

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES
Monday, January 11, 2016- 7:00 PM in Unit 44**

IN ATTENDANCE:

Brian Arnold – President/Landscaping
Carol Ohno – Vice President
Alicia Churchill – Repairs & Maintenance/Landscaping
Morris Kozoroski- Repair & Maintenance
Anne Ng – Newsletter Coordinator/Landscaping
Strata Manager – Corinne Campbell

Regrets: Jason Jones – Treasurer/Landscaping

APPROVAL OF MINUTES

The strata council approved the minutes from the council meeting dated November 16, 2015.

FINANCIALS

Financial Statement: It was moved and seconded to approve the financials as prepared by Profile Properties.

Accounts Receivable: Accounts Receivables were reviewed at this meeting and the manager was asked to follow up with units with outstanding balances in accordance with the Strata Corporation's bylaws and the *Strata Property Act of British Columbia*. The council agreed to apply late fees, fines and liens in accordance with the strata corporation bylaws on delinquent accounts.

Council reviewed correspondence about a fine on a unit's account. Manager to respond the owner in question.

BUSINESS ARISING

1. **2015 Projects**
 - a. **Completed**

5 new back entry doors where installed.
2. **Organic Recycling:** The City of Burnaby confirmed with the strata manager that as the complex was in a "bear zone", the organic recycling program would not be instituted until bear-proof containers are available.
3. **Bartlett Tree:** Bartlett Tree will be on site on January 20th, to remove trees that were deemed to be dangerous.

4. **Roof Cleaning / Gutter Cleaning:** Gorilla Services has completed the gutter and roof cleaning.
5. **Window Replacement (two units):** the window replacement has been completed.
6. **Arborist Recommendations:** an arborist recommended the immediate remove of some trees as they were deemed unsafe. Council has agreed to proceed.

NEW BUSINESS:

1. **Drainage Issues:** there was a blockage in the exterior drainage by a unit that caused interior damage in a unit. The area was excavated and the blockage was removed. Upon further investigation it was determined that the pipes were installed with two 90 degree angles which will need to be dealt with in the spring or this area will always pose problems.
 - a. While investigating the drainage leak, a few other issues arose inside the unit that needed to be dealt with immediately as they could pose a threat to other units. The home owner will be held responsible for the cost of these repairs.
 - b. Retaining Wall: the contractor also discovered that a retaining wall in this area was unstable due to tree growing through it and will have to be replaced.

Please note failure to report issues that relate to limited common property in or outside of your unit, could lead to costly repairs if left untreated. Please ensure you are reporting concerns to the strata council.

2. **Mice:** Pest control attended 3 units to deal with mice.
3. **Telus Box:** a sump pump will be installed in the Telus Box in order to drain.
4. **Main Water Shut Offs:** a unit had to replace their main water shut off recently. Owners should check to ensure that their shut off valve is working correctly. Repairs/Replacement of the interior shut off valve is the owner's responsibility and no water shut off from the outside of the unit will be permitted. If owner's wish to repair/replace their shut offs; Pacific Ace Plumbing has performed this for this owner. They can be reached at 778-836-8835.
5. **Budget and Annual General Meeting Preparation:** the strata council discussed and confirmed the budget and resolutions for the upcoming Annual General Meeting.

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.

Council reviewed corresponded regarding a bylaw warning letter received. No action is required

Outgoing Correspondence: the strata manager was asked to send bylaw warning infraction letters to several units.

ADJOURNMENT

The meeting will be the Annual General Meeting on February 15, 2016.

There being no further business to transact, the meeting was adjourned at 8:50 p.m.

Corinne Campbell/Strata Manager

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Please note the above phone # is available 24 hours a day / 7 days a week for strata emergencies calls.