

**STRATA CORPORATION LMS 101  
COUNCIL MEETING MINUTES  
Tuesday, April 11, 2017 7:00 PM at Unit #5**

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**IN ATTENDANCE:**

Mike Schmidt – President  
Carol Ohno – Vice President  
Alicia Churchill – Repairs & Maintenance  
Brian Arnold – Repairs & Maintenance, Landscaping  
David Huang – Repairs & Maintenance  
Heather Little – Treasurer  
Erin Miller - Secretary

**CALL TO ORDER:** The meeting was called to order by the meeting chair, Mike Schmidt at 7:04 pm.

**APPROVAL OF THE AGENDA:** Approved as is.

**APPROVAL OF MINUTES:** Minutes from the March 6, 2017 meeting were approved.

**FINANCIALS**

February and YTD Income Statement was reviewed and no concerns were noted with February entries. Council continues to monitor how the budget will be affected by high snow removal costs. The February and YTD Income Statement is appended to these minutes.

**Accounts Receivable:** Accounts receivables were reviewed at this meeting. One unit is two months behind on strata fees and 18 units have not paid the special levy (first payment was due April 1). The Treasurer will work with the Strata Manager to ensure reminder letters regarding the levy have been sent out. Amounts in arrears will be handled according to the Strata Corporation Bylaws and Resolution #1 passed at the AGM.

**\*\*REMINDER\*\*:** If you have not already sent your April payment to Profile Properties for the special levy due April 1 and August 1, 2017, please do so immediately. As reference, the following resolution was approved at the February 22<sup>nd</sup> Annual General Meeting:

**RESOLUTION #1 (¾ VOTE) – BUILDING MAINTENANCE SPECIAL LEVY RESERVE FUND USAGE**

**BE IT HEREBY RESOLVED,** by a ¾ vote of The Owners, Strata Plan, LMS 101 at the Annual General Meeting held on February 22, 2017 that owners agree to a Special Assessment totaling \$50,000.00 for exterior building maintenance. The assessment amount, based on registered unit entitlement, is to be paid by cheque or cash upon passage but for convenience purposes only may be paid to LMS101 in two equal payments due April 1, 2017 and August 1, 2017. A late fee of \$50.00 per month will be charged to units who do not pay the special levy according to the attached schedule.

February 2017 Financial Statements were approved unanimously.

## **REPAIR AND MAINTENANCE REPORT**

The Repairs and Maintenance Report is appended to these minutes.

Quotations were reviewed and approved for several projects as outlined below:

### **General Repairs and Maintenance Projects:**

- 1) **Drainage by Garbage Area:** Council *unanimously approved* Able Drain's quote to install catch basin and pipe to catch percolating surface water and route to sump for \$1850 plus GST. It was noted that the Strata Corporation has a \$400 credit on file with Able Drain.
- 2) **Replace Back Porches in Trex (12 units):** Council reviewed two quotes to replace the back steps for 12 units in Trex. A third quote, received late, was reviewed after the meeting. The quote from Marksman at \$1600 plus GST per unit was *unanimously approved*. The quotes from the other vendors were higher, Dependable Maintenance (DM) at \$2145 plus GST per unit and Steelhead at \$3000 plus GST per unit.

### **Special Levy Projects:**

- 3) **Concrete Stairs by Mailbox:** Council *unanimously approved* the quote provided by Marksman for \$770 plus GST. This is to address the tripping hazard between the concrete drive way and the stair landing with a targeted repair.
- 4) **Paint and Target Rot of Back Fences (All Units):** Council reviewed two quotes to paint the back fences and repair rot. The quote from Marksman at a rate of \$308 plus GST per unit (\$18,480 plus GST total) was *unanimously approved*. The quote from Bramy Bros was slightly lower at \$292 plus GST per unit (\$17,500 plus GST total) but this quote did not include on site supervision, which is critical to the project's success. A budget of \$4000 (in addition to the \$18,480) has been allocated to address any rot issues that are found during the painting. Three additional quotes from DM, Unitus and Steelhead were reviewed by council members prior to the meeting but were not considered as they were outside the budget for these repairs.
- 5) **Paint Back Porches (25 units):** Council reviewed three quotes to paint 25 back porches and *unanimously approved* the Marksman quote of \$190 plus GST per unit (\$4750 plus GST total). The Unitus quote came in at the same price but did not include on site supervision. The Bramy Bros quote came in higher at \$238 per unit.

## **GREEN SPACE DISCUSSION**

A council member is continuing to work with NuGreen and the City to coordinate the deadfall cleanup of the back green space between units 20 through 36.

## **PQP DEMAND LETTER**

PQP has not responded to the Strata Corporation's demand letter. Council President Mike Schmidt will meet with PQP to deliver a second letter prior to the next council meeting.

