

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES
Monday, May 30, 2016 7:00 PM at Stoney Creek Community School**

IN ATTENDANCE:

Brian Arnold – President/Landscaping
Carol Ohno – Vice President
Al Abdulla - Treasurer
Alicia Churchill – Repairs & Maintenance/Landscaping
Anne Ng – Newsletter Coordinator/Landscaping
Jason Jones - Meeting chair
Steve Miller
Strata Manager – Corinne Campbell

CALL TO ORDER: The meeting was called to order by the meeting chair, Jason Jones, at 7:03 pm.

STATEMENT ON MEETING STRUCTURE: The chair gave instructions to those present in regards to the structure of the meeting.

APPROVAL OF THE AGENDA: The agenda was amended to add two additional items: owner correspondence and communication with Profile Properties. It was moved, seconded and carried to approve the amended agenda.

APPROVAL OF MINUTES

It was moved, seconded and carried to approve the minutes from the council meeting dated April 4, 2016 and April 29, 2016.

Process for review of the minutes: It was moved, seconded and carried that the council will receive the draft council meeting minutes 7-10 days after the meeting whenever possible and the council will review and provide one collective response to the strata manager with any amendments before the 14 day period for posting the minutes on the portal.

Disclosure in the minutes: after discussion it was moved, seconded and carried that unit #'s would appear in the minutes for alteration requests, all other use of unit #'s in the minutes will be at council's discretion. Repairs and Maintenance will be minuted according to their reference #.

PROFESSIONAL OBLIGATION AND CONFLICT OF INTEREST: The chair spoke to this topic. After discussion it moved, seconded and carried that in order to minimize any conflict of interest or any obligations a council member has due to their professional designation (i.e. lawyer, architect, engineer), elected members should disclose any possible conflicts at the first strata meeting.

CONDITIONS ON APPROVAL OF ALTERATIONS: A council member asked the strata manager if the council was permitted to put conditions on alteration requests (i.e. that an engineer report is required for wall removal etc.). The strata agent informed the council that this was definitely of the duties of the strata council as long the said conditions are reasonable and are in the best interest of the strata corporation for alterations to common property. Council is reminded that as per the bylaws they must not reasonably withhold their permission for alterations within a strata lot.

Procedures for requesting alterations: It was moved, seconded and carried that residents must request alterations in writing with a cover letter summarizing the work to be done and include detailed plans/drawings. In addition after approval is provided the owner must inform council of any changes to the submitted plan for approval of the changes.

FINANCIALS

Financial Statement: It was moved, seconded and carried to approve the financials up to March 2016, as prepared by Profile Properties. The Treasurer provided a report and it was moved, seconded and carried, to approve the report. Report is attached to the minutes.

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.

REPAIR AND MAINTENANCE REPORT: It was moved, seconded and carried to accept the attached repair and maintenance report.

Exterior Drainage: council received a preliminary report from the camera inspection of the exterior drainage for two of the buildings. It was moved, seconded and carried, to proceed with camera scoping and auguring the remaining buildings. Once a complete report is available council will discuss proceeding with all the recommended drainage work.

PLAYING IN ROADWAY RULE: The council discussed the rule made at the last meeting and considered amending the rule. The matter was tabled at this time and will be brought to the next council meeting. In the interim, the current rule will stand.

IMPORTANT: If you experience ongoing flickering of your lights and/or frequent power outages, please report this immediately to a council member directly or by using the online repair form located on the website.

GREEN SPACE DISCUSSION: A council member will be dealing with the City of Burnaby regarding the felled trees that have be left on the Green Space belonging to the Strata Corporation.

SUMMER BBQ – The Avonlea Neighbourhood Barbeque will be held on July 23, 2016. Notices and information regarding the Barbeque will be posted on the mailbox bulletin board.

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. The manager to respond to the owner in question.

Council reviewed correspondence regarding an alteration. Manager to respond to the owner in question.

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

ADJOURNMENT

The next council meeting will held on July 18, 2016.

There being no further official business to transact, the meeting was adjourned at 9:45 p.m

Corinne Campbell/Strata Manager

PROFILE PROPERTIES LTD. #108-2331 Marpole Ave, Port Coquitlam, BC

V3C 2A1 Ph: (604) 464-7548 Fax: 604-464-1005

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

Treasurers Report - March 2016

I have reviewed the March 2016 Financial Statements as prepared by Profile Properties and recommend to approve financial statements as prepared.

I have confirmed the following bank balances per General Ledger to Bank Statements:

SA Exterior Repairs - \$1,885.72
Contingency Reserve - \$ 235,300.53
General Account - \$ 30,680.33

I have found that 3 invoices were paid without strata council approval, as amounts are small, it could be an oversight and Treasurer will monitor to ensure all non-reoccurring invoices are approved by two members of council in future months.

Accounts Receivable

A unit is in arrears \$1386, which comprises of strata fee's for the months of Dec 2015, Jan 2016, Feb 2016 and March 2016.

Recommend to send letter to owner and charge late fees as applicable.

Will continue to monitor, if April 2016 fees and April 2016 special assessment installment isn't paid, will recommend to council to put a lien on the property.

Invoice Reversals:

Invoice dated December 15, 2015 from Evolution in the amount of \$720.33 has not been reversed, will monitor for reversal in April. This Invoice was incorrectly charged to LMS 101 in December 2015.

Depreciation report funds from 2015 have not been reversed. Will monitor reversal in April. Alicia is familiar with the details of this reversal.

Repairs and Maintenance recap April May

Completed

- front door painting completed about 6 units need additional repairs to door trim
- unit with perimeter drain issue interior and exterior completed just carpet pending owner will cover cost to replace we cover cost of repairing. Pending emergency invoice via OnSite restoration was sent with inaccurate info they have been asked to amend
- unit back door trim replaced and painted due to rot
- perimeter drain dig completed restoration of fence back steps and pavers all completed.
- unit outside tap fixed and back tree removed
- unit wasp nest sprayed
- unit back steps replacement in Trexx completed. Looks great larger scope of work than anticipated no maintenance required, 25 year warranty on product
- roof maintenance completed. Moss removed skylights cleaned Gutters cleaned. Target repairs done. Comprehensive report to be discussed.
- parking curbs realigned and cleaned
- unit tree removed from backyard (Should not use Bartlett tree services again very unprofessional)
- small drainage repairs at back of a unit and front rainwater reattach completed.
- car wash repair to tap #265 completed.
- Unit door repair comped just needed realign repair #259

Pending

- Repair #259, 260 back steps target rott repair and back yard possible drainage issue
- Repair #261 unit siding bubbling
- Repair #262 unit rott at bottom of garage door

Repair #263 squirrels nesting on roof

Repair # 264 unit siding on roof top peak separated from building

Repair #266 unit lattice work front entrance

Repair #267 unit reported mice

Repair #270 unit main power line in hydro room needed repair

Repair #273 unit back porch light not working front railing loose

Repair# 274 unit back retaining wall lattice and railing need rott repair

Projects

- stairs painting arbour fences and parking lines. Early June completion
- Rott and trim painting July August
- window washing late June

Reports and quotes to be discussed.

- drainage report pending
- roof report will format a plan for roof maintenance 2017.
- Small quote for back step repair to a unit