



# AVONLEA STRATA PLAN LMS 101

**STRATA COUNCIL MINUTES  
WEDNESDAY, NOVEMBER 30, 2011, 7:00 P.M.**

**COUNCIL PRESENT:**

<b>Brian Arnold</b>	<b>President</b>
<b>Al Abdullah</b>	<b>Treasurer</b>
<b>Stephane Castera</b>	<b>Council member</b>
<b>Mike McDonald</b>	<b>Council member</b>
<b>Yves Jobin</b>	<b>Council member</b>
<b>Morris Kozoroski</b>	<b>Council member</b>

**MANAGEMENT PRESENT:**

**Dan Bourke, Property Manager  
Pacific Quorum Properties Inc.  
[dan@pacificquorum.com](mailto:dan@pacificquorum.com) / Office: 604-635-0260**

**1. CALL TO ORDER:**

The meeting was called to order at 7:15 p.m. by Brian Arnold, President.

**2. APPROVAL OF PREVIOUS MINUTES – October 18, 2011**

The Council has reviewed the minutes from the last strata meeting held on October 18, 2011. Noting no errors or omissions it was:  
**MOVED / SECONDED** (Abdullah/McDonald)  
To approve the October 18, 2011 Strata Council meeting minutes as distributed.  
**CARRIED**

**3. PACIFIC QUORUM ADMINISTRATIVE SUPPORT CHANGES**

Dan Bourke reported that Marna Langner-Schulz has been appointed as the new Administrative Assistant in the Surrey office. Owners can contact Marna at 604-635-0260 or by e-mail at [marna@pacificquorum.com](mailto:marna@pacificquorum.com).

**4. FINANCIAL REPORTS**

**a. Monthly Report – October 31, 2011**

Al Abdullah, Treasurer, reported that he has received and reviewed all financial statements up to and including October 31, 2011, including all bank statements and paid invoices and that all accounts appear to be in order. It was also reported that as of October 31, 2011, the Strata Corporation had \$15,626.71 in the Operating Funds Account and \$125,149.11 in the Contingency Reserve Account. It was also noted that as of October 31, 2011, the Strata Corporation had a very small surplus in the amount of \$557.90.

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**b. Accounts Receivable Report**

Council reviewed correspondence from Alexander, Holburn, Beaudin & Lang, Legal Counsel for the Strata Corporation, with respect to the collection of outstanding special assessment and strata fee payments from Strata Lot #34. Management advised Council that instructions had been given to legal counsel to pursue collection of these amounts.

**5. REPAIRS AND MAINTENANCE****a. # 1 Front Step Repairs - Complete**

Management advised Council that the repairs to the steps at Unit #1 have been completed by Circle Property Services and will be reviewed in the early summer next year to ensure that any paint deficiencies are completed during better weather conditions.

**b. Back Door Replacement # 9, # 44, # 54, # 56 - Complete**

Morris Kozoroski reported that the installation of four doors at the back of these townhomes has been completed by Oakdale Services.

**c. Tree Clearance Pruning - Pending**

Council reviewed a proposal to perform tree clearance pruning from Nugreen Landscaping Services and after discussions with Morris Kozoroski, deferred the project to late this year or early next year.

**d. # 4 Water Ingress Investigation - Pending**

Management advised Council that a report from Circle Property Services has been completed but not yet received. Upon review of the report, remedial repairs will take place as recommended.

**e. Upper Parking Allan Block Planter Reconstruction - Pending**

Council deferred this project until early next spring. Quotes will be prepared and included in next year's Operating Budget.

**f. Unit #42 - Request for Door Replacement**

Council reviewed correspondence from the owner's of this unit and agreed to replace the existing door with a door of similar design and style as the existing door.

**g. Unit #43 - Request for Door Replacement**

Council also reviewed correspondence from this owner requesting that their back door be replaced due to misalignment of the frame and the existing door. Council approved the request and instructed Management to have this done.

**h. Unit #8 - Dryer Vent Connection Request**

Council reviewed correspondence requesting repairs to the dry vent of this unit and instructed Management to address this concern.

**i. Landscape Improvements**

Council confirmed that a request to have spring bulbs planted at the entrance of the property has been approved and requested that Management contact the landscape contractor to provide a quote for a seasonal planting of this area in the spring, summer and fall of each year for review by Council at the next Strata Council meeting.

**j. Slip Strip Repairs**

Council requested that each of the end unit townhomes have traction strips installed on the front entrance steps, as the end units experience a greater impact from poor weather conditions.

**k. Unit #53 – Window Repairs**

Council confirmed a request received from the owner of this unit with respect to window repairs and requested management to investigate this issue.

**6. OTHER BUSINESS**

**a. Bylaw Violation Penalties**

Council reviewed the recent application of penalties to a townhome with respect to backyard improvements not authorized by the Strata Corporation and authorized the reversal of these penalties; as after review by Management with the owner of this townhome, it was determined that the changes to the backyard were not significant enough in nature to assess a penalty.

**b. Cambie Roofing Final Payment**

Council reviewed a response from Cambie Roofing with respect to the settlement of outstanding amounts owing to the contractor and agreed, as a final offer, to pay the contractor \$3,604.00 to complete the project.

**7. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:15 p.m.

**The next Strata Council Meeting is scheduled for Tuesday, January 17, 2012.**

***Submitted by:***

***PACIFIC QUORUM PROPERTIES INC.***

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