

**STRATA PLAN LMS101 AVONLEA**  
**Minutes of the Strata Council Meeting**  
**Held on Tuesday, November 18, 2008, at 7:00 p.m.**

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<b>COUNCIL MEMBERS PRESENT:</b>	Dave Holbrook	President
	Tana Eggleston	Treasurer
	Brian Arnold	Communications
	Alicia Churchill	Council Member

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

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**1. CALL TO ORDER**

The meeting was called to order at 7:10 p.m.

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

Council reviewed the minutes of the September 9, 2008 Strata Council Meeting.

Mr. Alan James has sold his property and he has resigned from Council. Council appreciates all of the contributions to strata council from Alan and wishes him the best in his future endeavours.

It was:

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

To approve the September 9, 2008 Strata Council Minutes.

**CARRIED**

**3. FINANCIAL REPORT**

Tana Eggleston reported that she has received and reviewed the September 30, 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 landscape improvements. The Property Manager will ask Accounting to effect this change.

It was also reported that the Contingency Reserve Fund has a balance of \$163,311.07 and the Operating Account of \$40,914.10.

It was noted that two accounts are over 90 days in arrears. The management company will initiate appropriate collection actions.

After a detailed discussion it was:

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

To approve the September 30, 2008 Financial Reports.

**CARRIED**

**4. REPAIRS & MAINTENANCE**

**a. Stair Painting Phase I & End Units Phase II**

It was reported that Council is pending confirmation from AuCourant Contracting whether the work have been completed.

**b. #27 Garage Roof Repairs - Complete**

The minor repair to the garage roof of this unit is now completed.

**c. #37 & # 38 Clean – outs installation**

It was reported that the clean outs and flush system installation for the above units have been completed by Milani Plumbing.

**d. Carwash Drainage – Complete**

It was reported that an adjustment has to be made to raising the level of the large speed bump to direct water toward the carport. The overlay layer paving will be completed when warmer weather approaches.

**e. Garage Door Painting – Subject to better weather conditions**

AuCourant Contracting will proceed with the garage door paint touch-ups when weather permits. It was reported that some wood panelling repairs to the lower portion of #27's garage door will be included during the touch-ups.

**f. Garbage Container Area Painting**

It was decided to paint the garbage container area subject to better weather conditions.

**g. #60 & #55 Clean outs installation**

It was reported that new clean-out needs to be installed for #55, since the excavation behind this unit is approximately 14 to 17 feet deep. Repairs to the drainage in front of #66 are still pending. Video inspection and re-checking of the entire system will proceed once the whole project completes.

**h. Gutter Cleaning**

The gutter cleaning has been scheduled with Right Choice for the first week of December 2008.

**5. PROJECTS**

**a. Reduce, Reuse, and Remove Days – Complete**

It was reported that the popular Reduce, Reuse, and Remove Days held on September 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> was a great success and both the recyclable and non-recyclable items were taken away including batteries, paint, and tires.

**b. Roof Maintenance - Pending**

The quote for the preventative roof maintenance program was received. The following work items are proposed to be included within the program: check and replace all missing shingles, clean dryer vents, replace cracked air bents, caulk and seal all B-Vents, and caulk and seal all skylight flashings.

**c. Roof Inspection**

The roof inspection has been completed, but the written report is still pending from the contracting company. Rick from Carlson Roofing apologizes for the delay in completing the written report and he also indicated that the report will reveal the few problems that existed from the interior attic inspection.

It was noted approximately 14 units have been inspected and that only one water leak was reported in unit #1 which was due to a blown off fresh air vent.

**6. NEW BUSINESS**

**a. #6 front deck repair**

The front deck of the above unit needs to be levelled, resurfaced and repainted.

**b. #60 , #3 – Downspout repair**

It was reported that the downspout at the top left hand side of unit #60 is hanging and needs to be repaired. The left hand side downspout located at the back side of unit #3 also needs repair.

**7. CORRESPONDENCE**

**a. #1- Parking violation**

A bylaw infraction letter will be sent to the above owner for the violation of bylaw 7(5). A fine of \$50 has been imposed on the owner's account.

BYLAW 7(5)  
Parking on roadway is prohibited  
“Owners are reminded to please keep the Strata property’s  
driveway clear of parked vehicles or other impediments”

**8. ADJOURNMENT**

There being no further business the meeting was adjourned at 8:36 p.m.  
The next meeting will be the budget meeting at Unit #3 on Tuesday, January 27<sup>th</sup>, 2008.  
The **annual general meeting** is scheduled for Tuesday, February 24<sup>th</sup>, 2008.

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

Submitted by:  
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