described by Inter Provincial Roof Consultants

***CARRIED***

**b. Parking Bylaw Changes**

Council discussed in detail the possibility of changing the bylaws for the property with respect to parking bylaws.

After a lengthy discussion it was determined that no changes will be presented at this time.

**c. Unit Entitlement Changes**

Council discussed the possible conversion of the unit entitlement allocation of maintenance fees as per the Strata Property Act. As the changes will make very little impact on each of the strata lots it was decided to present the maintenance fee schedule at the next Annual General Meeting in a format that is compliant with the unit entitlement rules in the Strata Property Act.

**d. Fence Maintenance - Horizontal Support Maintenance**

It was reported that after reviewing horizontal cross member supports on the fences of the property and after consultation with West Coast Fence, Owners are advised that periodic maintenance of the lower cross member of the fence should be conducted and can be achieved by spraying the lower cross member, which supports the vertical fence panels, with a garden hose to remove any accumulated leaves, dirt or debris, that may slow the evaporation of water that may have accumulated in this area.

**e. Lawn / Leaf Maintenance**

It was reported to Council that a number of inquiries had been received regarding lawn maintenance with respect to the growth of moss and/or weeds, and accumulation of leaves from trees in the fall. It was reported that lawn maintenance includes the application of lime and weed control, and the cutting of the grass, is the responsibility of the landscape contractor, however due to the size and exposure to sunlight of many of these areas moss control is very difficult and weed control results in limited success. The removal of leaves on the lawn areas is conducted every other week during the fall season, in those areas where lawn exists, and twice a year in those areas where only patios or paved stones fill the backyard.

**f. Bathroom & Kitchen Shut Off Valves**

It was reported that a request from an owner regarding the installation of bathroom and kitchen shut off valves was received. Council discussed the issue and advised Management that the installation of such valves in either the kitchens or the bathrooms, would remain the owner's responsibility.

**g. Garage Door Seal**

It was also reported to Council that a request for the installation of a garage door seal, to prevent leaves or debris from being blown under the door. Council agreed, that as many of the doors are in a similar state and that the seal is not designed for the prevention of water ingress or leaves and debris that no changes would be implemented.

**7. ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 8:55 p.m.

**The next Council meeting is scheduled for Thursday, January 28<sup>th</sup>, 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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