## **PARKING**

New Parking enforcement methods have been implemented. Owners have been notified by letters mailed to each unit and posted on the Profile Properties portal. Mundies Towing will be patrolling the complex at night from 7pm until dawn to enforce the strata's parking bylaws and no parking signage. Any vehicles parked illegally will be towed at the owner's expense.

## **NEW BUSINESS**

- The City of Burnaby sent a letter to Profile Properties regarding changes to garbage and recycling pick-up days starting May 1, 2017. Alicia forwarded this information to Morris. The letter is appended to these minutes.
- Website – Updates to the current online forms for owners to correspond with council were discussed. A new form for parking complaints will be added.
- Back Yards – Indemnity Agreements are required to be signed by any owner that has a non-original backyard deck. A new rule will be developed to prohibit any new backyard decks. These have proven to attract pests.
- The next issue of the Avonlea newsletter will be produced in May. Contributions should be forwarded to Brian Arnold.

**CORRESPONDENCE:** Please be advised that correspondence sent to the property management company (including emails), are brought to the next council meeting. A response will then be provided within 5 business days after the meeting or may be reflected in the meeting minutes. Any emergencies should be phoned into the strata management company.

## **ADJOURNMENT**

The next council meeting will be held on June 6, 2017. There being no further official business to transact, the meeting was adjourned at 9:08pm.

# REPAIRS AND MAINTENANCE REPORT FEB-APRIL

April 9, 2017 3:27 PM

## COMPLETED PROJECTS

Drainage in upper parking lot by shed completed

## WEBSITE REQUESTS

295 Test

296 Test

297 Owner reported broken window due to attempted break in

298 Owner reported branch leaning into backyard

299 Owner reported dryer vent plugged

300 Double same as 299

301 Anonymous parking issue

302 Owner reported mouse in garage

303 Owner reported over flowing gutter

304 Owner reported back gate latch not working

305 Anonymous reported parking issues

306 Owner reported leak in garage still pending

307 Owner reported retaining wall Rott

308 Owner reported drainage issue behind back fence

## WEBSITE CONTACT US

135 test

136 inquiry regarding maintenance fees

137 Anonymous parking issue

138 Feedback from owner

139 Owner reported hearing pecking on roof

140 Owner reported hearing rustling in wall

141 Owner reported hearing rustling same as 140

142 Owner asked to renovate back yard and paint back fence

143 anonymous parking issue

144 anonymous parking issue

## REPAIRS NEW FORMAT

18 test

19 various gutters clogged with debris

20 Eggs thrown at strata council members siding

21 Downspout missing a connector

22 siding puckering below roof

23 Concrete barrier by garbage has been damaged

24 Rotten fascia bottom of garage

25 Discovered entry point for rodents double entry bottom of garage

## MISC

Back hydro substation expansion

Two members of council met with BC Hydro to discuss future plans for the sub

Station behind our complex. There will be considerable upgrades done over the next 4

Years starting on the North side and then moving down to the south end. Various buildings will be upgraded

and eventually most outside equipment will be moved indoors. The plans will be finalized with in the next year

At that time council will meet with them again.

Unit 41 back yard renovation approved to install new pavers

3 retaining walls are completely rotten still obtaining quotes to rebuild

Painting of back doors has been tabled until 2018



MAR 3 1 2017

Engineering Department

2017 March 28

FILE: 43000-30

Ref: *Solid Waste and  
Recycling*

**AVONLEA  
c/o: PROFILE PROPERTIES LTD  
108-2331 MARPOLE AVE  
PORT COQUITLAM BC V3C 2A1**

Dear Burnaby Account Holder:

**SUBJECT: SOLID WASTE AND RECYCLING COLLECTION CHANGES AT  
2600 BEAVERBROOK CRES BURNABY, BC**

As per the letter dated 2017 January 16 regarding upcoming changes to the City's collection services, this letter is to confirm that the City has made changes to your collection day(s) for your property located at 2600 BEAVERBROOK CRES.

Starting the week of **2017 May 01**, your collection day(s) are as follows:

- Garbage will be collected - Every Tuesday
- Cardboard will be collected - Every Wednesday
- Recycling will be collected - Every Monday
- Green Bin (i.e. Food Scraps/Yard Waste) will be collected - Every Tuesday

For customers that have cardboard service that require access to undergrounds, please contact Chris Patton at 604-294-7239, as we require additional security fobs.

Thank you for your continued business. For clarification on current collection days, or if you require more information, please contact Burnaby Solid Waste and Recycling Line at 604-294-7972.

Yours truly,

A handwritten signature in black ink, appearing to read "Tracey Tobin".

Tracey Tobin, B.Sc., PBD Env. Sci.  
Environmental Services Officer

Per: Jim Thompson  
Superintendent of Solid Waste and Recycling

TT/sph